Policy Review Policy and Procedure

Policy ID	A003
Previous versions	23 Feb 2013, 31 October 2022
Current version	Board of Governors,24 November 2025
Scheduled review date	November 2028
Threshold Standard	6.1, 6.2, 6.3
Responsible person	CEO
Appendix A	Full list of amendments

INTRODUCTION

1. The Adelaide Central School of Art ('the School') requires policies to be reviewed every 3 years following their establishment to ensure that they are current and that they continue to achieve desired outcomes.

PURPOSE

2. These procedures describe the steps that the School will normally follow in reviewing policy.

SCOPE

3. These procedures apply to the review of all policies. The Chief Executive Officer (CEO) may vary the procedure when reviewing a particular aspect of a policy, for example, its compliance with a new legislative requirement.

DEFINITIONS

4.1 **Minor amendment** to a policy is a change that is unsubstantial, that does not affect the meaning or intent of the policy, including but not limited to: a change to a title, a typographical error, or a change to a reference cited within the policy document to bring the policy up-to-date. The CEO can approve minor amendments to policy and may approve changes to procedures that support a policy.

4.2 A major amendment is any other change which does not meet the definition of a minor amendment.

4.3 Review manager is the person designated by the CEO as the person responsible for conducting or managing a particular policy review.

POLICY

5. All policies of the Adelaide Central School of Art will be reviewed every 3 years following their establishment and may also be reviewed at any time the CEO directs.

RESPONSIBILITIES

6. The CEO of the School is responsible for ensuring that policy is reviewed regularly in accordance with the required timetable or as otherwise required, taking into account the steps outlined in this procedure.

PROCEDURES

7. Preparing for a policy review

7.1 The CEO will keep a list of all the School's policies showing the date they were established and the date they are due for a scheduled review according to the Policy Review policy. At the beginning of each year, the CEO will identify the policies scheduled for review that year.

7.2 The Academic Administration Manager will maintain an ongoing record of any issues that arise in relation to a particular policy and a policy's supporting procedures, and will advise the CEO if the record suggests a particular policy should be reviewed before the scheduled date.

7.3 The CEO will determine:

a. at what time in the year a review will be conducted
b. how long the review process will take
c. who will be responsible for conducting the review (the 'review manager')
d. the governance process – level of approval required for any policy amendments
e. the documentation required and timeframe for reporting completion of a policy review to the Board
f. whether to review a policy before the scheduled 3-yearly review.

7.4 Issues that trigger a policy review or the development of a new policy include:

a. changes in legislative or other government requirements
b. changes in strategic direction or plans of the School
c. outcomes of an audit or review or accreditation application
d. an accumulation of issues relating to the policy and recorded by the Academic Administration Manager
e. the review date set for the policy
f. identification of content gaps in the policy or overlaps with other policies

8. Review questions

8.1 In undertaking a policy review the following questions about the policy and its supporting procedures should be considered:

a. Is there evidence or a new development or government requirement that justifies amendment of the current policy and supporting procedures? Check the issues record kept by the Academic Administration Manager in relation to this policy.
b. Is the policy still required, has it become obsolete or should it be converted into procedures?
c. Could the policy and supporting procedures be improved? Are there any risks to the School if no action is taken to improve the policy?
d. What has been the level of staff and student compliance with the policy?
e. Have the policy and supporting procedures been effectively communicated to staff and students? What is the evidence?
f. Who are the stakeholders for this policy? Who should be advised that the policy is under review and be invited to comment on its effectiveness in achieving its purpose and on its implementation?
g. Does the policy and supporting procedure contain sufficient information to enable decision or action to be taken? Is supplementary information for students and staff required?
h. Is the information provided set out in a logical order and easy for staff and students to understand?
i. For feedback on this policy is direct communication with stakeholders or with a working group a better option?

8.2 Some questions that could be asked of stakeholders are:

a. What did or didn't work in this policy and supporting procedures?
b. Do you know of instances where the policy was breached and how could such breaches be avoided in the future?
c. Was the policy easy to understand?
d. How frequently did you need to refer to the policy?
e. Did the policy help you to resolve queries and issues or to make a decision?
f. Did staff and students know of the policy's existence and where to obtain a copy of it?

9. Review process

9.1 The review manager will draw up a brief plan indicating:

a. the trigger for the review
b. whether the review will be undertaken by direct consultation of identified stakeholders or a small working group that includes representative stakeholders and policy users
c. the questions that will be asked of stakeholders or the working group
d. who will draft the revisions to the policy that may be required and the report on the process followed and the findings
e. who will be sent a draft of any changes proposed and invited to comment on the draft
f. the timetable for the consultation, circulation of proposed changes and the end date for the review process.

9.2 The review manager will discuss the plan with the CEO before implementing it.

9.3 After the consultation process has been completed, if the review manager or working group decides that changes to the policy are warranted, a draft of the proposed changes will be prepared and then circulated for feedback to the persons identified in the plan, together with the deadline for receiving their feedback.

9.4 Feedback will be considered by the review manager or working group and will then be incorporated into a final draft if the review manager or working group approves the suggested changes to the draft.

9.5 The review manager will forward the final draft of the policy, if amendments are proposed, and a report on the process followed and findings of the review to the CEO.

10. Approval and reporting

10.1 Having received the review manager's report, recommended amendments to the policy and procedures if proposed, the CEO will then direct the Academic Administration Manager to finalise the documentation that will be sent to the appropriate committee or the Board.

10.2 Major amendments to a policy will be forwarded to the Board or responsible committee for approval. Minor amendments and procedural changes will be approved by the CEO under delegated authority.

10.3 The CEO will report at least once annually to the Board that the scheduled reviews have been conducted and briefly inform the Board of the outcome, noting for the Board if minor changes to policy and procedure were made under the CEO's delegated authority.

11. Implementing and communication

11.1 Where a major amendment to policy is proposed, the CEO must ensure that the information provided to the approving body includes details of the implementation and communication strategy such as:

a. Who will be informed of the change?
b. How will this happen?
c. When will the change come into effect?
d. What is the best way to ensure awareness and compliance?
e. How will effectiveness of the policy be gauged?

11.2 The date of major and minor amendments to policy must be recorded on the policy template or in a separate document so that changes made to individual policies over time can be tracked if necessary.

RELATED DOCUMENTS

- All Policies

APPENDIX A: FULL LIST OF AMENDMENTS

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: Inclusion of Threshold Standard and Appendix A. 1 August 2020. Approval not required.
4. Version 3: Definition of a major amendment updated. Approved by the Board of Governors on 31 October 2022