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| UNE Policy Proposal and Draft Content |

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| **Proposed Policy** | |  |
| Proposed name |  | |
| Purpose |  | |
| Scope |  | |
| Timeframe for policy implementation |  | |

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| --- | --- | --- |
| **Policy Hierarchy** | |  |
| Existing Policy |  | |
| Parent Policy |  | |
| Associated Documents |  | |

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| --- | --- | --- |
| **Policy Governance** | |  |
| Policy Authority |  | |
| Policy Owner |  | |
| Author |  | |

Policy Name

Purpose and scope

1. This policy supports the < Policy/principles and function or activity>
2. The University of New England <purpose of this policy – why it is important to UNE>
3. This policy applies to <enter scope, i.e. All UNE Representatives, students>.
4. Within this policy:
   1. Part A - states the principles of this policy;
   2. Part B - < brief focus area description>;
   3. Part C - <brief focus area description> ; and
   4. Part D - <brief focus area description>.

Part A – Policy principles

1. <State the principles of this policy. Include why this standard is required/important to UNE. Consider how it builds on the principles of its parent policy >
   1. [This is a sub-clause. Use them to improve readability or indicate related content.]

**Part B – Focus area title**

1. <Describe who this focus area standard applies if it is a subset of clause (3)>
2. <Describe how this focus area is supported. Create a new clause for each supporting statement.>

Types of content that can be used in Section 1

Clauses and sub-clauses

1. This is a clause
   1. This is a sub-clause

Headings

Section Heading

Part Heading

Major Heading

Minor Heading

Tables

Table 1: Table title

|  |  |  |
| --- | --- | --- |
| **Column 1 Header** | **Column 2 Header** | **Column 3 Header** |
| Column contents | Column contents | Column contents |

Tips, examples and case studies

|  |
| --- |
| Example: This is a story about policy change |

Authority and Compliance

Authority

1. The <responsible position and/or authority> pursuant to Section 29 of the [University of New England Act 1993 (NSW)](https://policies.une.edu.au/directory-summary.php?legislation=798), makes this University policy.
2. All UNE Representatives must observe this Policy in relation to University matters. <Business area who can provide advice> can provide guidance the UNE Representatives on matters covered by this Policy.
3. The <Policy Steward - responsible position> is authorised to make procedures and processes for the effective implementation and operation of this policy, and to publish as associated documents any tool that will assist with compliance.

Compliance

1. This policy is consistent with <state relevant Legislation / Regulations / Standards / Codes / Agreements>.
2. This policy operates as and from the Effective Date. Previous policy on < enter the function/topic of this policy> are replaced and have no further operation from the Effective Date.
3. Notwithstanding the other provisions of this policy, the VC&CEO may approve an exception to this Policy where the VC&CEO determines the application of this Policy would otherwise lead to an unfair, unreasonable or absurd outcome.  Approvals by the VC&CEO under this clause must:
   1. be documented in writing;
   2. state the reason for the exception; and
   3. be registered in the approved UNE electronic Records Management System (RMS) in accordance with the Records Management Rule.

Table X : Summary of Compliance Roles and Responsibilities

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| <Enter Role of Person, Area or Body> | <Enter Responsibilities> |
|  |  |

Quality Assurance

1. The <Policy Steward> will regularly monitor and report to the VC&CEO on the operation and effectiveness of this Policy.
2. The <Policy Steward> will be required to provide an annual attestation to Audit and Risk Committee on compliance with the Policy, and to report breaches of the Policy in accordance with the Compliance Rule and Compliance Procedures.

Table X : Quality Assurance Measures

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| **QA Measures** | **QA Body and Reporting** |
| <QA Measures> | <QA Body and Reporting> |

Definitions (specific to this policy)

1. Term – Definition

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| --- | --- | --- | --- |
| **Version Control** | | |  |
| Version | Author / Editor | Changes | |
|  |  |  | |
|  |  |  | |