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| **PPL topic title: [main topic related to the request; use multiple forms if needed]** |
| **Outline of request***List all publishing actions you are requesting and identify each PPL document that will require changes.* |
| PUBLISH (NEW)* *title(s) of policy / procedure / guideline / form to be published*
* *leave blank if not applicable*
 |
| AMEND* *title(s) of policy / procedure / guideline / form to be amended*
* *leave blank if not applicable*
 |
| RESCIND* *title(s) of policy / procedure / guideline / form to be rescinded*
* *leave blank if not applicable*
 |
| OTHER INSTRUCTIONS*Requests in addition to publish / amend / rescind changes outlined above.* *Any other instructions must not conflict with the approved changes outlined above.* |
| **Approvals***Identify the approval authority and approval date for each publishing action.* *For example:** *Approval of new [title of policy] provided by the Vice-Chancellor on 01/01/20.*
* *Approval to amend [title of policy/procedure] provided by the Chief Financial Officer on 01/0120.*
* *Approval to rescind [title of guideline] provided by the Deputy Vice-Chancellor on 01/01/20.*
 |
| **Attachments***List and attach all documentation required to process this request.**For example:** *Copies of written and/or signed approvals for all requested changes.*
* *Copies of approved documents for publishing (e.g. for new entries or substantive revisions).*
* *Copies of approved text for amendments (provide full copy of document with marked-up changes).*
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Please contact Enterprise Governance for any questions or assistance to complete this form.

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Phone: (07) 3443 1485

<https://governance-risk.uq.edu.au/functions-and-services/governance>