1. Identify and Scope

**Identify a Responsible Officer and Document Manager**

**Identify the need, objective and scope and consider context**

**Approval Form - phase 1**

**Working Group establishment**

**Confirm need for Document**

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.

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

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

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**

**Consult and revise**

**Endorsement**

**Finalise the 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.

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.

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.

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.
4. Communicate, implement and monitor feedback

Publish

Governance, after receiving the signed approval form, will publish the Document on the Governance website and archive any superseded Documents.

Communicate and implement

Governance will publish a notice in myUNSW and News@UNSW. The Implementation Officer will communicate approval of the Document to all stakeholders and activate and monitor the Implementation Plan.

Consider ongoing feedback

The Contact Officer is the day-to-day contact for questions. They will monitor and log feedback, which may prompt a review of the Document ahead of the due date.

5. Review

Review

Documents are reviewed three years after the original effective date, or sooner if required. The Responsible Officer is responsible for review. The review outcome will determine the next steps.

No change

Minor amendment

Full revision: go to step 1

Retire

No change

Present

Amendment

Amendment to an approved Document may be required as part of a three year review, or before. The Contact Officer, or nominee, obtains the current Word version from Governance, amends the Document in mark-up, and returns to Governance for review.

There are three types of amendment:

1. Administrative update: these may be authorised at the discretion of the Director of Governance.
2. Minor Amendment: small changes that do not affect the application or meaning of the Document that may be approved by the Responsible Officer and Approver with minimal consultation.

Retire

A Document may be retired if it is no longer required, for example, as a result of legislative, strategic or compliance changes. Ask Governance for a Retire Document Approval Form.