What you can do

- Contact Governance if you are thinking about drafting a University-wide Document: policy@unsw.edu.au
- Develop University-wide Documents in accordance with the Policy Framework Policy and Policy Framework Procedure
- Use the Templates and Forms
- Conduct benchmarking, research and evaluation when drafting or reviewing a University-wide Document and consider the impact of associated new or revised University-wide Documents
- Consult with key stakeholders, staff and students
- Plan an endorsement and approval pathway in advance to involve relevant UNSW Committees
- Prepare an Implementation Plan
- Prevent duplication. Publish and access University-wide Documents via the Governance website only
- Ensure Local Documents are consistent with University-wide Documents and don’t unnecessarily duplicate content
- Identify policy gaps/issues and communicate these to Governance.

Benefits of the Policy Framework

- One website for access to approved University-wide Documents: Policy List
- Definitions for each University-wide Policy Document type
- Clear development process
- University-wide Documents support the strategic goals of UNSW
- University-wide and Local Documents are approved under delegated authority
- Clear information about how to comply with external and internal obligations
- Published collection has clear effective dates and is reviewed regularly
- Support from Policy staff in Governance

UNSW Policy Framework

An overview

Governance

The Chancellery, Ground floor
UNSW Sydney 2052

Policy Officer
Rebecca Edwards (Monday to Thursday)

Phone: 9385 3070
Email: policy@unsw.edu.au

www.policy.unsw.edu.au
UNSW Policy Framework

The UNSW Policy Framework is an operational structure for managing and maintaining the University's Codes of Conduct, Policies, Standards, Procedures and Guidelines ('University-wide Documents').

The Policy Framework includes:

- The **Policy Framework Policy** supported by a **Policy Framework Procedure** that describes the development, review and retirement process for University-wide Documents

- A **Policy Hierarchy**:

  ![Policy Hierarchy Diagram]

  - Delegations of authority to establish University-wide and Local Documents in the Register of Delegations (section 4)
  - An online Policy repository on the Governance website with access to approved University-wide Documents
  - **Policy resources**, including templates, flow-charts and planning tools

Document Development Cycle

The key steps involved in developing or reviewing a University-wide Document are depicted in the Document Development Cycle:

1. **Identify and Scope**
   - Identify and Scope
   - Identify a Responsible Officer and Document Manager
   - Identify the need, objective and scope and consider context
   - Approval Form - Phase One
   - Working Group establishment
   - Confirm need for Document

2. **Draft Document, Consult and Finalise**
   - Draft Document
   - Consult and revise
   - Seek endorsement
   - Finalise the Document

3. **Approve**
   - Prepare Phase Two Approval Form
   - Submit for approval
   - Post-approval: send signed form to Governance

4. **Communicate, implement and monitor feedback**
   - Publish
   - Communicate and implement
   - Consider ongoing feedback

5. **Review (minimum 3 yearly)**
   - No change
   - Minor amendment
   - Full review
   - Retire

Policy Documents are important

Policy Documents:

- Contain principles and requirements that govern and guide conduct and decision making
- Are mandatory
- Express the intentions and objectives of UNSW
- Communicate decisions of management
- Assign roles and responsibilities
- Describe how staff and students should act in accordance with applicable legislative and regulatory requirements
- Reduce risk to the University