**Best Practices  
Stage 7 – Maintenance Evaluation and Review**

**INTRODUCTION**

**Policy Cycle:** Stage 1: Predevelopment – Identify & Conduct Analysis-Approval to Proceed

Stage 2: Drafting / Writing

Stage 3: Consultation

Stage 4: Document Approval

Stage 5: Publication / Posting

Stage 6: Implementation and Communication

**Stage 7: Evaluation and Review**

The Log of issues established during *Stage 6 -* Implementation and Communication can be used to inform evaluation and review.

**EVALUATION**

The Implementation Lead will:

• Evaluate how effective the policy has been in terms of:

o the original reasons the document was introduced (refer to the reasons provided at Stage 1 in the *Approval to Proceed*

o a control to mitigate against risk/s (refer to the risks identified at Stage 1 in the Briefing Template).

o deviations between the policy and actual practice;

• review the document to address concerns

• report to the relevant Approval Authority on recommended changes.

**REVIEW**

**The Policy Framework requires that:**

* policy documents undergo at least a regular three year review, and
* amendments to existing policy documents are subject to the same quality assurance process as for new policy documents.
* some documents will require annual reviews based on legislation or quality monitoring

**Initiate Review**

Review of a policy document can be initiated by:

• an Implementation Lead

• a staff or faculty member through the Responsible Officer

• an Approval Authority

• governance or committee

• the Policy Manager

**Timing of Review**

A review can happen at any time that circumstances require. The Responsible Officer will:

* conduct the review
* determine whether the implemented policy or procedure:
  + is operating as designed
  + is still needed
  + requires amendment based on changed practice
  + requires amendment to align with changed legislative requirements, or other policy documents, or changed systems or strategic direction.

**Review Methods**

The review of a policy document will require at least one of the following actions as appropriate for the type of document being reviewed or the scope of changes likely to be required:

* desk-top review
* consultation with stakeholders
* spot-check
* sampling of data
* checklist of questions
* consultation with the people who perform procedural tasks
* internal audit
* external audit.

Note that when a Policy is reviewed, it is appropriate to review any associated Procedure, Schedule or Supporting Material at the same time. Note also that a reviewed document will require re-approval by the relevant Approval Authority.

**NEXT STEP**

If amendments are required, or a policy gap is identified, return to *Policy Cycle Tips Stage 1 –Predevelopment-Approval to Proceed.*