

Governance Document Request Form

This form is to be submitted to the Approval Authority prior to the development of a new or amended governance document or rescinding of an existing governance document. If a document requires minor amendments please advise via ServiceNow - <https://federation.service-now.com/pq>

1. Document Details

Request Type: Document Type: Doc ID:

If Existing

Document Title:

If a NEW Procedure and Manual is proposed, what is the overarching Policy Domain?

Policy Domain: Refer to the Domains List – [Click here](#)

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

2. Background

Purpose

Select one or more of the following which is most relevant to the creation, revision or deletion of the governance document.

- | | |
|--|---|
| <input type="checkbox"/> Changes to legislation (both internal and external) | <input type="checkbox"/> Outcomes of internal & external audits/reviews |
| <input type="checkbox"/> Strategic Direction of the University | <input type="checkbox"/> Significant changes to practice |
| <input type="checkbox"/> Scheduled Review | <input type="checkbox"/> No longer relevant or required |
| <input type="checkbox"/> Managing Risk | <input type="checkbox"/> Other: <input type="text"/> |

Rationale: Here are some prompts which may help you to describe the rationale for the suggested change. Why is the new governance document 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 governance document to be removed?

I have checked the existing Policy Library 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 and Innovation	Student Experience & Administrative Services
Community Engagement & Development	Diversity & Inclusion	People and Culture	Student Senate
Property & Infrastructure	Finance	Information Technology Services	Risk
Legal/Governance	Records Management must be consulted on all procedures	Institutes/Schools Institute of Health & Wellbeing Institute of Education, Arts & Community Institute of Innovation, Science & Sustainability Federation TAFE Graduate Research School Global Professional School	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 _____

Is assistance required from the Policy Office to create a working party/committee? Yes No

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 Assurance Services for Approval to Proceed	Collaboration Period	Stakeholder Feedback <i>If sending for uni-wide comment, allow an additional 5 - 10 working days</i>	Feedback <i>(allow at least a week for collation and incorporation of valid feedback)</i>	Final Approval <i>(consult committee meeting dates and agenda deadlines, where appropriate)</i>	Estimated Published Date <i>(monitored and reported on to ensure compliance with the Policy Governance Framework)</i>
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 document contents 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 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)	Document Owner	e.g. prior to release for Uni-wide comment

6. Responsibilities

REQUIRED FOR ALL DOCUMENT REQUESTS

Document Owner

Name:

Position Title:

Signature: _____ x

Date:

REQUIRED FOR ALL DOCUMENT REQUESTS

Approval Authority

Name: _____

Position Title: _____

Signature: _____ x

Date:

7. Governance Document Form Submission

Please check all sections have been completed and forward approved Governance Document Request Form to the Policy Office via ServiceNow - <https://federation.service-now.com/pq>

NOTES:

Approved to be actioned as outlined above by:

Manager, Policy and Quality Assurance Services

Signature

Date