

<DOCUMENT TITLE> POLICY AND PROCEDURE

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[IMPORTANT NOTES]

[This Policy and Procedure Template with Instructions describes what information to include in each section and how to write it – see the [policy writing instructions](#) at the end of this document. USE THIS AS A REFERENCE TOOL, and write your policy in the [Blank Policy and Procedure Template \(with formatting\)](#) so that it is in the approved format. Both templates are on the Policy Portal.]

To identify what template to use (e.g. a policy and procedure combined, a standalone policy, a standalone procedure, or a guideline), refer to the [Policy Document Development and Review Procedure](#).

If experienced, use the automated contents table and auto-number the paragraphs; otherwise, number the paragraphs manually and the Policy Portal Administrator will update the contents table. Contact the Policy Portal Administrator (policy@cqu.edu.au) with any questions about using this template.]

1 PURPOSE

1.1 [Include brief statement/s about the overall purpose of the policy, i.e., what outcome/s is the policy intended to achieve? E.g. This policy and procedure establishes an effective, accountable and transparent framework for managing CQU's investments and ensures compliance with the *Statutory Bodies Financial Arrangement Act 1962*.]

2 SCOPE

2.1 [Include brief statement/s that identify to whom (e.g. specific groups of people) and to which parts of the University the policy applies. Specify exclusions to clarify scope if needed.]

3 POLICY STATEMENT

3.1 [Policy statements are about identifying the broad principles/standards of expected action/behaviour and/or compliance, i.e. setting the "rules" or "framework" within which decisions are made on a particular matter. For example, policy statements address what is the standard, while procedures address how the standard is implemented.]

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Mark G. Arthus

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