Governance of Policies

Policy UP20/4

Approver	Senate
Sponsor	Deputy Vice-Chancellor (Operations)
Owner	University Secretary
Secretary	Corporate Secretary
Policy Type	Institutional
Policy Category	Corporate Governance

1 Purpose

1.1 The purpose of this Policy is to —

(a) Establish the framework for University Policy governance, defining how Policies are created, approved, maintained, and rescinded.

(b) Ensure all Policies are consistent, transparent, and aligned with the University's governance structures, legislation, and strategic objectives.

(c) Strengthen accountability, support informed decision-making, enhance operational efficiency, and manage compliance and institutional risk, enabling the University to achieve its strategic and operational goals.

1.2 This Policy is to be read in conjunction with the following —

(a) Policy Management Procedure.

(b) Change Consultation Procedure.

2 Definitions

Term	Definition
Policy	An approved instrument registered on the UWA Policy Library that expresses principles to regulate behaviour and practice.
Procedure	An approved document that enables compliance with the implementation of policy principles by providing step-by-step instructions on how to action specific parts of a Policy.
University	Is The University of Western Australia, and any and all subsidiary or associated entities.
University Community	All individuals who engage in University activity and/or use University property.
University Executive	Any of the following positions: • Vice-Chancellor • Senior Deputy Vice-Chancellor • Deputy Vice-Chancellors • Chief Financial Officer.

3 Scope

3.1 The scope of this Policy applies to the entire University Community.

3.2 All University Policies, Procedures, and other subordinate documentation are:
(a) governed by this Policy; and
(b) subordinate to the *University of Western Australia Act 1911* (WA), and University statutes, regulations and by-laws.

4 Policy Type

4.1 The UWA Policy Library contains three types of Policy –
(a) **Institutional Policy**, being of high materiality that safeguard the reputation, integrity and overall governance of the University. These must be reviewed at least every two years.
(b) **Academic Policy**, being central to the academic mission and that ensure the quality and standard of teaching, learning and research. These must be reviewed at least every three years.
(c) **Administrative Policy**, being those that govern operational, management and service functions which enable the University's activities. These must be reviewed at least every three years.

4.2 The Policy Owner will monitor relevant legislative, regulatory, risk, or sector changes and initiate an out-of-cycle review if required to maintain Policy fitness for purpose.

5 Policy Category

5.1 The UWA Policy Library is categorised as follows –
(a) Corporate Governance: safeguard the University's reputation, compliance, and integrity in decision-making.
(b) Academic Governance: ensure excellence and integrity in teaching, learning, research, and the student experience.
(c) People and Culture: guide University employment, leadership, equity, wellbeing, and cultural values and experience.
(d) Operations and Support Services: enable the University's day-to-day operations and infrastructure.
(e) Finance, Funding and Assets: govern the responsible stewardship of the University's financial resources.
(f) Arts and Heritage: guide the preservation, management, promotion, and ethical use of the University's collections, cultural assets, and heritage properties, ensuring their contribution to education, research, and community engagement.

6 Purpose of University Policies

6.1 The University's Policy suite provides for the standards and processes that underpin the University's governance framework and ensures accountability, integrity and consistency across the University's operations.

6.2 Policies provide an official position statement of the University, mandating key principles and provisions to support good governance, and is a critical enabler for the University's strategic objectives.

6.3 Policies are designed to do any or all of the following:
(a) address legislation and regulations as relevant to the subject matter of each Policy;
(b) consider national and international standards where they exist and apply;
(c) meet University governance and/or compliance requirements;
(d) contribute to the achievement of the University's strategic objectives;
(e) respond to the needs of the University Community; and
(f) be implemented, disseminated and communicated through means appropriate to the scope of the Policy.

6.4 The Policy Management Procedure details how to develop, review or rescind Policy.

7 Policy Approvals

Policy Type	Secretary	Owner	Sponsor	Approver
Institutional	Corporate Secretary	Director or Chief Officer	University Executive	Senate
Academic	Academic Secretary	Director or Chief Officer	University Executive or Chair of Academic Board	Academic Board
Administrative	Corporate Secretary	Director or Chief Officer	University Executive	Vice-Chancellor or University Executive

7.1 Policy Approver

(a) The Policy Approver is the ultimate authority on each Policy.

(b) For Institutional Policy, the Approver is the Senate.

(c) For Academic Policy, the Approver is the Academic Board.

(d) For Administrative Policy, the Approver is the Vice-Chancellor or relevant University Executive.

(e) Where a formal delegation exists, the delegated position may exercise the approval authority, and this must be recorded accordingly in the Policy Register.

7.2 Policy Sponsor

(a) The Policy Sponsor is –

i. A member of the University Executive, or, in some Academic Policy, the Chair of the Academic Board.

ii. Accountable for the strategic oversight of the Policy, ensures its alignment with University strategy, and champions compliance with the Policy and its subordinate documentation.

7.3 Policy Owner

(a) The Policy Owner is –

i. The designated department, reporting directly to the Policy Sponsor, who manages the day-to-day operations of the Policy.

ii. Responsible for the administration of the Policy including its communication, maintenance and review.

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End

THE UNIVERSITY OF WESTERN AUSTRALIA

Policy Management

Procedure

Approver and Sponsor	Deputy Vice-Chancellor (Operations)
Owner	University Secretary
Secretary	Corporate Secretary
Policy	UP20/4 Policy Framework

1 Purpose

1.1 This Procedure —

(a) Establishes a clear, consistent and transparent approach for the lifecycle management of University Policy.

(b) Sets out the steps, responsibilities, and approval pathways for the development, review, and rescission of Policy.

(c) Ensures that Policy:

i. Aligns with the University's strategic objectives and governance frameworks.

ii. Maintains clarity, consistency and compliance with legislations, regulations and institutional standards.

iii. Promotes operational efficiency and accountability.

iv. Mitigates institutional, reputational, and operational risks.

1.2 This Procedure is to be read in conjunction with the following –

(a) Governance of Policies.

(b) Change Consultation Procedure.

2 Roles and Responsibilities

Role	Responsibilities
Policy Owner	• The designated department, reporting to the Policy Sponsor, who manages the day-to-day operations of the Policy. • Responsible for the administration of the Policy including its communication, maintenance and review.
Policy Sponsor	Accountable for strategic oversight of the Policy, ensures its alignment with University strategy, and champions compliance with the Policy. The Sponsor is also the approving authority on subordinate documentation.
Policy Approver	The ultimate authority on each Policy.
Transformation Team	Provide support for the development, review, mapping and operationalisation of Procedures and subordinate documentation.
Policy Secretariat	• The department responsible for the Policy Framework and its governance. • The Academic Secretary is the Policy Secretary for Academic Policy. • The Corporate Secretary is the Policy Secretary for Institutional and Administrative Policy. • The Policy Secretariat is to be contacted via policy@uwa.edu.au.

3 Definitions

Term	Definition
Major Review	Where a Policy is assessed and updated materially, requiring substantive changes that affect obligations, governance, risk, or strategic alignment, which may include:

Term	Definition
	• Changes to the scope or provisions. • Introduction of new requirements, rules, or procedures. • Amendments driven by legislative or compliance requirements. • Modifications that materially impact operational practice, risk exposure, or stakeholder obligations. • Mergers or consolidation of multiple Policies and/or Procedures into one Policy. • Updates that have material reputational, financial, legal, or strategic implications for the University.
Minor Review	Where a Policy is assessed and updated for administrative, technical, or non-substantive reasons, which may include: • Renewal of Policy with no change. • Correction of typography, formatting, or grammar. • Updates to references, titles, organisational structures, legislation, Policy references, or similar. • Clarifications to definitions to wording that does not change the meaning or effect of the Policy. • Minor procedural or operational updates in the subordinate documents that do not impact Policy requirements.
Policy	An approved document registered on the UWA Policy Library that expresses requirements for behaviour and practice.
Procedure	An approved document that enables compliance with the implementation of Policy principles by providing step-by-step instructions on how to action specific parts of a Policy.
University Community	All individuals who engage in University activity and/or use University property.

4 Policy Development

Policy Development is for the creation of a new Policy.

4.1 Identify

(a) Owner to identify the need for a new Policy.
(b) Identify a gap, risk, compliance obligation, or strategic need that requires a governing document at Policy level.
(c) Conduct a preliminary assessment as to whether there is alignment for inclusion in an existing Policy, Procedure or other subordinate documentation.

4.2 Request

(a) Submit a proposal to the Policy Secretary, including sufficient detail as identified in 4.1.
(b) Secretary will undertake an initial assessment as to whether the Policy should be developed, or if it would be captured more appropriately in another format.
(c) Secretary will provide a go/no-go decision to the Owner.

4.3 Draft

(d) Owner to draft the Policy as appropriate, considering the UWA Style Guide and Policy Template.

(e) Where operational detail is required, a supporting Procedure or other subordinate documentation is to be drafted in parallel.

(f) The draft document(s) will be covered by a briefing note outlining:

i. The identified need for the Policy as per 4.1.

ii. The provisions of the Policy.

iii. Consequences of non-compliance, both to an individual and to the University.

iv. Any further information relevant to the approval of the Policy.

4.4 Consult

(a) Where applicable, the draft Policy (and any subordinate documentation) is sent for consultation with relevant stakeholders or subject matter experts.

(b) The consultation scope is to the discretion of the Policy Owner.

(c) Feedback is to be documented and considered in the revised final draft.

(d) Follows the Change Consultation Procedure.

4.5 Approvals

(a) Policy Owner is to submit the Policy and subordinate documentation to the Secretary for review. This review will consider overall structure, appropriateness of provisions, the categorisation and type of Policy, and the correct approval chain.

(b) Secretary will submit the Policy, accompanied by the briefing note and subordinate documentation, to the following chain via Adobe Sign (or another process approved by the University Secretary) for capturing of an audit trail:

i. Policy Owner.

ii. Policy Secretary.

iii. In the case of Institutional Policy, the General Counsel, Chief Risk Officer, University Secretary and Chief of Staff.

iv. Policy Sponsor.

v. Policy Approver.

4.6 Adoption

(c) Once the Policy has been approved, the Secretary will:

i. Notify the Policy Owner.

ii. Publish the Policy and any subordinate documentation in the UWA Policy Library.

iii. In the case of Institutional Policy, issue a release to UWA Staff on the adoption of the Policy.

(d) The Policy Owner and Sponsor are subsequently responsible for communication and roll-out of the adopted Policy.

5 Policy Review

Policy Review is for the refresh, amendment or update of an existing Policy.

5.1 Identify

(a) Owner to identify the need for a review of an existing Policy.

(b) This may be due to, for example, a review date, or legislative, strategic, or operational change.

5.2 Preliminary Assessment

(a) Owner to coordinate an assessment of the Policy's effectiveness, alignment with statutory obligations, and fitness for purpose.

(b) Owner to gather any feedback on the Policy and its effectiveness from stakeholders to include in the review.

5.3 Draft

(a) If updates are necessary, Owner to draft a revision based on the preliminary assessment, considering the UWA Style Guide and Policy Template.

(b) Where there is a supporting Procedure or other subordinate documentation, this is to be updated in parallel.

(c) The draft document(s) will be covered by a briefing note outlining:

i. The identified need for the review.
ii. The preliminary assessment findings and consequent updates.
iii. Any further information relevant to the approval of the Policy.

5.4 Approvals

(a) Policy Owner is to submit the reviewed Policy and accompanying documentation to the Secretary for review. This review will consider the materiality of the review, overall structure, appropriateness of provisions, the categorisation and type of Policy, and the correct approval chain.

(b) For a Minor Review, the Secretary will submit the Policy, accompanied by the briefing note and any subordinate documentation, to the following chain via Adobe Sign (or another process approved by the University Secretary) for capturing of an audit trail:

i. Policy Owner.
ii. Policy Secretary.
iii. Policy Sponsor.

(c) For a Major Review, the Secretary will submit the Policy, accompanied by the briefing note and any subordinate documentation, to the following chain via Adobe Sign (or another process approved by the University Secretary) for capturing of an audit trail:

i. Policy Owner.
ii. Policy Secretary.
iii. In the case of Institutional Policy, the General Counsel, Chief Risk Officer, University Secretary and Chief of Staff.
iv. Policy Sponsor.
v. Policy Approver.

5.5 Adoption

(a) Once the reviewed Policy has been approved, the Secretary will:

i. Notify the Policy Owner.
ii. Re-publish the Policy and any subordinate documentation in the UWA Policy Library.
iii. In the case of Institutional Policy, issue a release to UWA Staff on the adoption of the reviewed Policy.

(b) The Policy Owner and Sponsor are subsequently responsible for communication and roll-out of the revised Policy.

6 Policy Rescission

Policy Rescission is for the removal of an existing Policy.

6.1 Identify

(a) Owner to identify that an existing Policy is obsolete, redundant, or inconsistent with current legislation, strategy, or practice.

(b) Recommendations for rescission may also be received by the Policy Secretariat from the University Community.

6.2 Rescission Proposal

(a) Owner to draft a briefing note proposing the rescission, outlining the rationale, impacts, and any transitional arrangements.

(b) Consultation with affected stakeholders is undertaken as required.

6.3 Approvals

(a) Owner is to submit the proposal, relevant Policy and any accompanying documentation to the Secretary for review.

(b) The Secretary will submit the proposal to the following chain via Adobe Sign (or another process approved by the University Secretary) for capturing of an audit trail:

i. Policy Owner.
ii. Policy Secretary.
iii. In the case of Institutional Policy rescission, the General Counsel, Chief Risk Officer, University Secretary and Chief of Staff.
iv. Policy Sponsor.
v. Policy Approver.

6.4 Rescission

(a) When the rescission has been formally approved, the Secretary will:

i. Notify the Policy Owner.
ii. Remove the Policy and any subordinate documentation in the UWA Policy Library, and archive appropriately.
iii. In the case of Institutional Policy, issue a release to UWA Staff on the rescission of the Policy.

(b) The Policy Owner and Sponsor are subsequently responsible for the operational rescission and any further communication required to give effect to the decision.

7 Communication, Training and Implementation Support

7.1 Communication of Approved Policies

(a) Once a Policy or Procedure is approved, the Policy Owner is responsible for coordinating appropriate communication to affected stakeholders. Communication methods may include:
   i. Staff and student emails;
   ii. Notices in UWA Forward or the University Intranet;
   iii. Awareness sessions, briefings, or presentations; and
   iv. Updates to relevant webpages and documentation.

(b) The Policy Secretariat and Corporate Communications teams can assist Policy Owners in preparing and scheduling communications to ensure consistent messaging and reach across the University.

7.2 Training and Awareness

(a) Where a Policy introduces new requirements or processes, the Policy Sponsor must ensure that appropriate training or awareness activities are implemented. This may include induction materials, online learning modules, information sessions, or updates to existing staff and student development programs.

(b) The Policy Secretariat and Transformation & Improvement Team can assist Policy Owners in preparing and reviewing subordinate documentation as well as rollout support.

7.3 Implementation Support and Queries

(a) Staff or students who have questions or experience implementation challenges should contact the Policy Owner in the first instance.

(b) Complex or University-wide matters may be referred to the Policy Secretariat, which provides oversight and support for policy governance, interpretation, and compliance alignment.

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End

Change Consultation

Procedure

Approver and Sponsor	Deputy Vice-Chancellor (Operations)
Owner	University Secretary
Secretary	Corporate Secretary
Policy	UP20/4 Policy Framework

1 Purpose

1.1 This Procedure —

(a) Establishes a clear, consistent and transparent approach for consultation in the development, review or rescission of University Policy.

(b) Ensures consultation is meaningful, transparent, inclusive, and consistent with the University's governance responsibilities and community expectations.

(c) Ensures that Policy change:

i. Welcomes appropriate input from the diverse voices of the University Community.

ii. Aligns with the University's strategic objectives and governance frameworks.

iii. Maintains clarity, consistency and compliance with legislations, regulations and institutional standards.

iv. Promotes operational efficiency and accountability.

v. Mitigates institutional, reputational, and operational risks.

1.2 This Procedure is to be read in conjunction with the following –

(a) Policy Governance Policy.

(b) Policy Management Procedure.

2 Roles and Responsibilities

Role	Responsibilities
Policy Owner	• The designated department, reporting to the Policy Sponsor, who manages the day-to-day operations of the Policy. • Responsible for the administration of the Policy including its consultation, communication, maintenance and review.
University Community	The body of stakeholders who may be impacted by significant change, and as such, reserve the right to be consulted on these matters.
Policy Secretariat	• The department responsible for the Policy Framework and its governance. • The Academic Secretary is the Policy Secretary for Academic Policy. • The Corporate Secretary is the Policy Secretary for Institutional and Administrative Policy. • The Policy Secretariat is to be contacted via policy@uwa.edu.au.

3 Definitions

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Policy	An approved document registered on the UWA Policy Library that expresses requirements for behaviour and practice.
Procedure	An approved document that enables compliance with the implementation of Policy principles by providing step-by-step instructions on how to action specific parts of a Policy.
University Community	All individuals who engage in University activity and/or use University property.

4 Scope

4.1 The Procedure applies to:

(a) all significant changes to the University's governance or Major Review of University Policy.

(b) development of new Institutional Policy.

(c) structural or organisational changes that have a material impact on staff responsibilities or employment conditions.

(d) changes to academic or administrative arrangements that materially affect student experience, learning outcomes or access to services.

4.2 It does not apply to Minor Review of University Policy, or administrative amendments that have negligible impact.

4.3 In circumstances where confidentiality must be maintained for legal, commercial or industrial relations reasons, the consultation process should nevertheless proceed to the maximum extent practicable.

5 Principles of Consultation

5.1 Consultation under this procedure is guided by a series of core principles:

(a) Transparency: stakeholders are provided with clear and accessible information about the proposed change, including its rationale and likely impact.
(b) Inclusiveness: all groups affected by the change, including staff and students, are invited to contribute.
(c) Respect: input is received and considered equitably, without prejudice as to its source.
(d) Accountability: decision-makers must demonstrate how stakeholder input has been considered and respond openly to feedback received.
(e) Timeliness: consultation occurs early enough in the process to enable considered feedback and that it genuinely influences the outcome of the change.

6 Procedure

6.1 Initiation

(a) When a change is first proposed, the Policy Owner must consider its potential impact. This assessment should determine whether the change has material implications for staff, students or other stakeholders.
(b) If the impact is significant, being a new or Major Review of Policy, or of significant impact to risk, finance or governance, the change must proceed through formal consultation under this procedure.
(c) The assessment stage ensures that consultation is reserved for matters of genuine consequence and is undertaken in proportion to the scale of change.

6.2 Consultation Plan

(a) Where consultation is required, a Consultation Plan must be prepared.
(b) The Consultation Plan must:
    i. describe the objectives of the proposal,
    ii. identify the stakeholders who may be affected,
    iii. outline the consultation methods to be used,
    iv. set out a realistic timeline for engagement and decision-making, and.
    v. explain how stakeholder feedback will be recorded, considered and reported.
(c) Endorsement of the Consultation Plan by the Policy Secretary is required before consultation begins.
(d) **Appendix A** provides a template Consultation Plan document.

6.3 Communication

(a) Once the Consultation Plan has been approved, the proposed change must be communicated to stakeholders in a clear and accessible way.
(b) Communication should include an explanation of the nature of the proposed change, the reasons it is being advanced, the possible impacts, and the ways in which stakeholders can participate in consultation.
(c) Background materials must be provided so that stakeholders have sufficient information to engage meaningfully with the proposal.

6.4 Engagement

(a) Engagement with stakeholders must then be carried out in accordance with the Consultation Plan.
(b) This may include open forums, town halls, targeted workshops, surveys or opportunities to make written submissions. The approach taken should reflect the nature and significance of the proposal.
(c) Care must be taken to ensure that staff and student representatives are given adequate time and opportunity to gather input from their constituencies so that their contributions are representative and well informed.
(d) Refer to **Appendix B** for the University Policy Feedback Form.

6.5 Consideration

(a) All feedback received must be properly recorded, collated and considered in good faith.
(b) The Policy Owner must analyse the feedback and prepare a response to the key themes that emerge.
(c) Where particular suggestions are not adopted, reasons must be documented. This stage ensures that consultation is not treated as a perfunctory step, but as a genuine opportunity to influence

outcomes.

6.6 Reporting

(a) A Consultation Report must be prepared to accompany the final pack for approval.

(b) This report should describe the consultation activities undertaken, summarise the themes and issues raised, explain how the University has responded to those issues, and present the recommended course of action.

6.7 Feedback to Stakeholders

(c) After a decision has been reached, stakeholders must be advised of the outcome.

(d) Communication should clearly explain how input was taken into account and, where appropriate, include a summary of the Consultation Report.

(e) The full report may also be published, subject to confidentiality requirements. This final step closes the consultation loop and reinforces the University's commitment to accountability and transparency.

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End

Appendix A: Consultation Plan Template

Title of Proposal
Title and provide a concise description of the proposed change.

Policy Owner
Specify the name and position of the department responsible for the proposal.

Objectives of the Change
Set out clearly what the change is intended to achieve.

Background and Rationale
Explain why the change is necessary, including reference to evidence, strategic priorities or compliance drivers.

Stakeholders Identified
Identify the groups to be consulted. This should include relevant staff cohorts, student groups, representative bodies and, where applicable, external partners or regulators.

Consultation Methods
Describe the methods that will be used to engage stakeholders. Options may include:

(a) Discussion and circulation of policy draft to key / targeted stakeholders;
(b) Engagement with Focus Groups / Working Parties;
(c) Formal consideration through Governance Committees (e.g. Academic Board and its committees)
(d) University-wide consultation

Stakeholder	Method	Detail
i.e. Student Body	Submission of draft document to Student Guild office.	Student feedback required on draft item XXXX but not on XXX. Excerpt to be provided to Student Guild office for consideration and feedback.

Timeframe
Set out the start and end dates for consultation, noting that a consultation period of at least two to four weeks is normally expected.

Recording and Analysis of Feedback
Describe how feedback will be collected, collated and analysed.

Decision-Making Process
Indicate which governance body will receive the Consultation Report and make the final decision.

Feedback to Stakeholders
Describe how the outcome will be communicated to stakeholders and whether the Consultation Report or a summary will be published.

Plan Endorsement
Record the date of the University Secretary's endorsement of the Consultation Plan.

Appendix B: University Policy Feedback Form

University Policy Feedback Form

(When completing this form, please use Arial Font size 9 only)

Email this form to policy@uwa.edu.au. Please indicate in the email subject line the following: Policy Feedback (Policy No.) [e.g. Policy Feedback UP0001]

Title and Name:		**Policy No. and Name:**	
School/Section:		**Submission Date:**	

Policy Feedback Example:

Policy Clause:	**Policy Statement** (Copy and paste from the original source)	**Your Feedback and a brief reason** (You may suggest draft policy revision, which must be in bold. Feedback including policy revision must not exceed 300 words in each row.)
e.g. 7.1.1	The University issues a replacement certificate (in recognition of a change in name and or sex/gender) to sex and gender-diverse graduates (gender-reassigned persons) who have been issued with a recognition certificate or an equivalent certificate and who have made an application in accordance with this policy.	The current clause is narrow in focus as it caters to only gender-reassigned persons. There is a need to broaden the circumstances in which UWA will permit an award certificate to be reissued and allow for the reissuing of an award certificate for any legal name change, where documentary evidence could be provided. **Suggest amending policy clause as follows: The University issues a replacement certificate (in recognition of a legal change in name) to graduates who have been issued with legal documents supporting their name change and who have made an application in accordance with this policy.** The proposed change will enable UWA to be more inclusive.

Your Policy Feedback:

Policy Clause:	**Policy Statement** (Copy and paste from the original source)	**Your Feedback and a brief reason** (You may suggest draft policy revision, which must be in bold. Feedback including policy revision must not exceed 300 words in each row.)

Other comments (optional and no more than 200 words):

Please do not alter this form.