# Phase One Approval – Authority to develop draft Document

The [*Policy Framework Procedure*](https://www.gs.unsw.edu.au/policy/documents/policyframeworkprocedure.pdf)should assist you to fill out this form.

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| Document Manager | Name, position title, unit name and email address |
| Proposed Document Type  | [ ]  Code [ ]  Policy [ ]  Standard [ ]  Procedure [ ]  Guideline(Select all that apply) |
| Proposed Document name/s and subject matter |  |
| Is this a new Document? | [ ]  Yes  | [ ]  No this is a revision of [insert name and hyperlink to Document/s.] |
| Consider impact upon existing Documents | List any related Policies, Standards, Procedures or Guidelines that may require amendment because of this proposed Document.[ ]  I confirm that I have discussed the potential need for amendment of related Documents with the relevant Contact Officer. |
| Consider impact upon Documents that are in draft (Consult with Governance) | [ ]  This proposed Document does not overlap with another draft Document |
| Why is this Document required? | What evidence has been gathered to support the need for this Document? |
| Proposed Working Group | Include the name and position title of proposed working group members, if required.  |
| Potential implementation issues | Indicate what may be required to implement the requirements in this proposed Document. For instance, will a new system be required, staff training or are there any resource/budget implications? Does this Document have implications for staff or students that are likely to be contentious? |
| Indicate the likely endorsement pathway | [ ]  University Committee: [Name of Committee] |
| [ ]  Academic Board[ ]  Management Board |
| When drafting this document, I acknowledge the requirement to:[ ]  consult with the Legal Office, and[ ]  consider the *Equity, Diversity and Inclusion Policy* |
| **Authorisation by the Responsible Officer** |
| **Name and Title** |  |
| **Signature** |  |
| **Date** |  |

**Send the signed Phase One Approval Form to Governance:** policy@unsw.edu.au