

Who is responsible for the policy or procedure that is being assessed?

Describe the main aims, objectives and purpose of the main policy/procedure.

Are these associated objectives of the policy/procedure? If so, please explain. Explain include statutory requirements, sector initiatives, etc.

Who is expected to benefit from this policy/procedure?

Who was consulted on this policy/procedure?

How has the policy/procedure been explained to those who would be directly or indirectly affected by it?

What outcome(s) are meant to be achieved from this policy/procedure?

What factor(s) could contribute to the outcome(s)?

What factor(s) could detract from the outcome(s)?