



New Policy Review Processes

March 2024

Revised and renamed *Policy Framework* -

<https://policies.westernsydney.edu.au/document/view.current.php?id=121>

Policy Documents

Hierarchy

1. Western Sydney University Act
2. Western Sydney University By-Law
3. Rules
4. Codes, Charters, Plans , Policies and Frameworks
5. Procedures
6. Guidelines

Policy Documents

Approval Authorities

Document Type	Endorser	Approver
Rules	N/A	Board of Trustees (BoT)
Codes, Charters, Plans , Policies and Frameworks <ul style="list-style-type: none"> - Academic matters - Governance - Management 	<ul style="list-style-type: none"> - Academic Senate Policy Committee (ASPC) - BoT committee - Executive Committee 	<ul style="list-style-type: none"> - Academic Senate - BoT - Vice-Chancellor
Procedures	Unit Head	Executive Sponsor
Guidelines	N/A	Unit Head

Policy Document Reviews

Three key channels

1. Administrative or editorial changes – completed by Policy and Governance as per Delegations of Authority Schedule HH.
2. Brief Channel – minor changes at a timely review that do not meet the Full Channel criteria.
3. Full Channel – all new policy documents or past review date, where major changes are involved (alters obligations or expectations; changes any principle; significantly changes process; imposes new sanctions).

[Delegations Schedule HH](https://policies.westernsydney.edu.au/download.php?id=344&version=30&associated)

<https://policies.westernsydney.edu.au/download.php?id=344&version=30&associated>

Policy Document Reviews

Principles of a Review

1. Appropriately consultative
2. Informed by principles of continuous improvement and sector best practice
3. Informed by, and compliant with, legislative requirements and the University strategic plan

Policy Document Reviews

Full Channel Review of a Policy

1. Review due – advice from the Policy DDS to Unit Head
2. Establish the review reference group including key stakeholders to discuss and create draft revised policy
3. Consultation with targeted groups and broadly (via Policy DDS Bulletin Board) is required
4. Progress to Policy and Governance (P&G) for next steps and the endorsement and approval pathway.

Policy Document Reviews

Brief Channel Review of a Policy

1. Review due – advice from the Policy DDS to Unit Head
2. Review reference group is established in a timely manner including key stakeholders
3. Consultation indicates that limited changes are required, for example just language to clarify or updating of procedural aspects
4. Forward track changes draft of the revised policy document to Policy and Governance (P&G) advising brief channel review appropriate
5. If Brief Channel is agreed, broad consultation via the Bulletin Board is not required and the approval pathway is the Unit Head and Executive Sponsor

Policy Document Reviews

Academic Senate Approved Policy

- Evidence of consultation – key stakeholders, student voice, may include broad consultation via the Bulletin Board
- Endorsement by Academic Senate Policy Committee (ASPC)
- Approved by Academic Senate
- Published in the Policy DDS

VC or BoT Approved Policy

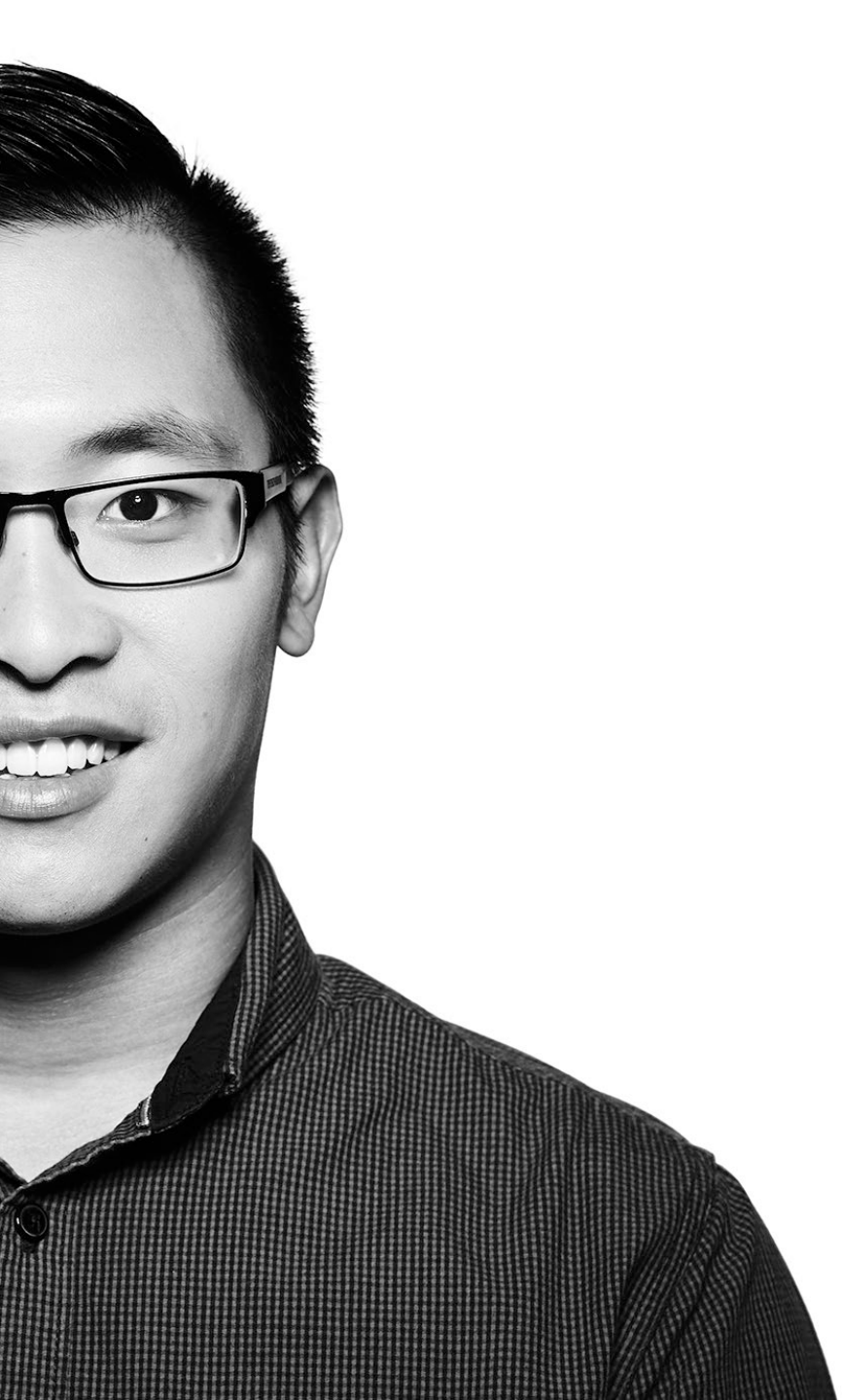
- Evidence of consultation – key stakeholders, student voice, may include broad consultation via the Bulletin Board
- May be discussed at ASPC where there is an academic aspect
- Endorsed by University Executive Committee or BoT sub-committee
- Approved (and published) according to the approval pathway in the Policy DDS.

Policy DDS

Using the Policy DDS

https://www.westernsydney.edu.au/policy/policy_dds

- What all can see
- Access
- Consultation
- Covering Memos
- Approval and publishing
- System emails



Other things to consider

- Implementation Plans
- Changing policies within the review period
- Associated Information
- Resources

https://www.westernsydney.edu.au/about_uws/leadership/governance/policy_development_and_review_resources