| **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| Development of a new policy | * A policy that has not previously existed is developed * A policy that has been rescinded is redeveloped or re-instated | * Progressed through relevant governance channels to achieve endorsement * Provided to the Vice-Chancellor or University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 |