

**Title of Document**

# Section 1 - Background and Purpose

The information in this section answers the question as to why the policy exists. Key areas that may be addressed include:

• legal or regulatory reasons

• description of conflict or problem the policy will resolve

• overall benefits

Aim to provide a concise statement (one to two sentences) of the rationale and need for the policy, including if appropriate, references to any external legislation, regulations or standards.

**Section 2 - Scope**

List

* Who is the primary audience? Who needs to follow the policy?
  + The campuses on which this policy applies
  + The types of programs or courses to which this policy applies
  + The members of the university community to which this policy applies
* In what situation(s) does this policy not apply? Are there exclusions or special situations?

**Section 3 - Policy Statement**

The Policy Statement is the governing principle, plan or understanding that guides the action. It states what we do, but not how we do it. The policy statement (s) should be a brief, formal and mandatory statement of principle. Try to keep this section to one to two sentences or paragraphs.

Users should be able to use this statement to guide decision-making in the absence of procedures. Operational procedures should not be included in this section.

If you are creating a standalone procedure that sits under a Parent Policy, you should reference the Parent Policy as per the example below:

Refer to the [Travel Management Policy](https://policies.latrobe.edu.au/document/view.php?id=263) (creating a link to the Parent Policy within the system)

# Section 4 – Procedures

The procedures communicate the “how to”, the mandatory actions that need to be followed to establish compliance with the intent of the policy. Procedures should be listed in the order that they would reasonably occur and should be written simplistically so that the reader can easily discern what actions need to be taken.

Create your procedures here.

# Section 5 - Definitions

For the purpose of this Policy and Procedure:

Include definitions as appropriate for this policy/procedure only.   
  
Do not redefine common-usage words or attempt to use them in a manner different from that in ordinary dictionary definitions.

# Related Documents

Please identify any other Policy documents, legislation, codes, standards, forms and any other associated documents that you would like the document to have links to via the Associated Information tab.

Please note that if an associated document is referred to in the content of the Policy document, links will automatically be created to this document from within the Policy. For example if you make reference to the Privacy Act, a hyperlink will appear within the Policy document and also in the Associated Information tab to the Privacy Act and you do not need to re-list this document again in this section.

If you have additional flowcharts, forms, website URLs that are not already in the Policy database, please contact the Policy Advisor and provide them with the document so that they can be loaded into the database for use.