| **Instrument of Governance:** | **Considerations:** |
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| **Does it need to be in a Policy?***A policy is a statement of mandatory principles that inform decisions and actions on matters of importance to the University, including matters relating to governance, operations, culture, and conduct.* | * Is there new or existing legislation of relevance to the University that needs to be contextualised, as the legislation is not sufficiently clear or detailed to be consistently applied without the development of a policy?
* Is there a need to clarify and put parameters around expected ECU culture or behaviours?
* Will it help members of the University community translate ECU’s values in a way that clarifies expectations and allow for decision making that is informed by, and aligned with, the values?
* Is there a legal/mandatory requirement to have a policy?
* Is there an identified risk that can be mitigated or reduced through the development of a policy?
* Will it generally assist in thinking about a complex issue, and increase the likelihood of strategically important decisions being informed, consistent, and aligned with the University’s strategic direction?
* Is it a position that is expected to remain stable for some time?
* Is the issue relevant to the broader University community?

**Don’t put it in a policy if:*** The purpose is to give direction and/or guidance on how to deliver tasks and undertake actions.
* It replicates what can be found in legislation, and the legislation is clear, addresses known risks, and can be expected to be consistently applied.
* It addresses issues that are not of relevance to all, or at least most of, the University community.
* It is already covered in another policy, or another policy can be amended to address the issue.
* It relates to a matter that is rapidly changing and there is a need for constant review and changes that impact the operational environment.
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| **Does it need to be in a Guideline?***A guideline provides general rules, principles, or advice aimed at aiding decision-makers to implement a policy or complete a task without the need to follow mandatory steps.* | * Is a guide needed to show a person through delivery of a task or action where there is more than one acceptable way of operating, and/or room for a reasonable level of flexibility, interpretation, and variation in how the task is delivered?
* Does it provide operational advice that can be used in situations where unforeseen circumstances can arise, and where being required to inflexibly follow a set of directions would cause issues and prevent a necessary level of responsiveness and ability to tailor responses to be appropriate to the individual situation?
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| **Does it need to be in a Procedure?***A procedure explains the mandatory steps required to implement a policy or complete a task.* | * Does it relate to a high-risk activity where flexibility and variation in operation cannot be supported?
* Is the intention to provide step-by-step and consistently repeatable instructions on how to deliver a task or action?
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| **Does it need to be in a Standard?***A standard provides a set of defined requirements or characteristics that can be used consistently to establish and ensure the uniform delivery of criteria, methods, processes, and practices.* | * Does it need to establish the minimum level of quality to which a task or action will be delivered?
* Will it provide requirements, specifications, guidelines, or characteristics that can be used consistently to ensure materials, products, processes, and services are fit for their purpose?
* Is it being established to underpin ISO accreditation or requirements?
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| **Does it need to be in another type of operational document?** | * Is the intention to provide clear and concise information on a topic to avoid risk of confusion or misunderstanding? **Consider developing an FAQ or fact sheet.**
* Is the intention to consistently capture information or record data? **Consider developing a form.**
* Is there a need to define (and seek executive endorsement) for a new strategic action that is likely to require some time to achieve, and to clarify how it links to the University’s strategic direction: why it is important, what has driven the need for change, and provide a vision for the future? **Consider developing a Blueprint.**
* Is there a need to provide greater detail on how the components of a Blueprint will be delivered? **Consider developing a Roadmap.**
* Is there a need to provide structure and guidance around a future direction, progression of a strategic program or work, or another matter of significance to the strategic direction and/or good governance of the University? Is it also important to allow for potential further development of ideas and/or a level of responsiveness and flexibility to change? **Consider developing a Framework.**
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