# Phase Two Approval – [insert Document name]

**Document Background**

Authority to develop the [insert Document name] was approved by the [title of Responsible Officer] on XX Month Year.

The [insert Document name] is a [new/amended/revised] document. It replaces the [insert name, version number and hyperlink to previous document/s], approved by [approver] on [date last approved]. *[Delete this sentence if the Document is new].*

*State the need for, and the purpose of, this Policy, Standard, Procedure, or Guideline. Describe how this document responds to that need. Describe how it relates to other University Documents.*

**Consultation**

*Indicate the key stakeholders who were consulted during the development of this document. You may want to list all Working Group members by name and title.*

University-wide consultation on the Governance website was from [XX Month Year] to [XX Month Year].

The draft was considered and endorsed by the following Committees:

|  |  |
| --- | --- |
| [Name of committee] | [XX Month Year] |
|  | [XX Month Year] |
|  | [XX Month Year] |

[Delete this table if not applicable – for example, where a minor amendment may not require endorsement]

|  |
| --- |
| I confirmthat the [*Equity, Diversity and Inclusion Policy*](https://www.gs.unsw.edu.au/policy/documents/equitystatement.pdf) principles have been considered\*:[ ]  Yes (please describe)[ ]  No (please indicate why) |

**Implementation**

*State the key steps which will be undertaken to implement the Policy, Standard, Procedure or Guideline. Include the title of the staff member that will be the Implementation Officer and the title of the Contact Officer (if different) who is responsible for support and monitoring. Describe resources required for implementation or confirm that implementation is within existing, or available, resources.*

**Recommendation**

That the [select an Approver] approve the [name of document] to take effect [immediately/or insert date].

**[Document Manager]**

**[Position]**

**[Date]**

|  |  |  |
| --- | --- | --- |
| **Signature of Responsible Officer** |  | **Signature of Approver** |
|  |  | [Select an approver] |
| **Name and title** |  |  |
| **Signature** **/ /2022** |  | **Signature** **/ /2022** |