**Appendix 3**.

**Roles and Responsibilities - Policy Document Review/Development and Approval**

**Table of Contents**

Section 1. Policies Project Manager

Section 2. Policy Owner

Section 3. Policies Committee

Section 4. Approval Body

The Policies Project Manager (PPM) will advise the Policy Owner (PO) when a policy document is due for review (prior to review date) or requires changes, or that a new policy document has been approved for development by the Approval Body.

*Note: PPM can provide support for development/review of policy documents, however, cannot undertake the role for the PO.*

**Policies Committee Contact:** policies@op.ac.nz

 **1. POLICIES PROJECT MANAGER (PPM)**

**a)  New Policy Document Development**

Once notified of the *development* of a new policy document the PPM will:

* Open a folder in PC Teams, Working Policies and add a copy of the new policy document template to folder, enabling track changes and comments
* Add the PCC Outcome and stakeholders required for consultation (if known)
* Send email to PO with hyperlink to the Working Policy Folder.
* Request names of kaimahi that will be completing mahi and provide access when informed by PO
* Provide support as and when requested by PO
* Add any other documentation as advised and email communications
* Ensure that draft policy meets Otago Polytechnic policy template and guidelines
* Add policy document to PC agenda for review
* Forward recommendation to Approval Body for approval and advise PO of outcome.

**b) Policy Document Review Process or Minor/Major Changes**

Approx six weeks (6) prior to policy document *review* date PPM will:

* Open a folder in PC Teams, Working Policies and add a copy of the current policy document to folder, enabling track changes and comments
* Add the PCC Outcome and stakeholders required for consultation (if known)
* Update terminology, roles as required
* Send email to PO with hyperlink to the Working Policy Folder
* Request names of kaimahi that will be completing mahi and provide access when informed by PO
* Provide support as and when requested by PO
* Ensure that draft policy meets Otago Polytechnic policy template and guidelines
* Add policy document to PC agenda for review
* Forward recommendation to Approval Body for approval and advise PO of outcome.

Following approval of policy document PPM will:

* Access the backend of the [Otago Polytechnic Policy Library](https://online.op.ac.nz/about-us/governance-and-management/policy-library?_gl=1*ku6dyo*_gcl_aw*R0NMLjE3MzY5OTUzOTEuRUFJYUlRb2JDaE1Jc1ktOG9aZjVpZ01WVjdwTEJSMi15VFRlRUFBWUFTQUFFZ0lCbHZEX0J3RQ..*_gcl_au*MTA5NjY2MzE0Ni4xNzM2NDUyOTY5*_ga*MTAxMjE5MTYzOS4xNzM2NDUyOTY5*_ga_LSH9CHH7TX*MTczNzQwMjQ4Mi43LjAuMTczNzQwMjQ4Mi42MC4wLjA.*_ga_C0ER6STKPJ*MTczNzQwMjQ4Mi4xNS4wLjE3Mzc0MDI0ODIuNjAuMC4w) via CRM/Silverstripe
* Upload (approved) or delete (rescinded) policy documents
* Update the Policies Master Database
* Relocate the policy document folder from Working Folders in the Policies Committee Team to the Policy Vault to the relevant policy document folder
* Notify kaimahi and ākonga of policy changes via a post a blog on Tūhono once a month listing all policy document updates
* Send an email notification to key stakeholders advising of policy document update approved/noted by the Approval Body (refer to list of key stakeholders to be emailed below).

**c) Rescinding a policy**

* PO will review and advise PPM of decision to rescind policy.
* PPM will add item to PC agenda for review
* PPM will forward recommendation to Approval Body for approval and advise PO of outcome.

**2. POLICY OWNER (PO)** will:

Determine if the current/approved policy document should be rescinded, updated or changed to another document type e.g. procedure, flowchart

Ensure the policy document achieves its intended purpose and meets the policy document template and guidelines

Manage the consultation process with stakeholders, noting consultation is for a minimum of four (4) weeks.

* Targeted stakeholders
* Internal stakeholders
* External stakeholders
* Kaimahi (Tūhono post) and ākonga (Kāpehu post, if applicable)
* OPSA Executive representing ākonga\*
* People and Culture

People and Culture via Unions (if applicable) Otago Polytechnic Committee/s for example Research and Postgraduate Committee, Animals@OP required consultation processes (Refer to list of [Tūhono Communities/Ka Hapori Whānau)](https://tuhono.op.ac.nz/).

\*OPSA Executive must be included in consultation and will review all ākonga-facing documents.

When requesting feedback/consultation from all stakeholders via Tūhono

* Add overview statement including proposed changes to policy document or why developed
* Add PDF copy of draft policy document for consideration OR hyperlink to the current/approved policy document under review - [Otago Polytechnic Policy Library](https://online.op.ac.nz/about-us/governance-and-management/policy-library?_gl=1*ku6dyo*_gcl_aw*R0NMLjE3MzY5OTUzOTEuRUFJYUlRb2JDaE1Jc1ktOG9aZjVpZ01WVjdwTEJSMi15VFRlRUFBWUFTQUFFZ0lCbHZEX0J3RQ..*_gcl_au*MTA5NjY2MzE0Ni4xNzM2NDUyOTY5*_ga*MTAxMjE5MTYzOS4xNzM2NDUyOTY5*_ga_LSH9CHH7TX*MTczNzQwMjQ4Mi43LjAuMTczNzQwMjQ4Mi42MC4wLjA.*_ga_C0ER6STKPJ*MTczNzQwMjQ4Mi4xNS4wLjE3Mzc0MDI0ODIuNjAuMC4w) (do not add hyperlink to source policy document in Policies Committee Teams folder).
* Include the start and end date of the consultation period
* Provide contact details for feedback.

Advise PPM in a timely fashion via email when the policy document is ready for review by PC and to be added to the next available agenda.

**3. POLICIES COMMITTEE (PC)**

* meets once a month to review new policy documents/review changes on the agenda and consider recommendations to rescind current policy documents no longer required
* provides an outcome for each policy document either:
* endorsing the policy document and makes recommendation to Approval Body
* non-endorsement of the policy document, further action required – PPM will notify outcome to PO.

**4. APPROVAL BODY**

* reviews each recommendation from PC as tabled on Approval Body agenda
* provides an outcome approves, noted or not approved
* advises PPM of outcome immediately following the meeting (EA does this).

For any further questions or support email Policies@op.ac.nz