**Policy Title: e.g. Privacy, Work Integrated Learning, Social Media**

**Policy Owner: e.g. Senior Deputy Vice-Chancellor, Chief Information Officer**

**Keywords:** **Do not use words in the title. Do not number. Separate with commas.**

**Policy Code: PL000 (only use the PL code)**

[Intent](#Intent)

[Organisational Scope](#OrgScope)

[Definitions](#Definitions)

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[Accountabilities and Responsibilities](#Accountabilities)

[Related Documents](#RelatedDocs)

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1. **INTENT**

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

*The Intent should clearly and concisely explain why the policy is required and the desired outcome. Remember the policy is intended to guide thinking and inform decision making NOT inform people on how to deliver a task.*

*Examples can be provided by SGSC. Email you request for assistance to* [*policy@ecu.edu.au*](mailto:policy@ecu.edu.au)*.*

1. **ORGANISATIONAL SCOPE**

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

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

1. **DEFINITIONS**

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

The [University Glossary](https://edithcowanuni.sharepoint.com/:w:/s/SGS-CorpKB/EQ3-eRb52i1OuSCFDZ5vH50BwBks0VstyQkfoMWm4dNjtw?e=pm7K8g) applies to this policy.

*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/:w:/s/SGS-CorpKB/EQ3-eRb52i1OuSCFDZ5vH50BwBks0VstyQkfoMWm4dNjtw?e=pm7K8g) and the following definitions apply to this policy:

*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 policy.*  *It also needs to be capitalised if it is defined in the Glossary, such as Staff, Student, Course, Unit.* | *Keep the definition short, clear, and concise. Start the definition with* ‘Means …’ |
|  |  |
|  |  |

1. **POLICY CONTENT**

**Header**

* 1. Only use a header if the policy needs to be broken into logical groupings.
  2. Use principle-based policy clauses that are short and to the point.
  3. If required, give greater context to a policy statement 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 follows the policy formatting guide.

1. **ACCOUNTABILITIES AND RESPONSIBILITIES**

*The purpose of this section is to define who owns the policy and who is responsible for currency and provision of advice. The section is written as follows:*

The [insert position title] is the Policy Owner and has overall responsibility for the content of this policy and its operation.

The [insert position title] is responsible for currency of information and provision of advice relating to operationalising this policy.

1. **RELATED DOCUMENTS**

**Legislation**

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

The title of legislation (both in this section and in the body of the policy) 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.

**By-Laws, Statutes and Rules**

The title of By-Laws, Statutes and Rules (both in this section and in the body of the policy) 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 policy.

Policy titles are NOT written in italics.

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

**Corporate Governance documents**

If there are no relevant corporate governance documents that need to be listed, delete this header.

**Operational documents and resources**

As far as possible, include with hyperlinks.

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

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

1. **CONTACT INFORMATION**

For queries relating to this document please contact:

|  |  |
| --- | --- |
| Policy Owner | Insert the position title |
| All Enquiries Contact | Insert the position title  Contact SGSC if more than one enquiry contact is required for the policy. |
| Telephone: |  |
| Email address: |  |

1. **APPROVAL HISTORY**

|  |  |
| --- | --- |
| Policy approved by: | This will be the Vice-Chancellor or University Council. |
| Date policy first approved: | This date does not change once the policy has been approved for the first time. |
| Date last modified: | Only the date on which the last modification to the policy 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 policy. All changes must have both a date and a brief explanation of the change. For example:  1 March 2020:  The policy was re-drafted to remove operational content.  26 September 2018:  The policy was updated with new position titles and contact information following an organisational restructure.  14 November 2016:  A new clause was added to the policy to clarify the position with authority to approve updates and changes to the associated guidelines.  19 September 2023:  A scheduled review of the policy was undertaken. The policy was transferred to the correct template and minor administrative updates were made to reflect the current operating environment. The policy has been assessed as low risk, and there is a low likelihood of any significant changes to the policy position, therefore a five-year review timeframe has been approved. |
| Next revision due: | For most policies this will be three years after a scheduled review was undertaken, or, three years after a significant change was made to the policy. Out of cycle minor amendments do not result in a change to the date on which the next review is due.  NB: The Policy Governance policy authorises review cycles of up to five years. Changes to review timeframes must be included in the Revision History section (above). |