## POLICY CHANGE REQUEST / NEW POLICY REQUEST TEMPLATE:

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|  | **Policy change proposal / New Policy proposal** | |
| 1 | **Proposal Originator** *(name: email: telephone: organisation)* |  |
| 2 | **Date** |  |
| 3 | **Policy Proposal Name:** |  |
| 4 | **Policy Proposal type**: *new, modify, or delete* |  |
| 5 | **Purpose and benefits of the proposal :**  *Please state the benefits of your proposal* |  |
| 6 | **Please indicate any perceived problems (issues you envisage)** |  |
| 7 | **Policy proposal grounds:** *please indicate the reasons for your proposal (what is wrong/missing/inadequate etc. with the status quo?)* |  |
| 8 | **Policy term proposal:**  Permanent / Temporary |  |
| 9 | **Policy statement/text**:  *Current Policy Text (if modification):* |  |