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| **To:** | **Corporate Governance**  *Final approval Council* | **Academic**  *Final approval Academic Board* | **Administrative**  *Final approval Vice-Chancellor* |
| Choose an item. | Choose an item. | Choose an item. |
| **Name of Policy/Procedure** |  | | |
| **Responsible Policy Officer** |  | | |
| **Reviewed by  SEG member[[1]](#footnote-1)** |  | | |
| **Date** |  | | |

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| 1. **Approval for Policy Development**   *Before commencing the development of a new or major revised policy or procedure, the SEG member who has overarching responsibility needs to review the proposal and provide approval before drafting or major revisions commence.* | | | |
| **1.1 The proposed policy/procedure is required under which criteria:**  directly supports University compliance with Priority 1 legislation  materially improves the standardization and efficiency of operations  clearly stated requirement of an institutional membership or used in audits,  accreditation, grant applications and tender submissions  **1.2 If the policy/procedure is required under legislation, what is the name of the legislation?**  **1.3 What benchmarking has been undertaken against which other Universities?**  **1.3 SEG Member approval provided by whom and on what date?** | | | |
| 1. **Recommendation** | | | |
| That the Name of Committe should be inserted **endorses** | | | |
| 1. **Purpose**   *State the need for, and purpose of this new or revised policy and procedure. This may be instigated by: changes to legislation, alignment with the strategic direction of the university, risk mitigation, outcome of an internal or external audit or significant changes to current practices. Describe how it responds to this need.* | | | |
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| 1. **University Wide Policy Glossary**   *Where a defined term is used in the Policy and it potentially has University-wide application and/or should be used consistently across the University, the defined term should be endorsed by SEG and once the Policy is approved by the relevant policy Approval Body, the defined term will be added into the Policy Glossary. As all current and future policies will use the approved defined terms, relevant Policy Owners (i.e those that own policies that currently include the defined term) must be consulted on the proposed University-wide definition.* | | | |
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| 1. **Development and Consultation**   *Complete the following table in relation to the development of the policy and procedures with specific reference to the consultation with key stakeholders. The Stakeholders must include the Policy Administrator, Governance Services and Principal Officer with oversight of the content. Please indicate if consultation was undertaken via the Policy Library Bulletin Board.* | | | |
| **Key Stakeholder** | **Details of consultation** | **Feedback received and response to the feedback.** | |
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| 1. **Student Impact**   *Describe the impact of the proposed change on the student experience and any risks associated with both undertaking the activity and not, for example financial impacts and / or availability of courses and programs and / or access to services. Please indicate if any specific consultation/advice was sought from students or other stakeholders.* | | | |
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| 1. **Gender Impact Assessments**   *Under legislation, guided by the Gender Equality Act 2020, it is a requirement for universities to undertake a Gender Impact Assessment on policies that have a direct and significant impact on students and staff.* | | | |
| **Does this policy have a direct or significant impact on students and/or staff?** Choose an item.  If you answered **yes** to this question, it is recommended that a Gender Impact Assessment be completed. *For more information please see the* [*Gender Impact Assessments Intranet Page*](https://intranet.latrobe.edu.au/human-resources/equity,-diversity-and-inclusion/gender-impact-assessments)*.*  *If you need advice on Gender Impact Assessments please contact* [*diversity.inclusion@latrobe.edu.au*](mailto:diversity.inclusion@latrobe.edu.au) | | | |
| 1. **Aboriginal and Torres Strait Islander Perspectives**   *Does this policy take into account Aboriginal and Torres Strait Islander perspectives and needs? Yes/No  If yes, please describe how this has been addressed and indicate what consultation has taken place to ensure appropriateness.* | | | |
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| 1. **Proposed Implementation and Communication**   *The following table should be completed. Indicate responsible officers and resources required for the successful implementation of the policy should it be approved.* | | | |
| **Responsibility** | **Target Group** | **Actions and resources required** | **Timeline** |
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| 1. **Compliance Responsibilities and Reporting**   *Explain what tools will be used to monitor compliance. Refer to the section on Accountabilities of the attached Procedures to provide further advice about how breaches of compliance will be handled.*  *For revised policies, please provide a summary of compliance monitoring activities undertaken and the outcomes.* | | | |
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| 1. **TEQSA Standards**   *Please identify which TEQSA Standards this policy/procedure aligns with. Information on the standards is available via the*  [*Higher Education Standards intranet*](https://intranet.latrobe.edu.au/colleges-and-divisions/academic-divisions/quality-and-standards/policy-and-standards/standards) | | | |
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| 1. *Risk*   *Please indicate the*   1. *Risk Category the policy relates to* 2. *The risk appetite for the Risk Category* 3. *The risk level rating and likelihood of non-compliance*   ***High risk*** *may include threats such as: loss of provider accreditation, litigation, loss of organisational reputation, financial viability or human welfare.*  ***Medium risk*** *may include threats such as: loss of unit reputation, financial penalties and human disadvantage.*  ***Low risk*** *may include threats such as: less than optimal functioning of units or organisation, inconsistent organisational approaches and administrative inconsistencies.*  *Information on Risk Categories and the Risk Appetite are available* [*here*](https://intranet.latrobe.edu.au/__data/assets/pdf_file/0016/234061/Risk-Appetite-Statement-Summary.pdf) | | | |
| |  |  | | --- | --- | | **Risk Category** | **Risk Appetite** | | Choose an item. | Choose an item. | | **Risk Level Rating** | **Likelihood** | | Choose an item. | Choose an item. | | | | |
| **Attachments** | | | |
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1. *All policy coversheets must be reviewed and cleared by the SEG member who has overarching responsibilities for the policies and procedures within their portfolio.*

   V2023-08-17 Policy Coversheet [↑](#footnote-ref-1)