





The *UNSW Policy Development Process* is used for the creation, authorisation, implementation and review of policy at the University.

The policy development process is made up of a number of phases, which should be thought of as making up the policy cycle. The phases are not rigidly separated and may proceed concurrently. However, the phases flow logically from the first phase, establishing the need for a new policy or amendment/replacement of an existing policy, to the last phase which is review.

Through the continuous policy development cycle, the University seeks to ensure that it has a set of policies which:

- meet the University’s administrative and compliance needs;
- are consistent and integrated with each other;
- are practical and easy to implement;
- are easy to understand;
- are appropriately approved.

The University also seeks to learn from its own experience and the accumulated experience of others to improve its policy.

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[Phase 1: Establish Need](#)

Determine the document type required to address the issue. Does the issue need a new policy? Or can it be addressed through some other way such as development of a procedure or amendment to an existing policy?

[Phase 2: Research and Analysis](#)

Identify the policy options which would address the issue under consideration and gather evidence regarding their workability. Assess the implementation constraints within the context of UNSW. By undertaking research and analysis unworkable or inappropriate policy decisions may be avoided.

[Phase 3: Drafting](#)

Policy should be drafted in plain English and formatted using the available [templates](#). The use of [version control](#) is recommended, particularly if working with a group.

[Phase 4: Consultation](#)

Consult with the people/units who will be affected by the policy and/or who will be responsible for its implementation.



Phase 5: Authorisation

Policy is only valid if approved under a delegation. The University maintains a [Register of Delegations](#). The Register of Delegations is currently under review.

Phase 6: Communication

Although communication occurs throughout the whole of the policy development process specific communication of a policy is necessary after a policy has been approved. There are minimum communication requirements for approved policy in the Policy Development Process.

Phase 7: Implementation

Before seeking policy approval the practical strategies which will most effectively deploy the policy need to be considered. This includes the assignment of specific implementation responsibilities to staff and units and post approval follow up by those responsible for the oversight of implementation activities.

Phase 8: Review

A regular review of policy helps to ensure that relevant and effective policies are retained, policy gaps are identified and redundant policy is eliminated. During review, the policy intent and implementation are revisited and the effectiveness of the policy's deployment and any unexpected outcomes are considered. The review acts as a link forward to the first phase of the cycle, [Establish Need](#).