Briefing Document

Vice-Chancellor’s Executive

**Committee**: VCE

**CM Ref No**: CM Number

**Meeting No/Date**: n/22 dd/mm/yy

**Item**: Item number

|  |  |
| --- | --- |
| To: | Vice-Chancellor through Vice-Chancellor’s Executive |
| From: | <Member of MANAGEMENT with responsibility for the policy/organisational area> |
| Date: | <dd mmm yyyy> |
| Subject: | **Approval of <policy/procedure name/s>** |

1. Recommendation

The <relevant member of MANAGEMENT/SUB-COMMITTEE REPRESENTATIVE> recommends that Vice-Chancellor’s Executive:

1. Endorses the new/revised <policy/procedure name/s> (Attachment 1) and subsequently recommends the new/revised policy/procedure to the Vice-Chancellor for approval, to take immediate effect (or replace as appropriate).
2. Endorses and subsequently recommends to the Vice-Chancellor that approval be given to repeal the <policy/procedure name/s>, to take immediate effect (or replace as appropriate).
3. Endorse and recommend to the Vice-Chancellor for approval, application of ‘secure’ status to the <policy/procedure name/s> to limit accessibility in the Policy and Procedure Library to UniSQ employees only (remove as appropriate).
4. Notes the key quality management/evaluation tactics recorded below and that the complete quality management, review and evaluation details for <policy/procedures name/s> are included in the deployment plan.

**Note to drafters:** If the policy/procedure contains delegations, these must be approved by the appropriate authority. Email [policy@usq.edu.au](mailto:policy@usq.edu.au) for advice. This template has been adapted from the generic version to support policy and procedure development and change.

1. Executive Summary

The <name of policy/procedure/s> has been <reviewed/developed> in response to <identified need>. As articulated in the draft policy/procedure, its purpose is to <purpose> and it is limited in scope to <scope>.

Extensive consultation was undertaken with <key stakeholders> and the draft policy was open for feedback/comment by the University community during a two-week gazettal period (if policy was exempted from the gazettal period, include a statement to this effect and provide rationale, as appropriate). All feedback has been reviewed and, where appropriate, is incorporated in the draft before the meeting. Key issues identified during consultation and the consequent action taken are summarised below (refer Table 1).

**Table 1: Key Issues identified during consultation and consequent action**

|  |  |
| --- | --- |
| **Issue** | **Action taken** |
|  |  |
|  |  |

A full deployment plan for the <name of policy/procedures> has been developed as part of the consultation process and is included as Attachment 2. Key deployment actions, including responsibility for implementation, are identified in the deployment plan and are summarised below (refer Tables 2, 3 and 4).

It is noted that this policy/procedure can be delivered within the existing budget and staffing profile.

**Table 2: Key deployment actions**

|  |  |
| --- | --- |
| **Key action** | **Responsibility** |
|  |  |
|  |  |

**Table 3: People Portfolio and training changes and impacts**

|  |  |
| --- | --- |
| **Action item** | **Responsibility** |
|  |  |
|  |  |

**Table 4: Committee changes and impacts**

|  |  |
| --- | --- |
| **Action item** | **Responsibility** |
|  |  |
|  |  |

**Note:** Drafters are required to attach a PDF of the full deployment plan. If the policy/procedure cannot be delivered within existing budget/staffing profiles, this must be noted and a proposed budget prepared and progressed separately (in person or in writing) with the Vice-Chancellor.

The deployment plan includes key measures intended to monitor, measure and evaluate the effectiveness of the <policy/procedure name/names>. Key action items for monitoring and measuring are summarised below (refer Table 5).

**Table 5: Key action items to determine and measure effectiveness**

|  |  |
| --- | --- |
| **Action item** | **Responsibility** |
|  |  |
|  |  |

The Policy Team has reviewed the policy/procedure and deployment plan to ensure alignment with all relevant aspects of the Policy and Procedure Framework and that feedback has been considered. It is noted that <policy/procedure> was exempt from the following steps in the policy and procedure development cycle for the reasons provided:

* <Stage>/<Step> - <rationale>/<authority>

1. Attachments

Attachment 1 - <policy/procedure name/s>

Attachment 2 - Deployment Plan

1. Responsible Officer

<Name>

<Position>

<Division/Section>

<Phone number>

<Email>