Policy and Procedures Policy Template

Policy ID	A001
Previous versions	23 February 2013, October 2022
Current version	November 2025
Approval	Board of Governors, 24 November 2025
Scheduled review date	November 2028
Threshold Standard	6.1, 6.2, 6.3
Responsible person	CEO

INTRODUCTION

1. The Adelaide Central School of Art ('the School') requires a clear process for creating, passing, and implementing policy. Policy documents will be based on a uniform template, and where relevant published on the School's website.

PURPOSE

2. The purpose of this policy is to:
   - Provide a template for all policies and procedures;
   - illustrate a typical usage of the template.

SCOPE

3. This policy applies to all policies and procedures of the Adelaide Central School of Art.

DEFINITIONS

4.1 **Policy:** *A principle that directs decision-making at the School.* [Policy statements help focus attention and resources on priority issues, thereby aligning and combining efforts to achieve the School's vision].

4.2 **Procedures:** *The broad methods employed to implement the School's policy.* [If policy is "what" the institution does, then its procedures are "how" it intends to carry out those policy expressions].

POLICY

5.1 Policies, which are designed to serve the School's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, will generally be approved by the Board of Governors or, through delegation, by a sub-committee of the Board. The Board may delegate to the CEO responsibility for developing procedures to put policies into effect.

5.2 Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

RESPONSIBILITIES

6. The Chief Executive Officer (CEO) of the School is responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

PROCEDURES

7.1 The Board, a sub-committee, or the CEO will identify the need for a policy document, or for the revision of an existing policy document, and decide on an author or authors.
7.2 The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area.
7.3 The draft policy must be circulated to interested parties and relevant stakeholders for comment.
7.4 The author/s will consider any feedback received and will create a final draft for presentation to the Board, sub-committee or CEO. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.
7.5 The Board or sub-committee will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.
7.6 Following acceptance by the Board or sub-committee the policy shall be added to the Policy File as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc).

Policy and Procedure Format

8.1 All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same "look and feel" as this document.

8.2 The format of the policy template should include the following introductory table:

Policy Id	Each policy document has a unique identifier, starting at 001 with a preceding letter to denote the nature of the policy; i.e. 'A' = Administrative; 'G' = Governance; 'F' = Financial; 'H' = Human Resources; 'T' = Teaching & Learning; and 'S' = Student.
Original Version	This is the date the policy was first approved
Current Version	This is the date of approval of the current policy, followed by the approving authority
Scheduled review date:	The date set for the review of the policy. If left blank or "n/a", the policy will be reviewed three years from the date of approval, or whenever it is determined that a need has arisen.
Threshold Standard	This is the Threshold Standard/s that relate/s to the policy and which the policy is designed to meet
Responsible Person:	Person or position responsible for day-to-day implementation of policy.
Appendix A	A Full List of Amendments will be included as Appendix A of each policy
Appendix B	Any further appendices should be listed in the introductory table

8.3 The format of the policy template should generally include the following headings:

Heading	**Definition**
Policy Name	A few unique words that describe the general subject matter of the policy.
Introduction	Background information on why this policy exists.
Purpose	What this policy seeks to achieve.

Scope	To which areas or groups in the School the policy applies
Definitions	Specifications of key terms used in the policy
Policy	The actual content of the policy; the details of the position held by the School on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
Responsibilities	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
Procedures	Outlines how the policy is implemented on a day-to-day basis.
Related Documents	Identifies any other documents that are relevant or important to the policy. While all written material within the School is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, the School's Rules (or sections of relevant text), etc. Not all policy documents will have Related Documents.
Appendix A	Appendix A should consist of a full list of amendments. This includes a list of approved versions, with date and approving body and a list of minor amendments for which approval was not required with dates.
Authorisation	Certifies that the policy has been through all necessary procedures and is now in force.

RELATED DOCUMENTS

- All Policies

APPENDIX A

1. Version 1: Approved by the Board of Governors on 23 February 2013
2. Version 2: Approved by the Board of Governors on 21 October 2019
3. Minor amendment: Update to Section 8.2 to reflect changes made to introductory table in all policies. Inclusion of Appendix A: Full List of Amendments. 28 September 2020. Approval not required.
4. Version 3: Approved by the Board of Governors on 31 October 2022