

Policy and Procedure Register updates – Summary of changes to:

Loans sought by Parents and Citizens' Associations procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
The Loans sought by Parents and Citizens' Associations (P&Cs) procedure was due for review. The review aims to ensure the procedure provides the P&C and the school with transparency; and promotes a seamless and consistent loan application and assessment process.		
2. Summary of changes		
Key changes to the procedure include providing additional clarity of what P&Cs are required to consider and submit for a loan application. The P&C Loan checklist has also been updated to reflect procedure updates and provide additional information on where the P&C can source required material.		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
School Principal	Provide a letter of support for the loan	2
4. Communication and support for implementation		
Detailed consultation was completed prior to re-drafting the procedure including internal and the following external stakeholders:		
<ul style="list-style-type: none"> • P&Cs Queensland • School Business Managers' Association Queensland (SBMAQ) • Queensland Association of State School Principals (QASSP) • Queensland Secondary Principals' Association (QSPA) • Queensland Association of Special Education Leaders (QASEL) 		
Once approved the revised procedure will be communicated as follows:		
<ul style="list-style-type: none"> • P&Cs Queensland • Department of Education policies and procedures register • State schools update • Financial Advisory Services Newsletter (to schools including Business Managers) 		
For further assistance, please contact:		
<ul style="list-style-type: none"> • Policy/procedure contact: Business Solutions and Advice, Finance, Procurement and Facilities Division. solutions@ged.qld.gov.au. 		