

# <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](mailto: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 CQUniversity's investments and ensures compliance with the *Statutory Bodies Financial Arrangement Act 1982*.]

## 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.]

# Policy And Procedures Manual Template

**Guillaume Favre**



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In a world taken by displays and the ceaseless chatter of immediate communication, the melodic elegance and psychological symphony created by the prepared term frequently fade into the back ground, eclipsed by the persistent noise and interruptions that permeate our lives. But, set within the pages of **Policy And Procedures Manual Template** a marvelous literary value overflowing with natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that captivating masterpiece conducts readers on an emotional journey, well unraveling the concealed tunes and profound impact resonating within each cautiously crafted phrase. Within the depths of the moving examination, we shall discover the book is central harmonies, analyze their enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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