**Policy Template –**

**Guide to Policy writing and (TWEEK!) formatting**

**Formatting guide (please delete before submission)**

1. Font type for all documents in (TWEEK!) is Arial 10pt. Layers of indentations are as follow:

**Section 1 – Major Section**

**Part A – General**

**Major Heading**

**Minor Heading**

1. Clause
2. Normal Text
3. Normal text

* Bulletpoint

1. TWEEK can easily accommodate simple tables (with 2-4 columns). Use ‘Insert Table’ function in ‘Edit Document Content’ mode, to add a simple table to the document. Example of a simple table is below:

|  |  |  |
| --- | --- | --- |
| **[Heading]** | **[Heading]** | **[Heading]** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. For larger or more complex tables (including tables with merger cells), please seek Governance advice via [policy@acu.edu.au](mailto:policy@acu.edu.au).

**Section 1 - Purpose**

1. State the rationale for the policy i.e. why the policy is required. Include reference to the issues to be addressed or objectives to be achieved.

**Section 2 – Scope / Application**

1. Sets out who the policy is relevant to and/or or the circumstances in which it will apply. You may also wish to explicitly state to whom the policy does not apply. If the policy replaces an earlier version, a reference should be included under this section e.g. this document replaces [insert name], which is rescinded from the date of effect of this policy.

**Section 3 – Terms / Definitions (if any)**

1. It is recommended to list the definitions, key terms or acronyms related to or used in the policy. If the same terms are used outside of this policy (in other ACU documents), please use existing definitions.

**Section 4 – Policy Statement and Principles**

1. This section forms the core of your policy. You may start off by identifying a statement of commitment or the high-level principles of the policy i.e. what are the requirements or provisions established by this policy.
2. The substantive elements of the policy should be articulated here. Note: detailed procedural information about how stakeholders should comply with the policy should be listed in a Procedure document.
3. Formatting should ideally include only Major Headings, Minor Headings, clauses and sub-clauses. Clauses are to be numbered sequentially throughout the document. Do not restart numbering with each section (so, clauses 1, 2, 3 rather than 1.1 and 1.2, 2.1, 2.2 etc).

**Section 5 – Review**

1. State how often the policy will be reviewed and provide details in the table below. Most University-wide policies are reviewed every five years. You may use the following sentence:

*“In accordance with the University's* [*Policy Development Policy*](https://auth.policies.acu.edu.au/governance/policy_on_policy_development)*, this [Policy, Procedure, Guideline] is scheduled for review every [five] years.” All documents in the Policy Library must be reviewed at least every five years, but note here if more frequent review is required.*

**Section 6 – Further Assistance**

1. Suggest any further resources that will aid the readers (this could be an online resource or a contact in charge of the policy).

**Section 7 – Roles and Responsibilities**

Please identify the Approval Authority, Governing Authority and Responsible Officer. It is also useful to state whether these parties may delegate their functions (having referred to [ACU’s Delegations of Authority Policy and Register](https://policies.acu.edu.au/governance/delegations_of_authority_policy_and_register)).

|  |  |
| --- | --- |
| Approval Authority (approves all new policies and major amendments to reviewed policies) | Must be either the Senate, a Senate committee, the Academic Board, or the Vice-Chancellor and President (or Senior Executive delegated by the Vice-Chancellor) |
| Governing Authority  (endorses new policies and major amendments to reviewed policies; approves minor amendments to policy; approves procedures) | The Governing Authority must be distinct from and at a lower level in the governance hierarchy than the Approval Authority, including:   * A Senate committee (including the Academic Board) * A member of the Senior Executive (Deputy Vice-Chancellor or Vice-President) * A decision-making University Committee with appropriate authority established by the Delegations of Authority and its terms of reference. |
| Responsible Officer  (oversees the development and review of policies and procedures; approves minor amendments to procedures; approves editorial amendments to policies and procedures) | The Responsible Officer must be distinct from and at a lower level in the governance hierarchy than the Governing Authority and must be a member of the Executive or above:   1. Vice-Chancellor and President 2. Deputy Vice-Chancellor 3. Director   The Responsible Officer must be an individual, not a committee. |

**Status and Details**

|  |  |
| --- | --- |
| **Status** | Current |
| **Effective Date** | *[DATE OF EFFECT OF THE CURRENT VERSION OF DOCUMENT]* |
| **Review Date** | *[MUST BE NO MORE THAN 5 YEARS AFTER EFFECTIVE DATE]* |
| **Approval Authority** | *[INSERT HERE]* |
| **Approval Date** | *[DATE OF APPROVAL OF THE CURRENT VERSION]* |
| **Responsible Executive** [= Responsible Officer] | *[Name, Surname]*  *[Position]* |
| **Responsible Manager** [= person with day-to-day responsibility for management of the document] | *[Name, Surname]*  *[Position]* |
| **Author** | *[Name, Surname]*  *[Position]* |
| **Enquiries Contact** | *[Name, Surname]*  *[Position]*  *[Directorate / Division]* |