

POLICY DEVELOPMENT CYCLE

Rationale

The following flow chart illustrates how a policy development cycle may operate.

The concept outlined operates on the Key principle of providing a “Predictable Pathway” where an area or an issue that necessitates the development of policy can be presented in either verbal or written form at an initial meeting and then be developed via a consultative process into a written, working policy. Within this key concept there are five essential dynamics

1. Presentation of an issue or idea.
2. Education.
3. Consolation / collaboration.
4. Refinement.
5. Endorsement.

Normal methodology for the development of policy:

1. Presentation:

An issue, concept or an idea is raised with the Board either verbally or in written form.

2. Education - initial information:

Upon the initial raising of an issue, the Board will then seek to reference any available and necessary information to enable an informed position from which an initial draft will be formulated.

3. Consolation – collaboration:

When an initial draft is formulated, it is circulated to Chaplains via the coordinators, and the relevant Departmental Officers, as the Board deems appropriate for comment and feedback.

4. Refinement:

The Board will then refine the policy as per the feedback and any other relevant information.

5. Endorsement:

The State Chaplaincy Board will then endorse such policy.

6. POLICY DEVELOPMENT CYCLE

A PREDICTABLE PATHWAY

