



1. Identify and Scope

Identify a Responsible Officer and Document Manager

Identify the need, objective and scope and consider context

Gather information; check existing University-wide Documents (Documents) and consider if they can be amended; identify key stakeholders and have a preliminary discussion; decide if advice is required from the Legal Office; assess likely implementation challenges and consider what type of Document is required.

Approval Form - phase 1

Prepare Phase One Approval Form for review by Governance and approval by the Responsible Officer.

Working Group establishment

Working Group established by the Document Manager to undertake and support research, benchmarking and analysis.

Confirm need for Document

Assess information gathered and conclude whether an amendment to an existing Document or development of a new Document is required. The Document Manager is to confirm their decision with Governance and the Responsible Officer.

2. Develop Draft Document, Consult and Finalise

Develop draft Document

Document Manager, with Working Group support, develops a draft Document using a UNSW template. An Implementation Plan is also initiated, to be used as a tool during drafting and consultation.

Consult and revise

Document Manager identifies key stakeholder groups and individuals that will be consulted and seeks feedback on the draft Document. All draft Documents, excluding those with minor amendments, require a period of online consultation. Email the Word version to policy@unsw.edu.au with the details of the contact for submissions. Governance will publish the draft online for three weeks. Following consultation, assess feedback, acknowledge comments and amend the draft as required.

Endorsement

The relevant endorsement pathway should be planned when consultation commences. Depending on the subject matter the Document may require endorsement from one or a number of Committees including: University Committees, Academic Board, Management Board, and Council Committees.

Finalise the Document

Send the final draft Document to Governance for final review to address typographical or template issues: policy@unsw.edu.au.

3. Approve

Prepare approval form

Document Manager completes the Phase Two Approval Form and sends it with the final draft Document to the Responsible Officer for their review and signature.

