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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| RESCIND   * *title(s) of policy / procedure / guideline / form to be rescinded* * *leave blank if not applicable* |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).* |

Please contact Enterprise Governance for any questions or assistance to complete this form.

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