

# UNSW POLICY DEVELOPMENT PROCESS

PLAN

DEVELOP

## Establish Need

## Research & Analysis

## Drafting

## Consultation

1. Understand why the issue has been identified as requiring a policy. Investigate the triggers.
2. Investigate precedents and other University policy related to the issue.
  - Locate Admin Files.
  - Consult relevant staff.
  - Check the policy website.
  - Check for overlap with other documents under development.
3. Decide if a document is needed to address the issue
  - Address the issue with policy, procedure or some other method?
  - Consider the implications
  - Will the document support the UNSW Strategic Plan, values and vision?
  - Be consistent with compliance requirements.
4. Brief relevant bodies (e.g ET and other senior staff.

1. Research:
  - Determine how the issue is currently being managed: identify strengths/weaknesses
  - Benchmark. How do other organisations address the issue?
  - Conduct a literature review.
  - Review best practice.
  - Check UNSW administrative files.
  - Identify areas of policy overlap with document already in development.
  - Investigate the legal and policy framework identifying legislative and regulatory requirements.
2. Conduct Policy Analysis
  - Analyse the problem/issue to determine a policy response.
  - Evaluate different policy options.
  - Clarify the problem and feasible solutions.
  - What will be the impact of each policy option?
3. Start identifying the consultation requirements.

1. Drafting:
  - Draft policy using the [standard template](#)
  - Use the [procedure](#) and/or [guidelines](#) template for associated documents. Do not include procedural actions and best practice guidelines in the policy.
  - Use Plain English.
  - Ensure consistency with existing policy.
  - Use [version control](#) and ensure major changes are filed on the policy administrative file.
  - Involve [PMU](#).
2. Content:
  - Ensure each policy statement can be understood and does not raise unanswered questions.
  - Ensure consistency with legislation and existing policy.
  - Clearly articulate what is wanted of individuals and groups, and why.
  - Policy content must be practical and able to be implemented.

1. Develop a [Consultation Plan](#)
  - Identify target groups and individuals to be approached.
  - Identify the goal of the consultation process with each target group or individual.
  - Identify consultation methods to be used.
  - Identify the completion date for each consultation.
  - Assemble a Policy Reference Group & distribute the draft.
  - Consider external stakeholders – i.e. Unions
2. Web Consultation:
  - Contact PMU to arrange for the final draft to be promulgated on the [Policy website](#)
  - Advertise the web consultation in news@UNSW and myUNSW.
3. Re-draft the Policy taking feedback into consideration.
4. Update the Implementation Plan
  - Comments received during the consultation will be critical in determining practical strategies to deploy the policy.

- Identify the document developer/s
- Identify the Responsible Officer
- Create a registered file.
- Approximate the timeline for the development of the policy.
- Register the policy project with [PMU](#).

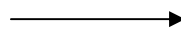
- Benchmarking matrix
- Literature review
- Record of Policy Analysis
- Policy options paper
- Draft Consultation Plan initiated.

- Draft policy, in template format.
- Draft associated documents, such as procedures and guidelines
- Draft Implementation Plan initiated.

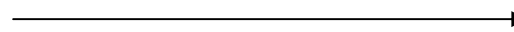
- Policy [Consultation Plan](#).
- Briefing

# UNSW POLICY DEVELOPMENT PROCESS

GET APPROVAL



COMMUNICATE & IMPLEMENT



MONITOR & REVIEW

## Authorisation

## Communication

## Implementation

## Review

1. The Document Developer(s) must liaise with PMU to obtain the appropriate approval from a delegated authority:

- UNSW Council
- Academic Board
- VC

1. Document Developer(s) must contact PMU who will arrange

- Publication in the [Policy website](#).
- A notice in myUNSW and news@UNSW.
- Liaison with units regarding superseded or rescinded documents in publications.
- To archive superseded or rescinded documents.

2. Document Developer(s) will arrange:

- Advice to staff or units responsible for specific aspects of implementation.
- Any direct communication from the Responsible Officer to Deans / HOS/Units.
- Liaison with OSDS for inclusion in HR induction programs
  - Any additional communication requirements such as education and training which have been specified in the Implementation Plan.

1. Finalise the [Implementation Plan](#)

- Identify staff members/units who will be involved with the initial rollout and subsequent ongoing support of the policy.
- Assign responsibility for each implementation task.
- Liaise with staff and/or units responsible for particular aspects of implementation to establish agreement regarding implementation obligations and timeframes.

2. Identify the need for, or the intended development of, supporting documentation to provide further information and facilitate compliance with the policy.

3. Provide education and training.

1. Monitor legislative change

2. Minor Amendments can be approved by the Responsible Officer.

3. Monitor Feedback from staff and students available while valid.

4. PMU will advise the policy Contact Officer of upcoming review dates for policy.

5. Periodic Review of the Policy content, communication, implementation and effectiveness must occur every 3 years, unless otherwise stated in the policy document.

- Authorised policy document
- Associated document(s) finalised

- Policy launched to [Policy website](#).
- Notice in news@UNSW
- Notice in myUNSW
- Memo to Heads of Schools/Units
- Email to units involved in policy implementation

- Responsibilities are assigned
- Final [Implementation Plan](#)
- Powerpoint presentation(s) have been developed.

- Email to PMU from the Responsible Officer advising of approval of minor amendment