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