Memorandum

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| To: | Policy Team |
| From: | <relevant Accountable Officer for policy instrument> |
| Date: | <dd mmm yyyy> |
| Subject: | **Approval of <policy instrument name/s> - major review/no change/editorial amendment/minor amendment** |

1. Recommendation

The <relevant Accountable Officer> advises that, in accordance with Section 5.4 of the Policy Framework, a major review of the above policy instrument has been undertaken and the following consequent degree of change is required: <no change/editorial amendment/minor amendment>.

Remove following paragraph/s, as appropriate:

**No change:**

It is therefore requested that the corporate Policy Library record reflect that a review has been undertaken and the review date/s of the <policy instrument> be extended by five years, noting that, if required, the Accountable Officer may initiate a review before this date. Please note that, as there have been no content changes, existing approved/effective dates and version number will remain the same as the previous major or minor change.

**Editorial amendment:**

It is therefore requested that the required changes (refer Attachment/s) be made to the <policy instrument>, that the corporate Policy Library record reflect that a review has been undertaken and the review date/s of the policy instrument be extended by five years. Please note that, as per the Editorial amendment process, existing approved/effective dates and version number will remain the same as the previous major or minor change.

**Minor amendment:**

As the Accountable Officer for the <policy instrument>, approval is given for the required minor amendments (refer Attachment/s) and it is requested that these changes be made, that the corporate Policy Library record reflect that the review has been undertaken and the review date of the policy instrument be extended by five years. It is noted that, if required, the Accountable Officer may initiate a review before this date. Please note that, as per the Minor amendment process, existing approved/effective dates and version number will be updated to reflect a minor change.

1. Executive Summary

The <name of policy instrument> has been reviewed in response to <identified need/a requirement of the Policy Framework>.

Targeted consultation was undertaken with <key stakeholders> and all feedback has been reviewed and, where appropriate, is incorporated in the drafts. Key issues identified during consultation and the consequent action taken are summarised for the record below (refer Table 1).

**Table 1: Key issues identified during the review and consequent action**

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

While a deployment plan for the editorial/minor amendment is not required, it is noted that appropriate communication will be undertaken.

1. Attachments

Attachment 1 - <policy instrument name/s>

1. Responsible Officer

<Name>

<Position>

<Division/Section>

<Phone number>

<Email>