

# POLICY, PROCEDURE OR GUIDELINE TEMPLATE

Note: All Sections must remain in the document. Minor headings can be deleted if there is no content required. Clause numbering must be used within the policy document.

**Section 1 - Purpose**

1. This Policy …

**Scope**

1. This Policy applies to …

**Section 2 – Policy**



Note: If there is no Policy (i.e. you are creating a Procedure or a Guideline only), then enter Nil as a clause

Note: If required, use the following structure within this section:

PART A – [name]

**Major heading**

Minor heading

Note: Bulleted, numbered, or alphabetical lists should follow this format:

* each point starts in lowercase;
* with a semicolon at the end of each point; and
* use ‘and’ for the penultimate point.

**Section 3 – Procedures**

Note: If there are no Procedures (i.e. you are creating a Policy or a Guideline only), then enter Nil as a clause.

Note: If required, use the following structure within this section:

PART A – [name]

**Major heading**

Minor heading

Note: Bulleted, numbered, or alphabetical lists should follow this format:

* each point starts in lowercase;
* with a semicolon at the end of each point; and
* use ‘and’ for the penultimate point.

**Section 4 - Guidelines**

1. Note: If there are no Guidelines, enter Nil as a clause.

**Section 5 - Definitions**

1. Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this [Policy/Procedure/Guideline].
   1. [Term] means …

**Status and Details**

|  |  |
| --- | --- |
| **Status** | Current or historic |
| **Effective Date** | This is the date the policy document is published. |
| **Review Date** | Rules must be reviewed at latest by 5 years.  Policies, procedures must be reviewed at latest by 3 years.  Guidelines as required. |
| **Approval Authority** | See the Delegations of Authority Policy and Delegations of Authority Register delegation 1.1 to determine the Approval Authority |
| **Approval Date** | This is the date the policy document is approved. |
| **Expiry Date** | Enter a date of expiry if applicable.  Note: most policy documents do not have an expiry date – enter ‘Not Applicable’ if no expiry date is set. |
| **Responsible Officer** | (or policy owner) The position responsible for monitoring the effectiveness of a policy document and for reviewing it. |
| **Responsible Executive** | The position with overarching responsibility for ensuring implementation and compliance of the policy document. |
| **Enquiries Contact** | The person who can be contacted if users have questions about the policy document. |

**Associated Information**

List any relevant legislation or standards, key related documents, forms, or website links.

**Summary**

Provide a summary of the document.

**Keywords**

Provide keywords that will assist users to find the document.