

# VCC Submission Template

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| **Background/Recommendation**  Please provide a short statement about the item and expectations of the VCC discussion.  **Key Issues/Risks**  Please provide a brief explanation of the issues and/or risks associated with the item. Supporting documentation should include mitigation strategies identified to address these.  **Internal Consultation**  Please provide a summary of what, if any, internal consultation has occurred across the organisation in relation to the item. Where the item has been discussed at UQ committees, please note the names of the committees and whether the item was supported.  **External Consultation/Benchmarking**  Please provide a summary of any external consultation that has occurred, as well as details of benchmarking exercises (if any have been undertaken). If external consultation or benchmarking was not required, please delete this section.  **Relevant Policies/Legislation**  Please provide details of any UQ policies or government legislation that may apply and on what basis the item is being presented to VCC. If policies or legislation don’t apply, please delete this section.  **Financial implications (including staffing)**  This section should include an overview of financial or staffing requirements. An itemised budget (including in-kind costings, where applicable) should be included in supporting documentation.  *Note: The above information should be kept at one page.*  *All supporting documentation should be included in attachments.* |