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| 1. **Identify and scope**
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| Identify responsible University Executive memberThis will be the officer responsible for the subject matter of the policy document For guidance about the processThis will be the University Executive member whose portfolio is responsible for the contentBefore developing a new policy document or undertaking a major review consider the following:* Is the policy document necessary?
* Are there other policy documents in the [Policy Library](https://policies.griffith.edu.au/) that already address the subject matter? If so, is the document necessary?
* Have you conducted any benchmarking?
* What are the objectives?
* Can the objectives be achieved via alternative means?
* Does it align with University strategy?
* Does it comply with legislation and other requirements? (See the [Register of Compliance Obligations](https://apps.powerapps.com/play/e/default-5a7cc8ab-a4dc-4f9b-bf60-66714049ad62/a/261ffc05-6e57-4b88-834a-451346a14f60?tenantId=5a7cc8ab-a4dc-4f9b-bf60-66714049ad62))
* Does it reflect and embed our values?
* Who are the stakeholders impacted by the document?
* What consultations need to be undertaken? Is broad consultation via the [Policy and Delegation Consultation Hub](https://www.griffith.edu.au/about-griffith/corporate-governance/policy-governance-framework/policy-consultation-hub) appropriate?

Ensure the need for the document and identify the objectivesAssess information and seek in-principle endorsement from the responsible University Executive member for recommended action: i) to develop new document; ii) amend existing document.Confirm need for document |
| 1. **DEvelop draft policy document**
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Identify a Policy Advisor

Develop draft policy document

Policy Advisor develops a draft policy document using the [prescribed templates](https://policies.griffith.edu.au/)\*. Support is available from the Policy Library Manager if required. See the [Policy Governance Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Policy%20Governance%20Procedure.pdf) for content and design information. Draft communication and implementation plan to promulgate the document once approved.

Contact the Policy Library Manager

Consult and revise

Policy Advisor identifies key stakeholders for consultation and seeks feedback. Feedback may also be sought via the [Policy and Delegation Consultation Hub](https://www.griffith.edu.au/about-griffith/corporate-governance/policy-governance-framework/policy-consultation-hub)^.

Before submission to the relevant approving authority obtain endorsement from: a) Head of Element; b) Policy Library Manager to ensure consistency of style and approach; c) the responsible Executive Group member (for subsequent review by Executive Group or Committee); d) Executive Group or Committee (to recommend to approving authority).

Seek endorsement

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| 1. **ApprovE**
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| Following endorsement, the Policy Advisor submits policy document to the relevant approving authority. See the [Policy Approval Information Sheet](https://policies.griffith.edu.au/__data/assets/word_doc/0021/1263450/Policy-Approval-Information-Sheet.docx). For existing policies also see Schedule B of the [Delegations Register](https://intranet.secure.griffith.edu.au/secure/staff-only/corporate-governance/gu-delegations-register.pdf?_gl=1*w6smtg*_ga*NzQxMzY4MDM3LjE2NjE0Njk4OTY.*_ga_5GKYJEBSN9*MTY3MTQxMDQ1Mi4yNTcuMS4xNjcxNDExMTY3LjAuMC4w).Submit for approvalDepending on the delegated approving authority, the Council, Committee or Executive Group Secretary, or Policy Advisor, notifies the Policy Library Manager and provides the: approved policy document; new or changed delegations; effective and review dates.Post-approval notification |
| 1. **publish, communicate and implement**
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| Following notification, the Policy Library Manager publishes the approved document on or after the approval date. PublishPolicy Advisor develops a communication and implementation plan, which they implement following approval by the responsible Executive Group member.The Council Secretary communicates Council-approved changes to policy documents to all staff through the Council News.The Policy Library Manager communicates new, amended and rescinded policy documents to all staff through relevant channels.Communicate and implement |
| 1. **review**
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| All documents have an approved review cycle. The Policy Advisor is responsible for the review. The Policy Library Manager must be notified of outcomes. ReviewPolicy Advisor recommends to the approving authority for endorsement, that no change is required. This must be listed in a review report and the review date updated.No changeRescindMajor reviewMinor changeRecommend - no changePolicy Advisor recommends amendment. Current Word version of the document (downloaded from the [Policy Library](https://policies.griffith.edu.au/)) is marked up. Editorial amendments may be approved by the Chief Operating Officer. Minor amendments are approved by the approving authority following endorsement from the responsible Executive Group member. For major reviews go to Step 1 of this Flowchart: IDENTIFY AND SCOPE . Recommend - amendmentsPolicy Advisor recommends to the approving authority, following endorsement from the responsible Executive Group member, that the document be rescinded. Advise Policy Library Manager.Recommend - rescission |