

Governance Documentation Decision making Flowchart,
for a minimum 1 year up to 5 year review timeline.

1. A Gov Doc is required to be reviewed or new Gov Doc proposal request is approved and template set up for development.

2. The Owner / Author completes the development or review of the document and the relevant individual stakeholder / Working Party are engaged for comment.

3. As part of the approval submission, the review timeline of the document can be 1 to 5 years based on the following criteria:

1. Is this linked to legislation/ Government Department requirements eg: Department of Treasury & Finance (annual review), Therapeutic Goods Association for the areas covered by this document?	If so, match the time frame for review
2. Is this document linked to External Guidelines? Are you confident we will be notified/aware when these are updated? eg: ARC Guidelines – updated 3 yearly, Drug Guidelines can be 5-10 years	Match the review of this document to the relevant guideline up to a maximum of 5 years
3. Overarching Governance Groups eg: Medication Safety and Therapeutics Governance	Can decide review timeframes
4. Does this document concern a treatment modality that is updated or changed frequently or a particularly high risk area that requires closer scrutiny? eg. Emergency Department, Oncology	Time frame for review should be no greater than 3 years

4. The document is reviewed and approved by the relevant Directorate Governance Committee
(Insert Directorate Committee name here):
EG. Women's and Children's Governance Committee

5A. If **approved** the Gov Doc is submitted to the relevant organisational ratification committee

5B If **rejected**, return the Gov Doc to the Owner / Author for further development.

6. When the document is ratified, it will be published to the Intranet with the relevant review timeline.

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