

Guidelines for the development, documentation and approval of policy documents

- Policy may be understood as 'what is to be done and why', whereas the related procedures should specify 'how it is to be done'.
- The policy should be a stand-alone document, free of the complexities and detail of the related implementation procedures.
- The purpose of the policy should be clear and state why it is necessary or desirable to move from the status quo and what outcomes are sought.
- Existing relevant legislation and related CSNSW and departmental policies and documents should be taken into consideration.
- Stakeholders who will be affected by the proposed policy change and who have an interest in the stated outcomes should be identified and consulted to ensure that their views are taken into account when developing the policy and the related implementation procedures.
- Research should be undertaken to collect and analyse relevant data and literature. The experiences of other jurisdictions relevant to the circumstances should be examined.
- Policy options should be identified and subjected to rigorous analysis. The analysis at this stage must include consideration of expected outcomes, costs, practicality of implementation, implications for, and likely acceptance by, key stakeholders. Issues of risk within the broader legislative, policy and strategic environment should be considered and rated.
- The coversheet for new/ revised policies/procedures **[TRIM: D15/688842]** should be completed and attached to the policy document. The policy and coversheet should then be forwarded to the Corrections Strategy and Policy Unit to be submitted to the CSNSW Policy Subcommittee for endorsement.
- Policies, once endorsed, are submitted to the Commissioner for approval.
- The author of the approved policy should arrange for the new or revised policy and related procedures to be published on the CSNSW intranet site in the Policy and Procedures Directory.
- At the end of each financial year, policy owners are required to inform the CSNSW Policy Subcommittee that their policies listed in the Policy and Procedures Directory are still relevant and current.
- The policy document should be structured as follows:

- 1. Title**
- 2. Policy**
- 3. Purpose / Rationale**
- 4. Scope** – whom the policy will affect
- 5. Strategic Focus** – documents which underpin the policy
- 6. Relevant legislation**
- 7. Related policies**
- 8. Related Memoranda / Instructions**
- 9. Implementation procedures**
- 10. Review date**