

14. As a continuous improvement mechanism, feedback re policy effectiveness and implementation (or any issues for attention) will be collected (via [policies@une.edu.au](mailto:policies@une.edu.au)) and logged for review as appropriate

13. Recommendations for any adjustment to policy will be considered by the Policy Administrator and actioned under this policy cycle.

12. As the final step in policy development and implementation, new or revised policies will be evaluated for effectiveness, by the Policy Administrator. This will occur at an agreed period of time after approval of the policy.

11. Policy Administrator is responsible for ensuring there is an implementation and communication plan, to embed and apply the policy amongst stakeholders.

10. L&G to advise Policy Administrator when documentation has been uploaded to the UNE policy website.

9. Approved policy will be published on the UNE policy website via the approved policy database system - and a final, signed version of the policy placed in TRIM by L&G.

8. Following approval, the document becomes a University policy when it has been published.

Evaluate policy effectiveness/compliance

Assess policy environment and identify stakeholders

Prepare draft policy

Consultation phase

Obtain approval

Communicate and implement the policy

**Policy/Rule review, development and implementation cycle**

Support, assistance and coordination of all stages of the policy cycle associated with all University Policies and Rules, is provided by the Office of Legal and Governance ([policies@une.edu.au](mailto:policies@une.edu.au)).

1. Policy Administrator to assess the requirement for policy review or development, scoping and benchmarking within the relevant internal/industry environment.

2. Policy Administrator to notify Legal and Governance office (L&G) at commencement. L&G to provide guidance on process and any other relevant issues.

3. Draft policy to be prepared by Policy Administrator in consultation with L&G and key staff/ working party if appropriate.

4. UNE policy templates and systems provided by L&G must be used.

5. Draft policy to be circulated to the UNE community by L&G for consultation and feedback. Where policies need to be taken to the Joint Consultative Committee (JCC), then L&G that will arrange for that to occur also.

6. L&G to record and collate feedback and provide to Policy Administrator for consideration and incorporation as appropriate.

7. Copy of final draft policy, associated procedures and appropriate communication and implementation plan to be submitted to L&G. L&G to submit to approving body(s) (ie. Academic Board (if applicable) and UNE Council or UNE Vice-Chancellor).