# Communication Plan - Title (of Policy/Procedure)

## Part 1. Stakeholder Impact & Training Requirements (applies to Policy, Delegation and Procedure Establishment/Major Amendment/Disestablishment)

[This plan is to be used to communicate new, revised or disestablished policies/delegation/procedures to the audience they were intended for, and other relevant stakeholders. It will include what is required to ensure the relevant audience understand the new/amended or disestablished policy/delegation/procedures. Refer to example below]

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| **Stakeholder Group** | **Do they need to be informed about policy/delegation/procedure changes?** | **Information requirement** | **Key Messages** | **Channel** | **Frequency** | **Training Materials required?** | **Author (due date)** |
| e.g.   * Policy, Delegation or Procedure Sponsors * Relevant committee/s * Divisional * Executive staff * Directors * Deans * Policy/procedurereviewers/authors * Other staff * JCUSA * Students * Public * Other Universities | Yes/No | e.g. :   * Key benefits * Summarised benefits * Revised content (if applicable) * What changes to expect | e.g.:   * Approval date of policy/delegation/procedure establishment/amendment/disestablishment *(the date the Approval Authority approved the establishment/amendment/disestablishment*) * Implementation date (*the date a policy/delegation/procedure is published in the Policy Library and is the date it takes effect)* * Date of removal of disestablished policy/delegation/procedure from the Policy Library (where appropriate) * Brief explanation of the reasons for establishment/amendment/disestablishment * Title of new policy/delegation/procedure or changes to existing policy/delegation/procedure which supersede the policy/delegation/procedure (where appropriate) | e.g.:   * Presentation * Website * @JCU | e.g.   * Once * Repeatable | Yes/No  Description of training materials | Who is responsible for the communication and by what date |
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## Part 2. Compliance Monitoring

Policy Sponsors are responsible for ensuring their policies/delegations and procedures comply with current legislation. In order to provide policy, delegation and procedure sponsors with the assurance that policies, delegations and procedures are compliant, the following template should be completed.

Examples of activities or procedures that may be required include; obtaining accreditation, registration or licensing from the relevant authority; reporting to a relevant authority on compliance; employing or training particular staff to undertake compliance-related duties; maintaining records on activities undertaken by staff or students in accordance with the legislation; developing a procedure for reporting of non-compliance incidents within the organisational area.

*Compliance procedures should not be "add-on" activities which require additional resources, but should, wherever possible, integrate with the normal business activities of the relevant organisational unit. The most effective compliance procedures are those which utilise or enhance existing procedures.*

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| **Compliance requirement, e.g. legislation or government regulation** | **Monitoring activities / Procedures required** | **Frequency** | **Training Materials required?** | **Responsible Unit** |
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