How often do University policies need to be reviewed?
Policy Stewards are required to undertake a formal review of policies at least every five years. Amendments may be considered at any time and Policy Stewards may undertake an informal review of a policy at any time as required.

How do I know when a specific policy requires formal review?
The formal review date is listed in the policy document in the Melbourne Policy Library. This is the date by which the review should be completed by its Policy Steward.

What does a formal review involve?
The purpose of a review is to assess the policy against the principles of the Melbourne Policy Framework, in order to determine whether the policy is achieving its objectives, as well as ensuring the policy:

- continues to be justifiable
- continues to align with University objects in the Act, strategic and business plans
- restricts content to policy and procedural principles
- continues to be appropriate delivery within University resources
- is consistent with:
  - legal requirements and community expectations
  - the approved University template set for policy
  - other University policies and procedures.

The review should involve consideration of:

- internal factors such as changes to nomenclature, information-technology based systems, organisational structure and University strategy and planning
- external factors such as changes to professional accreditation requirements, regulatory authority developments and changes to government policy
- any outcomes of compliance monitoring and implementation evaluation conducted by the responsible officer.

What are the possible review outcomes?
Review outcomes include one or more of the following requirements:

- no amendment
- editorial amendment
- minor amendment
- major amendment
- disestablishment
- consequential effect on a University statute, regulation, policy or process.

NOTE: An editorial amendment is an amendment to effect changes to nomenclature, correct errors, amend broken hyperlinks or other changes of a similar nature. A minor amendment is one not likely to impact on the objectives of the policy, and/or any requirement for implementation related to a decision or action of a key stakeholder. A major amendment is one likely to impact on the objectives of the policy, and/or any requirement for implementation related to a decision or action of a key stakeholder.
How are amendments approved?
Any amendments to University policy must be approved by the appropriate approval authority as outlined in the Melbourne Policy Framework. Appropriate consultation with key stakeholders and legal advice regarding compliance must also be undertaken for any new policy or major amendment to existing policy (refer to the Policy Lifecycle Process for more information).

Policy Stewards must complete the Policy Review Outcome Notification and submit it to policy-help@unimelb.edu.au by the review date. This will include nomination of the next formal review date and a summary of the outcome of the review. The policy will then be updated as appropriate in the Policy Library.

What resources are available to assist with the review process?
The Policy and Compliance Education team provides the following resources:

- **Policy Review Schedule**
  A list that identifies review dates for all University policies.

- **Policy Review Notification**
  A form to be completed by the Policy Steward at the end of the review process and submitted to policy-help@unimelb.edu.au.

Questions?
For more information or assistance, contact the Policy and Compliance Education team.