# Policy document approval – [insert document name]

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, purpose and scope of this policy document. Describe how it relates to other University documents, projects, legislation and context, including* [*equity diversity and inclusion*](https://www.gs.unsw.edu.au/policy/documents/equitystatement.pdf) *[this may include learnings from benchmarking and research].*

**Consultation**

*Indicate the key stakeholders who were consulted during the development of this document. You may want to list stakeholders and subject matter experts by name and title.*

UNSW-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]

**Implementation**

*State the key steps which will be undertaken to implement the document. Include a link to the implementation plan including the titles of staff responsible for specific deliverables and the title of the Policy Lead (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 [position of approver] approve the [name of document] to take effect [immediately/or insert date].

**[Policy Lead]**

**[Position]**

**[Date]**

*[Select one pair of signature boxes relevant to the policy document that you are seeking approval for. The remainder of the boxes may be deleted.]*

**Policy**

|  |  |  |
| --- | --- | --- |
| **Signature of Responsible Officer** |  | **Signature of Vice-Chancellor** |
|  |  |  |
| **Name and title** |  |  |
| **Signature** **/ /** |  | **Signature** **/ /** |

**Standard, procedure or instruction**

|  |  |  |
| --- | --- | --- |
| **Signature of Policy Lead** |  | **Signature of authorised delegate** |
|  |  | [Select an approver] |
| **Name and title** |  |  |
| **Signature** **/ /2024** |  | **Signature** **/ /2024** |

**Change to a standard, procedure or instruction**

|  |  |  |
| --- | --- | --- |
| **Signature of Policy Lead** |  | **Signature of Responsible Officer** |
|  |  | [Select an approver] |
| **Name and title** |  |  |
| **Signature** **/ /2024** |  | **Signature** **/ /2024** |