



Policy Document Review Checklist

RULES, POLICIES, PROCEDURES, STANDARDS, CODES AND GUIDELINES

INSTRUCTIONS: Custodians or responsible officers must attach this completed form to the reviewed ('*track changes*') UOW policy document and send to the [Governance Unit](#) (*in Word 97-2003 format not pdf.*)

NOTE: PRIOR TO COMMENCING A REVIEW, the custodian must contact the [Governance Unit](#) to advise that the review process is starting, and to request the most recently *approved* policy document from the University archives. *Do not* use soft copy versions from faculty or unit files as they may not be current.

SECTION A: POLICY INFORMATION

POLICY TITLE	<Insert title of policy document >
POLICY NUMBER	UOW_XXX_XXX
POLICY TYPE	Policy / Procedure / Guideline / Standard / Code

SECTION B: POLICY REVIEW PREPARATION CHECKLIST

- Most current approved version requested and received from governance@uow.edu.au.
- The policy document remains relevant and necessary → if not, the policy document may require rescission. Contact Governance to discuss further.
- Related policy and/or legislation relevant to the policy has been identified and checked for any impacting changes.
- [Policy Issues Log](#) (*held by the Custodian*) has been reviewed.
- Stakeholders identified for consultation (*list below in Section C*).
- Policy considered within the [UOW Policy Framework](#)

SECTION C: CONTENT CHECKLIST

- The policy has been prepared using the official UOW policy document templates.
- The policy is in a logical structure with appropriate headings and sub-headings.
- The Definitions included are appropriate, complete, and consistent with existing definitions.
- The policy is in everyday plain English, appropriate to audience, simple to understand, written with consistent use of terminology and does not contain jargon, technical or legal terms, unexplained acronyms or abbreviations.
- The policy has been prepared in definite, rather than vague language and in gender neutral and gender inclusive language.
- The policy has current information in terms of use of names, titles, and references to legislation, other policy documents, delegations, web links and other documents.
- The content has been updated to reflect any changes in any relevant and current internal and external policy documents, Acts or legislation.
- The policy clearly articulates current relevant delegates or other decision-makers.
- All hyperlinks in the Control Table are relevant and working. No other terms are hyperlinked throughout the rest of the policy.

SECTION D: STAKEHOLDERS CHECKLIST

STAKEHOLDERS	<insert NAME and TITLE of ALL stakeholders for this policy>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Stakeholders will be impacted by changes to this policy.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	[If above was 'Yes', Stakeholders have been consulted for feedback which has been incorporated in this review/update.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The policy has undergone adequate and appropriate consultation (including Legal Review where required).	
THE FINAL DRAFT OF THE POLICY HAS BEEN REVIEWED FOR COMPLIANCE AS FOLLOWS:		
Reviewed for compliance with UOW Policy Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No	
THE FINAL DRAFT OF THE POLICY HAS BEEN ENDORSED BY THE FOLLOWING POSITIONS/COMMITTEES:		
<insert name(s) of endorsing position/committee if appropriate or delete this section>		Date:

SECTION E: BACKGROUND AND FUTURE CONSIDERATIONS

SUBMISSION SUMMARY	
<Please provide a short summary of the nature/purpose of the policy document. For amended policy documents, please include details of which sections of the policy document have changed>	
IMPACTS, COMMUNICATION & IMPLEMENTATION PLAN	
Is a Communication and Implementation Plan attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not:	
How does this policy approval impact on UOW, Staff, Students and others and how will this be communicated? <Please insert here>	
Will the changes require updates in other UOW policy documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<If yes, please list them here>	

SECTION D: ATTACHMENT CHECKLIST

THE FOLLOWING DOCUMENT(S) ARE ATTACHED WITH THIS POLICY APPROVAL FORM:	
<input type="checkbox"/>	Track changes word version of policy (<i>in Word 97-2003 format</i>)
<input type="checkbox"/>	This Policy document review checklist
<input type="checkbox"/>	Communication and Implementation Plan attached (<i>if required</i>)
<input type="checkbox"/>	<List other attachments here>



REFERENCE INFORMATION AS PER STANDARD ON UOW POLICY

TYPES OF AMENDMENTS

Major amendment	A change to a current <i>policy document</i> that is likely to impact upon the intent of the <i>policy document</i> and/or have a significant impact on other related <i>policy documents</i> , stakeholders, aligned <i>procedures</i> or systems.
Minor amendment	A change to a current <i>policy document</i> that is of an insubstantial nature, not affecting the intent of the policy. <i>Minor amendments</i> may affect responsibilities or operational aspects of processes.
No Change Review	A situation where the cyclical review does not require any amendments to the current policy.
Rescission	The retraction or deletion of a <i>policy document</i> deemed to be obsolete following a policy review.

REFERENCE INFORMATION AS PER DELEGATIONS OF AUTHORITY POLICY

POLICY APPROVAL DELEGATES

Approve new and amended University Rules	Not delegated – Council approval required	University of Wollongong Act 1989
Approve new University Policies, Standards and Codes	Not delegated – Council approval required	Standard on UOW Policy
Rescind University Rules, Policies, Standards and Codes	Not delegated – Council approval required	Standard on UOW Policy
Approve major amendments to operational codes, standards and policies	Finance and Resources Committee	Standard on UOW Policy
Approve major amendments to academic codes, standards and policies	Not delegated – Council approval required	Standard on UOW Policy
Approve minor amendments to codes, standards and policies (operational and academic)	Vice-Chancellor	Standard on UOW Policy
Approve administrative amendments to codes, standards and policies	Deputy Vice-Chancellor Chief Administrative Officer Chief Finance Officer	Standard on UOW Policy
Approve recommendations for ‘No Change’ to rules, codes, standards and policies resulting from a policy review	Deputy Vice-Chancellor Chief Administrative Officer Chief Finance Officer	Standard on UOW Policy
Approve new and amended operational procedures and guidelines, and their rescission	Deputy Vice-Chancellor Chief Administrative Officer Chief Finance Officer	Standard on UOW Policy
Approve new and amended academic procedures and guidelines, and their rescission	Deputy Vice-Chancellor	Standard on UOW Policy

