Policy Development and Review Form

This form is to be submitted to the Approval Authority prior to the development of a new or amended policy or procedure or rescinding of an existing policy or procedure. If a document requires minor amendments email policy@federation.edu.au

1. Document Details

Request Type: Document Type: Doc ID:
                                                                                If Existing

Document Title:

If NEW Procedure, which Policy overarches it. If NEW Policy, which Procedures will be underpinned by it?

Please identify any Supporting Documents – these can be included with submission to support request.

Policy Domain: Refer to the Domains List – Click here

2. Background

Purpose

Select one or more of the following which is most relevant to the creation, revision or deletion of the policy/procedure.

☐ Changes to legislation (both internal and external)   ☐ Outcomes of internal & external audits/reviews
☐ Strategic Direction of the University   ☐ Significant changes to practice
☐ Scheduled Review   ☐ No longer relevant or required
☐ Managing Risk   ☐ Other:

Rationale: Here are some prompts which may help you to describe the rationale for the suggested change. Why is the new policy needed? What gap is to be closed? Why does the document need to be revised? What issues is it intended to address? Why is the policy to be removed?

I have checked the existing Policy Suite and a suitable document does not exist ☐

I have contacted the Policy Office and they have provided appropriate guidance prior to approval ☐

3. Stakeholder Consultation

Please tick all relevant stakeholders – identify individuals where relevant, where other, please give details.

Academic Board	Learning & Teaching	Research	International Education Committee
Community Engagement & Development	Equity & Diversity	Human Resources	Student Senate
Facilities	Finance	Information Technology Services	Student Services & Administration
Legal/Governance	Records Management must be consulted on all procedures	Risk	Centre for Graduate Studies
Student Connect	Student Life	**Schools** School of Arts School of Education School of Health & Life Sciences School of Nursing & Healthcare School of SITE Federation Business School Federation TAFE	Other

Is a working party/committee required to complete this task?   Yes ☐   No ☐

Does this working party/committee already exist?   Yes ☐   No ☐

Name of existing working party/committee _____

If no working party is required, how will the document be constructed?

4. Time-frame Estimator to assist in achieving your target time-frame (this is a tool to assist only and does not account for external factors or changes in circumstances)

Work backwards from the desired publication date to give your "working time-frame".

Meeting with Policy & Quality Services for Approval to Proceed	Collaboration Period	Uni-Wide Comment (10 working days, unless exceptional circumstances and approved by Chair)	Feedback (allow at least a week for collation and incorporation of valid feedback)	Final Approval (consult committee meeting dates and agenda deadlines, where appropriate)	Estimated Published Date (this date will be monitored and reported on to ensure compliance with the Policy Process)
17/9/18	17/9/18 to 25/10/18	26/10/18 to 9/11/18	16/11/18	23/11/18	30/11/18
					Start Here

5. Implementation and Communication Plan

Consideration should be given to impacted areas and the steps that will be taken to communicate the policy/procedure to those areas, training that will need to be provided, system changes that will be required and documentation that will need to be amended.

Task	Action	Responsibility	Deadline
FED NEWS ITEM	Prepare information to be included in FedNews item, including why the policy document has been developed/ reviewed and main items of note. Should this also be included in Student News? - Yes/No (Please tick option at right)	Policy Sponsor	Prior to release for Uni-wide comment

Warning: uncontrolled when printed.

Authorised by:	Director, Corporate Governance	Original Issue:	15/02/2016
Document owner:	Policy Systems Administrator	Current Version:	01/10/2019

6. Responsibilities

REQUIRED FOR ALL DOCUMENT REQUESTS

Policy Sponsor *(Click here for information) (Link to description of Sponsor)*

Name:

Position Title:

Signature: Date:

✗ _____

REQUIRED FOR ALL DOCUMENT REQUESTS

Approval Authority *(Click here for information) (Link to Approval Authority document)*

Name:

Position Title:

Signature: Date:

✗

7. Policy Form Submission

Please check all sections have been completed and forward approved Policy Form to the Policy Office by email - policy@federation.edu.au

NOTES:

Approved for Development/Review/Rescission by:

Manager, Policy and Quality Services

_____   _____

Signature   Date