

**Title of Document**

# Section 1 - Key Information

|  |  |
| --- | --- |
| **Policy Type and Approval Body** |  |
| **Accountable Executive – Policy** |  |
| **Responsible Manager – Policy** |  |
| **Review Date** |  |

# Section 2 - Purpose

1. *This should be a short statement (one or two sentences) setting out why the policy exists/what it does. Where relevant include reference to any external legislation, regulations or standards which require such or policy or with which it is compliant.*

**Section 3 - Scope**

1. This Policy applies to:
2. *Who does the Policy apply to, or which services, assets, campuses does it cover?*
3. *This can be set out in a list*
4. *Clearly state any cohorts or situation(s) to which the policy is not intended to apply only where it is not obvious.*

**Section 4 – Key Decisions**

|  |  |
| --- | --- |
| **Key Decisions** | **Role** |
| Insert powers/decision making/responsibility if applicable | Insert position title |
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**Section 5 -Policy Statement**

1. The Policy Statement is the key section of the document. The Policy Statement should set out the principles applicable to the policy. The policy statement should be:
2. brief, concise and unambiguous. For instance, “the University is committed to providing a workplace free of unacceptable behaviour, including bullying, sexual harassment, and discrimination. Bullying is … ”
3. able to guide decision-making even in the absence of procedures.
4. Procedural statements (see description of ‘Procedures’ below) should not be included in the Policy Statement section.
5. Policy statements should not include information which could be set out in other documentation, for example:
6. Guidelines, and Local Area Processes (which are processes which do not need to be known university-wide and are not published in the Policy Library).
7. See the Policy Framework [hyperlink] for more information about the hierarchy of policy documents and role of different university documentation].

### **Subheadings**

1. Subheadings can be used in the Policy Statement section to separate different subject information (e.g. ‘4.1 Bullying’, ‘4.2 Harassment’ and ‘4.3 Discrimination’) as well as lists (either alphabetised or bullet points).

# Section 6 – Procedures

1. Procedures detail the mandatory process, actions and the “how to” applicable to the Policy subject matter.
2. Procedural steps should be listed in the order that they would reasonably occur and should be written in simple language so that the reader can easily understand what actions need to be taken.
3. If creating a standalone procedure that sits under a Parent Policy, the Parent Policy should be clearly referenced at the outset and linked to in Section 4 – Policy Statement.

### **Subheadings**

1. Subheadings can be used to separate different procedural steps, as well as lists (either alphabetised or bullet points) or tables.

# Section 7 - Definitions

1. For the purpose of this policy and procedure:
2. *Only include key terms which need to defined – for example terms which:*
3. *are potentially ambiguous*
4. *have a meaning different to their ordinary common usage, or*
5. *have technical/specialised meaning*
6. Refer to and link applicable definitions within the Policy Glossary wherever possible, particularly where key terms such as ‘student’ are used and which should be commonly applied across the University.

# Section 8 – Authority and Associated Information

1. This Policy is made under the La Trobe University Act 2009.
2. Associated information includes:
3. Identify any other Policy documents, legislation, codes, standards, forms and any other associated documents that would be useful to link to via the Associated Information tab (please do not include if already hyperlinked in the Policy document itself).