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| **Name of Policy** | Insert a brief and meaningful title for your policy. The word ‘Policy’ should be at the end of your title i.e. ‘Parental Leave Policy’ not ‘Policy on Parental Leave’. |
| **Description of Policy** | Brief statement about the policy purpose, e.g. ‘This policy covers the provision of parental leave for Academic and Professional Staff at ACU'. |
| **Policy applies to** | [ ]  University-wide[ ]  Specific *(outline location, campus, organisational unit, etc)**Tick the appropriate box to indicate if the policy is University-wide or has specific application.*For specific application, please list details. |
| [ ]  Staff only [ ]  Students only [ ]  Staff and students*Tick the appropriate box to indicate whether the policy applies to Staff, Students, or Staff and Students.* |
| **Policy status** | [ ]  New policy [ ]  Revision of existing policy*Tick the appropriate box to indicate if this is a new policy or a revised policy.* |

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| **Approval authority** | This should be the Vice-Chancellor or delegate. |
| **Governing authority** | This should be either the relevant decision-making Committee or a Senior Executive Group member. |
| **Responsible officer** | This should be a member of the Executive. |

*Refer to the Delegations of Authority Policy and Register and/or relevant Committees Terms of Reference for further details.*

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| **Approval date** | List the date when the policy was first approved by the Approval Authority. |
| **Effective date** | List the start date of the policy (this may be the same as the approval date or later). |
| **Approval date of last revision** | List the date when the policy was last revised. |
| **Effective date of last revision** | List the start date of the revised policy (this may be the same as the approval date of last revision or later). You can leave the last approval date and policy review date for editorial changes. |
| **Date of policy review\*** | List when the policy is due to be reviewed (up to five years from the Approval Date, or more frequently if appropriate). |

*\*unless otherwise indicated, this policy will still apply beyond the review date*

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| **Related legislation, policies, procedures, guidelines and local protocols** | Please list the key related policies, procedures, guidelines, local protocols, template and documents. |

Suggested headings for Table of Contents

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[4.3. responsible Officer 3](#_Toc50361508)

[4.4. Other relevant stakeholders *[List Categories or titles of relevant stakeholders]* 3](#_Toc50361509)

[5. Review 3](#_Toc50361510)

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# Purpose

State the rationale for the policy i.e. why the policy is required. Include reference to the issues to be addressed or objectives to be achieved.

# Scope/Application

Sets out who the policy is relevant to and/or or the circumstances in which it will apply. You may also wish to explicitly state who the policy does not apply to. If the policy replaces an earlier version, a reference should be included under this section e.g. this document replaces [insert name], which is rescinded from the date of effect of this policy.

# Policy Statement and Principles

This section forms the core of your policy. You may start off by identifying a statement of commitment or the high-level principles of the policy i.e. what are the requirements or provisions established by this policy.

The substantive elements of the policy should be articulated here. Note: detailed procedural information about how stakeholders should comply with the policy should be listed in the procedure document.

# Roles and Responsibilities

Please identify the Approval Authority, Governing Authority and Responsible Officer and elaborate on their roles. It is also useful to state whether these parties may delegate their functions (having referred to [ACU’s Delegations of Authority Policy and Register](https://policies.acu.edu.au/governance/delegations_of_authority_policy_and_register)).

## Approval Authority

The Vice-Chancellor (or delegate who is either a decision-making Committee or a Senior Executive Group member) must be listed here. Please note that in web editing (HTML) version, the field will automatically default to the Vice-Chancellor.

## Governing Authority

The Governing Authority should be a decision-making Committee or a Senior Executive Group member. The Governing Authority must be distinct from the Approval Authority. If the Governing Authority is a Committee, please also list the chair of the committee. For a list of ACU Committees, please visit <http://www.acu.edu.au/staff/our_university/committees>.

## responsible Officer

List here the responsible Member of the Executive.

## Other relevant stakeholders *[List Categories or titles of relevant stakeholders]*

List here any other relevant stakeholders and any associated expectations and responsibilities.

# Review

State how often the policy will be reviewed and provide details in the table below. Most University-wide policies are reviewed every five years. You may use the following line:

*“In line with the University's* [*Policy Development Policy*](https://auth.policies.acu.edu.au/governance/policy_on_policy_development)*, this policy is scheduled for review every five years or more frequently if appropriate.”*

# Revisions made to this Policy

|  |  |  |
| --- | --- | --- |
| **Date** | **Major, Minor or Editorial Revision** | **Description of Revision(s)** |
| Date of revision/new policy | Refer to Glossary of Terms in the Policy Development and Review Policy for definitions of major, minor and editorial amendments | Please outline the main changes made to the policy. For New Policies, please state ‘New Policy.’ |
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# Further Assistance

Suggest any further resources that will aid the readers (this could be an online resource or a contact in charge of the policy).

# Glossary of Terms/Definitions\*

It is recommended to list the definitions, key terms or acronyms related to the policy. If the same terms are used outside of this policy (in other ACU documents), please use existing definitions.

For academic policies, this section may appear at the beginning of the policy rather than the end, consistent with practice to date.

\*This section may appear at the front of the policy