Automated Briefing and Correspondence Policy

Automated Briefing and Correspondence

Applies to	All departments and Victoria Police	Authority	Digital Strategy and Transformation, Department of Premier and Cabinet
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Contents

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Policy Statement

The Victorian Government (the government) will ensure a common approach to the oversight and management of briefs and correspondence templates, processes and systems through end-to-end digitalisation and standardised practice.

This will be achieved by the government (and departments) implementing the Victorian Secretaries Board (VSB) approved Automated Briefing and Correspondence (ABC) Statement of Direction (ABC SOD), including:

1. A cohesive WOVG governance model and standards (business rules).

2. A common briefing and correspondence process, including common templates.

3. Real-time monitoring and performance reporting.

4. Electronically signed approvals where applicable.

5. A common briefing and correspondence ICT system.

6. Ensuring all briefs and correspondence will be end-to-end digital with Approved or Not approved or Noted electronically.

Policy context

Briefing and correspondence are important aspects of how the government makes decisions, communicates and engages.

The ABC SOD identified the need to increase productivity and reduce costs by adopting a Whole of Victorian Government (WOVG) approach to briefs and correspondence. This approach is to streamline, automate and digitalise briefing and correspondence processes, incorporate digital document management and approvals, digital recordkeeping and create clear accompanying data on the authority and status of documents.

Adopting the policy

The policy is intended to be read in conjunction with the ABC SOD and the Automated Briefing and Correspondence Governance Model (governance model).

The policy sets out the key elements required to achieve the intent of ensuring a common approach to the oversight and management of briefs and correspondence through end-to-end digitisation, automation and standardised practice.

More specific guidance is provided in the ABC SOD, the governance model, as well as standards and guidelines (as they are issued).

Scope

All departments and Victoria Police, referred to collectively as 'departments', are formally in-scope. While not required, this policy may be adopted by agencies and partner organisations, if desired.

Glossary

The glossary of terms and abbreviations used in this document are defined in the Automated Briefs and Correspondence Glossary.

Further information

For further information regarding this policy, please contact Digital Strategy and Transformation at the Department of Premier and Cabinet, at digital.transformation@dpc.vic.gov.au.

Document oversight

Approval

This document is yet to be formally approved and is published as guidance only. It is expected that when delivery of the common platform commences, under the requirements of VSB approved ABC SOD, the ABC Governance Model and associated standards and templates will be formally reviewed and approved.

Version history

Version	Date	Comments
0.1	07/05/2018	Initial draft
0.2	14/05/2018	Minor changes
0.3	30/05/2018	Second formal draft
0.4	01/08/2018	Updated to reflect formal feedback
0.5	18/06/2019	Final draft
1.0	03/09/2019	Final version