<Procedure title>

**[BEFORE YOU START:**

1. **PLEASE DELETE TEXT IN SQUARE BRACKETS.**
2. **REFER TO THE** [**POLICY GOVERNANCE POLICY**](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Policy.pdf) **AND** [**POLICY GOVERNANCE PROCEDURE**](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Procedure.pdf) **BEFORE PREPARING THIS DOCUMENT**
3. **READ AND FOLLOW THE FORMATTING RULES ON THE LAST PAGE OF THIS DOCUMENT.]**

**1.0 Purpose**

**2.0 Scope**

**3.0 Procedure**

[**3.1 <Insert sub-heading>**](#_3.1_<Insert_sub-heading>) **I** [**3.2 <Insert sub-heading>**](#_3.2_<Insert_sub-heading>)[**I 3.3<Insert sub-heading> I**](#_3.3_<Insert_sub-heading>)

**4.0 Definitions**

## 1.0 Purpose

[This should be a short statement in the active voice, outlining the purpose of the document, for example, what the document does.]

<Insert text>

## 2.0 Scope

[The scope is the audience to who the document applies, and/or, the types of services, operations, assets or documents to which the document applies.]

<Insert text>

## 3.0 Procedure

[Procedures are policy documents that set out statements of the University’s mandatory prescribed processes, practices and/or actions, which give effect to a policy.

Procedures may be called guidelines, frameworks or plans. For example, Risk Management Framework.

Procedures are mandatory across the University and should be written so that they can be easily understood by staff and students.

Subheadings may be used in this section to separate information. Subheadings must be numbered and formatted as demonstrated below.]

<Insert text>

### 3.1 <Insert sub-heading>

<Insert text>

[Further numbered subheadings may be used if required, for example:]

#### Text goes here

<Insert text>

### <Insert sub-heading>

<Insert text>

### <Insert sub-heading>

<Insert text>

[Bullet points can be used for lists, for example:]

* <Insert text>
* <Insert text>

[Letters may also be used for lists, for example:]

1. <Insert text>
2. <Insert text>

[There are four table styles available. For a top row heading use the following:]

|  |  |  |
| --- | --- | --- |
| **HEADING** |  |  |
| Text | Text | Text |
| Text | Text | Text |

OR

|  |  |  |
| --- | --- | --- |
| **HEADING** |  |  |
| Text | Text | Text |
| Text | Text | Text |
| Text | Text | Text |

[For a table with left column headings use the following:]

|  |  |  |
| --- | --- | --- |
| **HEADING** | Text | Text |
| **HEADING** | Text | Text |

[For a table with both top row and left column headings, use the following:]

|  |  |  |
| --- | --- | --- |
| **HEADING** | **HEADING** | **HEADING** |
| **HEADING** | Text | Text |
| **HEADING** | Text | Text |

## 4.0 Definitions

[Definitions for all key terms used in this document should be listed in this section. Definitions are generally used for terms that:

* are potentially ambiguous
* have specific meaning in the context of the policy document that differs from their plain-English meaning (or from their usage in other policy documents)
* are technical or specialised in nature
* the University uses and attributes with a specific meaning in order to comply with internal or external regulations, or governance needs. For example, the use of the term ‘student’, which will impact multiple policies, procedures, and other documents. In such usage it is important that the term is used consistently, and the same people are included and excluded from the definition in every instance. Such terms should be included in the Policy Library Glossary.

Where possible and/or relevant, definitions should be consistent with the [Policy Library Glossary](https://policies.griffith.edu.au/glossary). Words that are not listed in the Policy Library Glossary should be provided to the Policy Library Manager for inclusion if they are relevant beyond the context of the policy. To update definitions for words already listed in the Policy Library Glossary, contact the Policy Library Manager at [policy@griffith.edu.au](mailto:policy@griffith.edu.au).]

For the purposes of this procedure and related policy documents, the following definitions apply:

<Insert text>

[The word/s being defined should be highlighted in bold, for example:

**Policy Library** refers to the repository for all current and expired University policy documents.]

**[For advice and support contact** [**policy@griffith.edu.au**](mailto:policy@griffith.edu.au) **for Governance and Operational policy documents, and** [**policyservices@griffith.edu.au**](mailto:policyservices@griffith.edu.au) **for Academic policy documents.]**

|  |  |
| --- | --- |
| **INFORMATION** | Printable version (PDF) Downloadable version (Word) |
| Title | <Insert title> |
| Document number | <2021/XXXXXX> |
| Purpose | <As listed in the procedure> |
| Audience | <Select one or more and delete the other option/s: Staff; Students; Public> |
| Category | <Select one and delete the other option/s: Academic; Governance; Operational > |
| Subcategory | <Select the relevant sub-category from table below and delete the other options:>  Academic   * Student Services * Learning and Teaching * Research   Operational   * Campuses and Facilities * Finance * Information Management * Staff * Safety   Governance   * Governance * Risk and Integrity |
| Approval date  Effective date | < This is the date this version of the policy has been approved. If approved at a meeting, provide the meeting details, eg. 1/2021 (9 February) meeting. The approval date is usually the same as the effective date.>  <Insert date the policy document comes into effect. This will often be the same date that the policy was approved, if policy document is effective immediately. For e.g. 12 December 2019> |
| Review date | <Insert year the policy document is to be next reviewed> |
| Policy advisor | <Insert the officer who has been assigned responsibility for the policy document> |
| Approving authority | <Insert the approving authority. This will be University Council or a Committee or Executive Group member or Senior University Officer with delegated authority. See the Type ‘Schedule B – Reserved for Council’ and Type ‘Schedule B’ in the Delegations Register for existing policy documents.> |

|  |  |
| --- | --- |
| **RELATED POLICY DOCUMENTS AND supporting documents** | |
| Legislation | <List titles of any relevant legislation or other legal or regulatory documents that the policy complies with. Hyperlink to the document. Insert N/A if not applicable.> |
| Policy | <List titles of any relevant University policies. Hyperlink to the documents. Insert N/A if not applicable.> |
| Procedures | <Lists titles of any relevant procedures (including guidelines, frameworks or plans). Hyperlink to the documents. Insert N/A if not applicable.> |
| Local protocols | <Insert titles of any relevant local protocols. Hyperlink to the documents. Insert N/A if not applicable.> |
| Forms | <List titles of any relevant forms. Hyperlink to the documents. Insert N/A if not applicable. NOTE: Forms will no longer be held in the Policy Library and will usually be available for download from the website of the relevant Element or Academic Group.> |

**FORMATTING RULES**

(*Please* ***delete this box*** *before you do the final save*)

**FONT**: Arial for body text.

**SIZE:** 10.

**TEXT:** Justified.

**SPACING:** 1.15. 4 pt. above and below for lists, 10 pt. between paragraphs.

To see an **EXAMPLE,** refer to the [Delegations Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Delegations%20%20Procedure.pdf) in the Policy Library.

**IMPORTANT:**

1. Please use the headings and structure provided.
2. **DO NOT** change the names or structure as we are working to provide consistent policy documents for the users.