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

# Summary of review

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| --- | --- | --- | --- |
|  | **Assessment Criteria** | **Rating H/M/L1** | **Comments** |
| **1.** | Clarity of the policy’s objectives and scope. |  |  |
| **2.** | Policy’s alignment with UQ objectives and applicable legal or mandatory requirements. |  |  |
| **3.** | Clarity and appropriateness of the policy’s principles and requirements. |  |  |
| **4.** | Clarity and appropriateness of roles, responsibilities and accountabilities in the policy. |  |  |
| **5.** | Clarity and adequacy of monitoring and review provisions in the policy. |  |  |
| **6.** | Clarity and adequacy of record keeping and reporting provisions in the policy. |  |  |
| **7.** | Readability of the policy, including its use of plain language. |  |  |
| **8.** | Justification for the policy to remain in its current form. |  |  |
| **9.** | Degree to which the policy has been demonstrably effective to date. |  |  |

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

# Recommendation

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

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| **Recommendation** | **Details** | **Next steps** |
| **FIT FOR PURPOSE** | The existing policy is current and fit for purpose. | The policy’s review date can be reset after approval of this review by the Policy Owner.  For policies in the ‘governance’ category, this also requires approval by Vice-Chancellor or Director, G&R. |
| **RESCIND** | The existing policy can be rescinded as it no longer needed. | Seek approval from the approval authority. |
| **DEMOTE** | The existing policy can be demoted to a procedure or other document (e.g. guideline). | Revise then seek approval from the approval authority. |
| **CONSOLIDATE** | The existing policy can be consolidated with another policy as there are significant overlaps. | Revise then seek approval from the approval authority. |
| **COMPREHENSIVE REVIEW** | The existing policy requires comprehensive review and redrafting using UQ’s policy template. | Revise then seek approval from the approval authority. |
| **TRANSFER** | The existing policy’s content can be transferred into UQ’s policy template. | Transfer content into current policy template. If no other changes, seek approval from the Policy 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 policy will be undertaken within 6 months*; *Approval to rescind the policy will be sought from the Vice-Chancellor*).

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

# Review of an Existing Policy

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

| **Assessment criteria** | **Comments and notes** |
| --- | --- |
| ***Purpose and Scope*** | |
| The outcome and output expectations are clearly stated together with UQ’s position and/or objective on the subject. |  |
| The policy purpose and scope is reasonably precise, and consistent with, but not unnecessarily duplicating, other policies. |  |
| It is clear to whom the policy applies; exclusions are identified and justified. |  |
| The policy has one or more of the following purposes:   1. To support the achievement of the University’s approved objectives and strategic priorities; 2. To give effect to directions or advice from the Senate, the Vice-Chancellor and President or the Academic Board (subject to approval from the Vice-Chancellor and President); 3. To manage risk/s of strategic significance; and/or 4. To demonstrate compliance with laws, regulations, mandatory government policies/standards, legal obligations and/or mandatory professional standards. |  |
| ***Principles and Key Requirements*** | |
| The policy is principles-based. |  |
| Principles and key requirements are evident in the policy and align with the policy’s objectives and scope. |  |
| Actions, outputs and outcomes resulting from the principles and key requirements are verifiable. |  |
| Key requirements of the policy state what objectives and outcomes are to be delivered and why. |  |
| Principles and key requirements are stated concisely and precisely. |  |
| Merits of each principle and key requirement are obvious and convincing; there is sufficient justification for them to be mandatory across UQ. |  |
| ***Roles, Responsibilities and Accountabilities*** | |
| The responsibilities and accountabilities of the key roles affecting or affected by the policy (those involved in the development, implementation and management of the policy and the delivery of the outputs and outcomes) are clearly stated in simple, easy to understand terms and are action-oriented. |  |
| ***Monitoring, Review and Assurance*** | |
| It is clear what monitoring and review actions will be undertaken and by whom to:   1. Assess compliance with the policy and to demonstrate/confirm its effectiveness; 2. Identify, assess and promptly address any deficiencies; and 3. Ensure ongoing relevance of the policy. |  |
| ***Recording and Reporting (if required)*** | |
| The policy specifies how and where transactions, activities and results arising from the adoption of the policy will be recorded, as well as who is responsible for the integrity of the records and information. |  |
| The policy specifies what reports will be produced, by whom and for whom to demonstrate that the objectives and outcomes warranted by it are being achieved. |  |
| ***Appendix (including Definitions)*** | |
| Contents of the appendix are directly relevant to the policy. |  |
| The policy is in UQ’s approved policy template and is written in plain, simple and easy to understand language. |  |
| Structure and content of the policy sufficiently demonstrates its importance and makes a compelling case for its existence. |  |