

WRITING POLICY RECOMMENDATIONS

New Policy or Procedure

The X Committee is invited to **endorse** the newly created *ABC Policy*, for referral to [parent committee].

Revisions to a Policy or Procedure**1. Revisions to content**

The X Committee is invited to **endorse** the revisions to the ABC Policy, for referral to [parent committee].

2. Renaming of the document

The X Committee is invited to **endorse** the revisions to ABC Policy, which includes changing the title of the document to XYZ Policy, for referral to [parent committee].

3. Replacing or combining a number of documents into one new document

The X Committee is invited to **endorse** the ABC Policy which has been developed to align with the new TEQSA Standards and replaces the existing Donald Duck Policy and the Disney Procedure, for referral to [parent committee].

4. Revisions to a document and reallocation of Policy Owner

The X Committee is invited to **endorse** the revisions to ABC Policy, which includes the reallocation of Policy Ownership from the Executive Director, Human Resources to the Chief Marketing Officer, for referral to [parent committee].

Endorse – recommendations to sub-committees will always seek endorsement.

Approve - recommendations to the parent committees (Academic Board, Council & Senior Executive Group) will always seek approval.

Example

The Education Committee is invited to **endorse** the revised Education Policy, for referral to [parent committee].

Academic Board is invited to **approve** the revised Education Policy which was endorsed by the Education Committee.

To revoke/rescind a Policy or Procedure

The X Committee is invited to **endorse** the recommendation to revoke the ABC Policy, for referral to [parent committee].

Note: In the purpose section you would need to specify why the Policy is being revoked e.g no longer needed, change in legislation etc.

Revoke and **rescind** can be used interchangeably = meaning to officially cancel, reverse, overturn, nullify or withdraw a previous decision.

Another presentation format that can be used is bullet points as per the example below:

For the X Committee to **endorse** the following policy and procedures, for referral to [parent committee]:

- i) Graduate Research Policy (revised)
- ii) Graduate Research Nomination Procedure (new) which replaces the Graduate Research Appointment Procedure
- iii) and **revoke** the Graduate Admissions Procedure, as the content is now incorporated into the revised Graduate Research Policy.