Brief to [Insert Governing Authority or Approving Authority as appropriate]

Subject: [approval of xx Policy]

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**Recommendation**

That the [Governing Authority] endorses OR [Approving Authority] approves the [name of policy/procedure] for effect on and from [date].

**Background**

Insert a brief description of the background of the policy/procedure development which should include the following:

* Internal or external factors that contributed to need for the development (or review) of the policy/procedure e.g. change to government legislation.
* Process of consultation undertaken (identify which stakeholders were consulted and whether feedback was incorporated).
* Reference to any other associated documents in the policy hierarchy e.g. University Statute or Regulations.

**Implementation Plan**

Outline the actions to be taken post-approval as part of implementation which may include any of the following:

* How will the policy/procedure be accessed i.e. published on ACU’s content management system and any other dedicated webpages?
* Identify any IT systems changes or administrative changes that are necessary as a result of the policy/procedure.
* Identify consequential amendments that need to be made to other governing documents e.g. guidelines or local protocols.
* Communication strategy and methods of dissemination i.e. how will ACU Staff and/or students be notified once the policy/procedure is approved?
* Identify any potential barriers to successful implementation and identify a mitigation strategy.
* Whether any other resources are being developed to assist with the promulgation of the policy/procedure e.g. training or information sessions.
* Measures to support ongoing monitoring and enforcement of the policy.

*Sign off by the Responsible Officer*