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| **Policy Approval Memo** | |
| **To:** | Professor Clare Pollock, Vice-Chancellor |
| **From:** | [Author of memo] |
| **Via:** | Ms Jo Quinn, Director and General Counsel, Strategic and Governance Services Centre |
| **CC:** | [Add any copied party, or delete] |
| **Date:** | [Date] |
| **Re:** | Approval of [*Name of Policy*] |

## Recommendation

That you approve the [*Name of Policy*] as attached.

## Background

1. [Summarise the reasons for the development or amendment of the policy. Describe the key drivers, such as legislative changes, operational needs, risk mitigation, strategic priorities or audit recommendations. For amended policies, summarise the main changes.]

## Key Contextual Issues

1. [Include information that would help the decision-maker make an informed decision, such as:
   1. *Benchmarking:* summarise relevant comparisons with peer institutions, industry standards, and/or sector best practice.
   2. *Implementation:* briefly describe how the policy aligns with broader initiatives, any system/process changes required, proposed timeframes, resourcing implications, and implementation activities that will occur as a result of the new/amended policy.
   3. *Urgency (if applicable):* explain any time sensitivity around regarding this approval, including legislative requirements, project dependencies or operational impacts.]

## Consultation

1. [Explain what consultation has occurred with key stakeholders, including working parties and committees (including dates, outcomes and resolution numbers of relevant meetings).]
2. The policy was reviewed by the Strategic and Governance Services Centre in [month].

I attach tracked changes and clean versions of the policy for your review.

**[Signature block – Author of memo]**

**Attachments**

1. [Name of Policy] – tracked changes and clean
2. [Any further attachments, as required]

|  | **Name** | **Date** | **Signature** |
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| **ENDORSED** | [Insert name & position title] *Policy Owner* |  | *Include this row only if the author of this memo is not the Policy Owner* |
| **ENDORSED** | [Insert name & position title] |  | *Include this row only if the Policy Owner desires endorsement by another party (e.g., other Senior Executive)* |
| **ENDORSED** | Ms Jo Quinn, Director, Strategic and Governance Services |  |  |

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| **x**  **Professor Clare Pollock**  **Vice-Chancellor**  **Date:** | **[ ] Approved**  **[ ] Please discuss** |