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| **Guideline Title** |  |
| **Reviewer** | [Name and Position] |
| **Date of Review** |  |
| **Owner** | [Name and Position] |
| **Owner approval** | [Signed and dated] |

# Summary of review

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| --- | --- | --- | --- |
|  | **Assessment Criteria** | **Rating H/M/L1** | **Comments** |
| **1.** | Clarity of the guideline’s purpose and scope. |  |  |
| **2.** | Guideline’s alignment with relevant UQ policies and procedures. |  |  |
| **3.** | Clarity and appropriateness of the guideline’s processes or recommendations. |  |  |
| **4.** | Clarity and appropriateness of roles, responsibilities and accountabilities in the guideline (if applicable). |  |  |
| **5.** | Clarity and adequacy of monitoring and review provisions in the guideline (if applicable). |  |  |
| **6.** | Clarity and adequacy of record keeping and reporting provisions in the guideline (if applicable). |  |  |
| **7.** | Readability of the guideline, including its use of plain language. |  |  |
| **8.** | Justification for the guideline to remain in its current form. |  |  |
| **9.** | Degree to which the guideline has been demonstrably effective to date. |  |  |

1 H = High; M = Medium; L = Low

# Recommendation

The following is recommended as a result of the guideline review: ***(select one; delete not applicable)***

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| --- | --- | --- |
| **Recommendation** | **Details** | **Next steps** |
| **FIT FOR PURPOSE** | The existing guideline is current and fit for purpose. | The guideline’s review date can be reset after approval of this review by the Owner. |
| **RESCIND** | The existing guideline can be rescinded as it no longer needed. | The guideline can be rescinded after approval of this review by the Owner. |
| **DEMOTE** | The existing guideline can be demoted another document outside the PPL (e.g. standard operating procedure). | Revise then seek approval from the approval authority. |
| **PROMOTE** | The existing guideline can be promoted to a procedure. | Revise then seek approval from the approval authority. |
| **CONSOLIDATE** | The existing guideline can be consolidated with another procedure or guideline as there are significant overlaps. | Revise then seek approval from the approval authority. |
| **COMPREHENSIVE REVIEW** | The existing guideline requires comprehensive review and redrafting using UQ’s guideline template. | Revise then seek approval from the approval authority. |
| **TRANSFER** | The existing guideline’s content can be transferred into UQ’s guideline template. | Transfer content into current guideline template. If no other changes, seek approval from the Owner. |

# Actions and next steps

Describe what actions will be taken by the Reviewer and Policy Owner to implement the recommendation. (For example: *A comprehensive review of the guideline will be undertaken within 6 months*).

Contact Enterprise Governance for assistance: [governance@uq.edu.au](mailto:governance@uq.edu.au).

# Review of an Existing Guideline

This section is not mandatory. It is to guide review of the guideline and can be retained by the reviewer for future reference.

| **Assessment criteria** | **Comments and notes** |
| --- | --- |
| ***Purpose and Scope*** | |
| The purpose of the guideline, what it seeks to achieve and to whom and what it applies, is clearly stated. |  |
| The guideline’s purpose and scope is reasonably precise, and consistent with, but not unnecessarily duplicating, other guidelines or procedures. |  |
| The guideline is aligned with a parent policy or procedure. |  |
| ***Content (requirements, guides, etc.)*** | |
| Processes, guides or requirements in the guideline can be identified and are stated concisely and precisely. |  |
| There is sufficient justification for the guideline to be in place in the PPL. |  |
| The guideline avoids unnecessary or cumbersome impositions on UQ. |  |
| The guideline does not include processes that should be mandatory across UQ (as mandatory requirements should be in a policy or guideline). |  |
| ***Roles, Responsibilities and Accountabilities (if required)*** | |
| The responsibilities and accountabilities of the key roles affecting or affected by the guideline are clearly stated in simple, easy to understand terms and are action-oriented. |  |
| ***Monitoring, Review and Assurance (if required)*** | |
| It is clear what monitoring, review and assurance actions will be undertaken and by whom. |  |
| ***Recording and Reporting (if required)*** | |
| The guideline specifies how and where transactions, activities and results arising from its adoption will be recorded, as well as who is responsible for the integrity of the records and information. |  |
| ***Appendix (including Definitions)*** | |
| Contents of the appendix are directly relevant to the guideline. |  |
| The guideline is in UQ’s approved guideline template and is written in plain, simple and easy to understand language. |  |
| Structure and content of the guideline sufficiently demonstrates its importance and makes a compelling case for its existence. |  |