| **Type of Change** | **Description of Change** | **Approval Pathway** |
| --- | --- | --- |
| Development of a new policy | * A policy that has not previously existed is developed
* A policy that has been rescinded is redeveloped or re-instated
 | * Progressed through relevant governance channels to achieve endorsement
* Provided to the Vice-Chancellor or University Council for final approval
* Approval documents progressed to the Senior Advisor Policy and Governance Projects to facilitate updates to the Policy Directory
 |
| Review of an existing policy resulting in **no change** | * A review of an existing policy is undertaken resulting in no changes to the existing policy
 | * Provided to the Policy Owner for final approval
* Approval documents progressed to the Senior Advisor Policy and Governance Projects to facilitate updates to the Policy Directory
 |
| Review of an existing policy resulting in a **minor** change | * Changes to titles, business area names, phone numbers, email addresses, and other naming conventions that are required to reflect the current organisational structure
* Changes that result in no more than simplifying wording, removing ambiguity, correcting grammatical errors, correcting spelling errors, or updating hyperlinks
* Changes to reflect updates to referenced documents such as an updated version of an Australian code or standard
* Changes that do not result in any addition, removal, or changes to the wording of policy clauses
 | * Provided to the Policy Owner for final approval
* Approval documents progressed to the Senior Advisor Policy and Governance Projects to facilitate updates to the Policy Directory
 |
| Review of an existing policy resulting in a **significant** change (any change that is NOT a minor change) | * Changes to the University’s agreed policy position
* Addition of new policy clauses
* Removal of existing policy clauses
* Changes to the wording of policy clauses other than those that are required to improve clarity and remove ambiguity
 | * Progressed through relevant governance channels to achieve endorsement
* Provided to the Vice-Chancellor or University Council for final approval
* Approval documents progressed to the Senior Advisor Policy and Governance Projects to facilitate updates to the Policy Directory
 |
| Rescission of existing policy | * An existing policy is no longer required or relevant and needs to be removed from the Policy Directory
 | * Progressed through relevant governance channels to achieve endorsement
* Provided to the Vice-Chancellor or University Council for final approval
* Approval documents progressed to the Senior Advisor Policy and Governance Projects to facilitate updates to the Policy Directory
 |