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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. |
| **Policy Name** |  | | |
| **Name of Procedures** |  | | |
| **Responsible Policy Officer** |  | | |
| **Reviewed by Policy Custodian[[1]](#footnote-1)** |  | | |
| **Date** |  | | |

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| --- | --- | --- | --- |
| 1. **Recommendation** | | | |
| That the Name of Committe should be inserted endorses | | | |
| 1. **Purpose**   *State the need for, and purpose of this new 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.* | | | |
|  | | | |
| 1. **Development**   *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.* | | | |
| **Key Stakeholder** | **Details of consultation** | **Feedback received and response to the feedback.** | |
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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.* | | | |
|  | | | |
| 1. **Risk level 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.*   |  |  | | --- | --- | | **Rating** | **Likelihood** | | Choose an item. | Choose an item. | | | | |
|  | | | |
| **Attachments** | | | |
|  |  | | |

1. *All policy coversheets must be reviewed and cleared by the Policy Custodian who is the Principal Officer who has the overarching responsibilities for the policies and procedures within their portfolio. Certification of this cover sheet indicates that principal officer will undertake the responsibilities of the Policy Custodian once the policy and procedures have been approved.*

   V2017-01-17 Policy Coversheet [↑](#footnote-ref-1)