

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

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

An overview

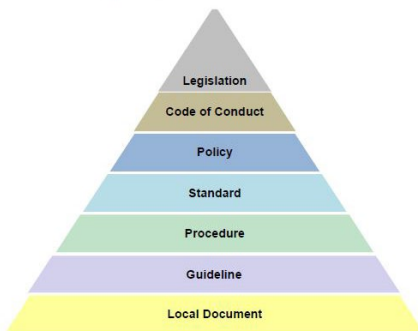


UNSW Policy Framework

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](#):



- 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:



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

Key steps

<p>1. Identify and Scope</p> <p>Identify a Responsible Officer and Document Manager</p> <p>Identify the need, objective and scope and consider context</p> <p>Approval Form - Phase One</p> <p>Working Group establishment</p> <p>Confirm need for Document</p>
<p>2. Draft Document, Consult and Finalise</p> <p>Develop draft Document</p> <p>Consult and revise</p> <p>Seek endorsement</p> <p>Finalise the Document</p>
<p>3. Approve</p> <p>Prepare Phase Two Approval Form</p> <p>Submit for approval</p> <p>Post-approval: send signed form to Governance</p>
<p>4. Communicate, implement and monitor feedback</p> <p>Publish</p> <p>Communicate and implement</p> <p>Consider ongoing feedback</p>
<p>5. Review (minimum 3 yearly)</p> <ul style="list-style-type: none"> • No change • Minor amendment • Full review • Retire