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|  | **Policy/procedure information** |
| **Name of policy and procedures** |  |
| **Policy status** |  ☐ New  ☐ Revision of existing policy |
| **Policy applies to** |

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| ☐ Staff ☐ Students ☐ Staff and Students  |

 |
| **Commencement date for this review** |  |
| **Suite map**(*associated docs, policy, procedures, guidelines, forms and templates)* |  |
|  | **Key issues** |
| **Trigger for review** |  |
| **Key issues** |  |
| **Other issues/pain points***(link to log where one exists)* |  |
|  | **Outcomes** |
| **Key desired outcomes** |  |
| **End state model***(where appropriate)* |  |
|  | **Related information** |
| **Benchmarking or specific research required/relied on** |  |
| **Relevant specific legislation and/or standards** |  |
| **Existing related policies/key docs and impacts where applicable** |  |
| **Related websites** |  |
|  | **Consultation and approvals** |
| **Endorsement and approval committees and target dates** |  |
| **Planned approach to consultation** |  |
| **Specific key stakeholders or reference group** *(in addition to normal targetted group)* |  |
| **Anticipated student impact** |  |
| **Aboriginal/Torres Strait Islander impact** |  |
|  | **Implementation & communication** |
| **Anticipated implementation actions** |  |
| **Key communication actions** *(link to plan)* |  |
| **Risks/remediation** |  |
| **Compliance monitoring** |  |
|  | **General notes** |
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