# 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](mailto:policy@unsw.edu.au)) | 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](mailto:policy@unsw.edu.au)