# Policy Document Proposal

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| This form is to be completed by the Policy Advisor for new or amended policies, as outlined in the Policy Framework Procedure. This form is also used for the rescission of policies. The form is to be returned to the Policy Advisor once signed by the University Executive member with portfolio responsibility for the policy document content.  |
| **POLICY INFORMATION** |
| **Title** | [Insert title] |
| **Date submitted** | [Insert date] |
| **Proposed action for policy document** | 🞏 New  | 🞏 Amendment  | 🞏 Rescission  |
| **Policy category** | 🞏 Academic | 🞏 Governance | 🞏 Operational |
| **Responsible Officer** | [Head of Element, if different to Policy Advisor – Name and position] |
| **Policy Advisor** | [Name and position] |
| **Contact details** | [Telephone number and email address of Policy Advisor] |
| **REASON FOR AND OBJECTIVES OF THE PROPOSED ACTION** |
| [Why is a new policy document / major amendment / rescission required? The reason must demonstrate compliance with the [Policy Governance Policy](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Policy.pdf) and [Policy Governance Procedure](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Procedure.pdf). If undertaking a major review and moving the policy document into the new templates to align with the new [Policy Governance Framework](https://www.griffith.edu.au/about-griffith/corporate-governance/policy-governance-framework/policy-consultation-hub), provide a brief summary of the changes to the content, particularly if changes impact on staff or students, business processes, have resource implications.] |
| **CONSIDERATIONS**  |
| **Is the policy document necessary?**  |  |
| **Can desired outcomes be achieved via alternative means? (For eg: education campaigns, amending procedures, information on websites, internal job aids.)** |  |
| **List relevant legislated or other mandated requirements. (See the** [**Register of Compliance Obligations**](https://policies.griffith.edu.au/pdf/Register%20of%20Compliance%20Obligations.pdf)**.)**  |  |
| **List existing policy documents that address the subject matter of the new or amended policy. (Documents can be found in the** [**Policy Library**](https://policies.griffith.edu.au/)**.)** |  |
| **HOW DOES THE POLICY SUPPORT THE UNIVERSITY’S VALUES AND STRATEGIC OBJECTIVES?**  |
| **Describe how the policy document reflects and embeds out values of fairness, equity, diversity, inclusion and wellbeing.**  |  |
| **Describe in a brief statement how the policy supports the University’s strategic objectives. The University’s strategic objectives can be found in our** [**Plans and Publications.**](https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications) |  |
| **PROPOSED CONSULTATIONS**  |
| **Describe the consultations proposed to be undertaken. Include details of the key stakeholders to be consulted, method of consultation and timetable.** |  |
| **ENDORSEMENT** |
| This document should be sent for in-principle endorsement as outlined below.* For Academic policies send to the Deputy Vice Chancellor (Education).
* For Governance policies send to the Senior Manager, Policy and Governance for presenting to the Vice Chancellor.
* For Operational policies send to the Senior Manager, Policy and Governance for presenting to the Chief Operating Officer.
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| I agree that this policy / amendment is necessary and **endorse** the full development of the draft policy. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I do not endorse this proposal.** A brief statement outlining why the policy is not endorsed must be provided. Provide information if further work is required. **Comment**: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **RETURN THE SIGNED DOCUMENT TO THE RESPONSIBLE OFFICER, COPIED TO THE CORPORATE GOVERNANCE OFFICE,** **policy@griffith.edu.au****.**  |