**NEW POLICY**

- Identify Policy Need
- Stakeholder Consultation
- Draft Policy
- Seek Approval from Relevant University Approving Body*
- Disseminate & implement

**OR**

**REVIEW OF EXISTING POLICY BY AUTHORING ORGANISATIONAL UNIT**

(Every 3-5 years or when required)

- Policy Unchanged
- Amend Policy
- Rescind Policy

**Stakeholder Consultation**

- Approval from Relevant University Approving Body*

**May occur in parallel or separately**

**RESULTING IN NEW OR REVISED PROCEDURE**

- Consult with stakeholders
- Develop or revise procedure
- Align procedure with policy
- Approval from Section Director
- Publish on University Policy Library

**NEW OR REVISED PROCEDURE**

- Update Policy Revision Date on University Policy Library
- Publish Revised Policy on University Policy Library
- Delete Policy from University Policy Library

**May occur in parallel or separately**

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* Relevant University Approving Body: policies can be approved by Senate, Academic Board or Council, and Vice Chancellor or VC’s delegate

**Authoring Organisational Unit:** expert knowledge area that oversees the development of a policy/procedure;