

...Policy Title#

1 Purpose

Describe briefly the rationale for the policy, i.e. why the policy is needed. **Start the sentence with 'To', followed by a verb.**

Insert Text

2 Scope

Identify who the policy applies to (e.g. separate areas or groups within the University or the whole University). Identify groups with reference to the [Definitions Dictionary](#) and identify any exclusions. **Start the sentence with 'This policy applies to'.** Where no exclusions are identified, the scope may be described as follows: 'This policy applies across the University.'

Insert Text

3 Policy Statement

This must be a concise, formal statement of the principle objectives of the policy, consisting of no more than a paragraph or two. **Start the sentence with 'The University', followed by a verb.**

Insert Text

4 Principles

These should include high level principles from which processes can be developed within procedure and/or other supporting documents. The principles should adhere to the policy's purpose, and address the objectives as stated in the above section. It is important not to get into a level of operational detail that belongs in the associated procedures.

Insert text using styles available in the 'Quick Styles Gallery'. The following styles are available.

Note: Use headings (and heading styles) to structure the policy, increase readability and generate a linked contents list when published to the website.

Page 1 of 6

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

*University of Southern Queensland
Date: July 2016*

Annotated Policy Template Version 2

4.1 Heading 2

4.1.1 Heading 3

4.1.1.1 Heading 4

Body text

- List Bullet 1
 - List Bullet 2
- 1. List Number 1
 - a. List Number 2

Table Heading	Table Heading
Table body	Table body

5 References

Insert references to publications, using the [APA referencing](#) style.

Insert Text

6 Schedule

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Subordinate Schedules	<p>Schedules contain content that is subordinate to the policy and is too long to include in the policy document. Inclusion of detail in a separate schedule aids readability and usability as they are published separately and can be referenced directly in the Policy and Procedure Library. Insert the schedule name here and it will be automatically linked during the publication process.</p> <p>Insert Text</p>
Accountable Officer	<p>The Accountable Officer will determined by the policy type, with reference to the Policy and Procedure Framework, and will be a member of the senior executive. The Accountable Officer must</p>

Page 2 of 6

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	<p>be referred to by position title only.</p> <p>Insert Text</p>
Policy Type	<p>With reference to the Policy and Procedure Framework and relevant Policy Development Proposal insert the relevant policy type.</p> <p>Insert Text</p>
Approved Date	<p>* The date the policy was approved by the relevant Approval Authority.</p> <p>To be inserted during the publication process</p>
Effective Date	<p>* Unless otherwise determined by the Approval Authority, the policy will become effective from the date it is approved.</p> <p>To be inserted during the publication process</p>
Review Date	<p>* All new policies, or major amendments to policies, are to ordinarily be reviewed three years from the date of effect.</p> <p>To be inserted during the publication process</p>
Relevant Legislation	<p>Insert Regulatory Compliance Instrument titles only and hyperlink to the relevant legislation using links as provided in the University's Compliance Register.</p> <p>Note: Act, Statute and Regulation titles should be italicised.</p> <p>Insert Text</p>
Related Policies	<p>Use exact policy titles, as approved and recorded in the Policy and Procedure Library.</p> <p>Note: do not include active links as these are automatically generated by the system.</p> <p>Insert Text</p>
Related Procedures	<p>Use the exact title of the procedures, as approved and recorded in the Policy and Procedure Library. It is normal and recommended practice to prepare the procedures associated with a policy simultaneously.</p> <p>Note: do not include active links as these are automatically</p>

	<p>generated during the publication process.</p> <p>Insert Text</p>
Related forms, publications and websites	<p>Alphabetically list and hyperlink related documents, other than legislation, policies or procedures. Any documents referred to in the body of the policy must be listed and may include forms, websites etc. Where access to a document is restricted, indicate '(restricted access)'.</p> <p>Insert Text</p>
Definitions	Terms defined in the Definitions Dictionary
	<p>Wherever possible, use approved definitions as provided in the Definitions Dictionary and include as below.</p> <p>Term (approved)</p> <p>Definition of the term approved and published in the Definitions Dictionary.</p> <p>If additional definitions need to be developed for approval and publication in the Definitions Dictionary, develop these in conjunction with the policy content and undertake appropriate consultation. Include as provided below.</p> <p>Term (for approval)</p> <p>Definition of the term developed in conjunction with the policy content and requiring approval by the policy Approval Authority.</p> <p>The Definitions Dictionary is not a repository for acronyms. These should be provided in the body of the document, with the first use cited in full, followed by the acronym in brackets.</p> <p>Note: Do not include active links to the relevant definition in the Definitions Dictionary, as these are automatically generated during the publication process.</p>
	Definitions that relate to this policy only
	<p>Definitions that relate to specific policies only are not appropriate for inclusion in the Definitions Dictionary and should be provided as below.</p> <p>Term</p>

	The definition of the term that is specific to the policy only.
Keywords	Users can search for policies and procedures in the Policy and Procedure Library by keyword. It is not necessary to list any word in the title or body of a policy or procedure as a keyword, as these are automatically included in keyword searches. List any other words that users may enter to search for this document. Provide in a single line, in lower case, with each entry separated by a comma. key word, key word, key word
Record No	* Inserted when template created

Drafting version control

(to be removed prior to provision to final Approval Authority and publication to Policy and Procedure Library)

Version	Date	Author	Change Description

GENERAL NOTES ON USING THIS TEMPLATE

The following notes are provided as a guide only. Please refer to the [Instructions for Writing a Policy](#), the [Policy and Procedure Manual](#) and [Policy and Procedure Style Guide](#) for comprehensive instructions.

Title

The title of the policy must not start with the words 'The', 'USQ', 'University' or 'Policy', or contain an abbreviation. 'Policy' must be the last word of the title (e.g. *Special Consideration Policy*).

* Policy Information

All sections must be completed except those marked with an asterisk.

Styles

Please use the styles available in this template only. This will ensure consistency across and correct publication to the Policy and Procedure Library website. Styles should be selected from the 'Quick Styles Gallery'.

Care should be taken when cutting and pasting text from another source into this template. Use 'Paste Special' (Ctrl+Alt+V) and paste as 'Unformatted Text', then apply formatting using the pre-defined styles.

Images/graphics

Images or graphics must be inserted as pictures only; i.e. jpeg, png, bmp ('SmartArt' will not display on the web). Alternative text must be added to assist readers with a disability. Right

click over the image, select 'format picture', 'alt text' and insert a short title and description of the image.

Tables and figures

Please number and label tables and figures and refer to them by number. Insert a table title before the table and figure title after the figure, using the following convention:

Table 1: <insert title> (bold text, before table)

Figure 1: <insert title> (bold text, after figure)

Lists/bullets

When the items in a bullet list are a full sentence, use an initial capital for each item and a full stop at the end. When the items in a bullet list are not a full sentence, start each item with a lower-case letter and do not use any punctuation at the end of each item unless qualifiers are required. Use a full stop at the end of the last item. Refer to the Style Guide for further details and examples.

For ease of reading, lists and bullet levels are limited to two levels. Only two levels of lists **or** bullets can be used at any time; i.e. combining bullet and numbered lists will not replicate in the Policy and Procedure Library. Sub-paragraphs in lists will also not replicate.

Tables and figures will not publish if inserted in the middle of a list. Include these at the end of a list and refer to them by number, using the labelling convention outlined above.

Hyperlinks

To increase usability and enable ease of update, minimise the use of hyperlinks in the body of the policy and insert these in the metadata table at the end of the document.

Note: Reports can be generated for all content included in the metadata table. Email policy@usq.edu.au to request a report.

Fractions/decimal points

All fractions are to be represented in decimal points, as fractions do not replicate to the Policy and Procedure website.

Underscore

Do not underscore text. It is not recommended practice and will replicate as superscript.

For assistance with using this template, contact [Policy Services](#).