*(NB: The template for a Guideline and a Procedure are primarily the same, however, Guidelines and Procedures are used for different reasons. Advice on whether a Guideline or a Procedure is required is provided in the Selecting an Instrument of Governance guide. As a rule, a Guideline is used to provide general rules, principles, or advice aimed at aiding decision-makers to implement a policy or complete a task without the need to follow mandatory steps. In contrast, a Procedure defines the mandatory steps required to implement a policy or complete a task).*

**Procedure Title: Insert**

**Procedure Owner: Insert**

*Include one of the following:*

**This procedure supports the University to operationalise the *[insert policy title]* and must be complied with.**

OR:

**This procedure must be followed to ensure the University complies with its obligations under the *[insert title of the relevant legislation / regulation / Code / other mandated document]*.**

[Intent](#Intent)

[Organisational Scope](#Scope)

[Definitions](#Definitions)

[Procedures Content](#ProcedureContent)

[Accountabilities and Responsibilities](#Accountabilities)

[Related Documents](#RelatedDocs)

[Con](#Contact)[ta](#Contact)[ct Informatio](#Contact)[n](#Contact)

[Approval History](#Approval)

1. **INTENT**

The intent should be no more than three sentences. The first sentence should commence with ‘*The purpose of this procedure is …’.*

1. **ORGANISATIONAL SCOPE**

The organisational scope defines who is required to comply with the procedure.

Start the sentence with *‘This procedure applies to …’.*

1. **DEFINITIONS**

This section must commence with one of the two following sentences:

*The* [*University Glossary*](https://edithcowanuni.sharepoint.com/%3Aw%3A/s/SGS-CorpKB/EQ3-eRb52i1OuSCFDZ5vH50BwBks0VstyQkfoMWm4dNjtw?e=pm7K8g) *applies to this procedure.*

Only use the above when all the required definitions are in the Glossary and a definitions table will not be needed.

*The* [*University Glossary*](https://edithcowanuni.sharepoint.com/%3Aw%3A/s/SGS-CorpKB/EQ3-eRb52i1OuSCFDZ5vH50BwBks0VstyQkfoMWm4dNjtw?e=pm7K8g) *and the following definitions apply to this procedure:*

Only use the above where there are definitions required that are not in the Glossary and that will be added to a definitions table.

| Term: | Definition: |
| --- | --- |
| If a word is included here, make sure it is capitalised throughout the procedure. | Keep the definition short, clear, and concise. |
|  |  |
|  |   |

1. **PROCEDURE CONTENT**

**Header**

* 1. Only use a header if the procedure needs to be broken into logical groupings.
	2. Use clear action related directions that are short and to the point.
	3. If required, give greater context to an action or direction by using sub-clauses:
		1. Sub clauses are formatted as indented alphabetic lists;
		2. Only start a sub-clause with a capital if it is a complete sentence.

**Heading 2**

* 1. Ensure formatting under each heading is consistent.
1. **ACCOUNTABILITIES AND RESPONSIBILITIES**

The Procedures Owner is *[insert position title]* and has overall responsibility for the content of these procedures and their operation.

The [*insert position title]* is responsible for currency of information and provision of advice relating to these procedures.

*[if necessary, call-out other stakeholders with specific responsibilities relating to the procedures using the following wording]*

[*insert position title]* is responsible for [*insert specific responsibility*].

1. **RELATED DOCUMENTS**

**Legislation**

Only list legislation that must be understood to implement the procedures.

The title of legislation (both in this section and in the body of the procedure) must be written in italics with the exception of the final bracketed reference which is used to denote if it is state or Commonwealth legislation. For example:

*Fines, Penalties and Infringement Notices Enforcement Act 1994* (WA)

*Higher Education Support Act 2003* (Cth)

If there is no relevant legislation that needs to be listed, delete this header.

**Contracts**

If there are no relevant contracts that need to be listed, delete this header.

**By-Laws, Statutes and Rules**

The title of By-Laws, Statutes and Rules (both in this section and in the body of the procedure) must be written in italics. For example:

*Lands and Traffic By-Laws*

*Statute 22 - Student Conduct*

*Academic Board Rules*

The header should only include the document types that are listed. For example, if there are no relevant By-Laws then remove By-Laws from the header.

If there are no relevant By-Laws, Statutes or Rules that need to be listed, delete the header.

**Policies**

Only include policies that are directly related and need to be understood to be able to comply with this procedure.

Policy titles are NOT written in italics.

If there are no relevant polices that need to be listed, delete this header.

**Operational documents and resources**

As far as possible, include with hyperlinks.

Do not include related operational documents as an attachment or appendix to the procedure. They must be developed as a separate document.

If there are no relevant/ related operational documents that need to be listed, delete this header.

1. **CONTACT INFORMATION**

For queries relating to this document please contact:

|  |  |
| --- | --- |
| Procedure Owner | Insert the position title |
| All Enquiries Contact | Insert the position titleAdd additional lines if more than one enquiry contact is required for the procedure. |
| Telephone: |  |
| Email address: |  |

1. **APPROVAL HISTORY**

|  |  |
| --- | --- |
| Procedure approved by: |  |
| Date procedure first approved: | This date does not change once the procedure has been approved for the first time. |
| Date last modified: | Only the date on which the last modification to the procedure was approved is inserted in this section. For example:1 March 2020 |
| Revision history: | This section will continue to be added to over the lifecycle of the procedure. All changes must have both a date and a brief explanation of the change. For example:1 March 2020:The procedure was re-drafted to remove inconsistencies and ambiguity,26 September 2018:The procedure was updated with new position titles and contact information following an organisational restructure.14 November 2016:A new action/direction was added to the procedure to clarify the position who is required to undertake the identified task. |
| Next revision due: |  |
| HPCM file reference: |  |