# Purpose

What does a reader need to know after reading your Governance and collaboration page? This helps decide what information to include first. The business need confirms if you should publish on *For government.*

|  |  |
| --- | --- |
| User need |  |
| Business need |  |

# Style

How will you write your content? Follow the Queensland Government Style Manual. Your content must be professional and inclusive, and accessible to the entire *For government* audience (readability grade 9 or lower).

# Title

Maximum of 55 characters (including spaces).

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# Summary

Maximum of 150 characters (including spaces).

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# Governance and collaboration group details

Tell readers in more detail about the group.

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| Lead agency | Tell us the agency responsible for organising the group. |
| Topic | Select 1 or more topics that align with your knowledge sharing group. * Communication
* Facilities
* Finance
* Human resources
* Information and communication technology
* Policy
* Procurement
* Systems
* Web
* Other
 |
| Description | A description of your governance and collaboration group, network, community of practice or working group, and its purpose. Use formatting including headings and lists as needed. |
| Attendees | Describe who is involved, any restrictions on membership and if it’s open to new participants.  |
| Outcomes | What do participants gain from attending? What are the group’s deliverables?  |
| Meeting frequency | Weekly, fortnightly, monthly, etc. |
| Contact | Tell us who readers can contact to find out more. A group email or team phone number is best. These will be published. If you provide a person’s name and contact details, you need to get their consent.  |

# Documents

If you’re including supporting material in the body of your content, see the [documents and media guide](https://www.forgov.qld.gov.au/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/publish-on-queensland-government-websites/publish-on-for-government/how-to-publish-on-for-government/for-government-publishing-guides/publish-documents-and-media-on-for-government) for requirements.

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| Supporting material | Attach documents to your email when sending this content brief. If you have links to other web sites, list them here. |

# Readability

Use [Microsoft Word’s Flesch-Kincaid readability or [Hemingway Editor](https://hemingwayapp.com/) to assess the content’s readability score.](https://support.microsoft.com/en-us/office/get-your-document-s-readability-and-level-statistics-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2)

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| --- | --- | --- | --- |
| Readability score | [ ]  Pass (Grade 9 or less) | [ ]  Warn (Grade 10 to 13) | [ ]  Fail (Grade 14 or more) |

# Classification

Most *For government* content is public, supporting our commitment to transparency. Some content, if it is sensitive or potentially confusing to the public, is private (only available to government employees who log in).

[ ]  PUBLIC—this content does not pose a risk to security or reputation for the Queensland Government.

[ ]  PRIVATE—this content may pose a risk to security or reputation for the Queensland Government if made public.

# Subject matter expert (first level approval)

The person who provides the information and reviews the accuracy of the content.

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| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Organisation |  |

# Content designer (second level approval)

The person who provides the editorial advice and approves the content ready for publishing online.

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| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Organisation |  |

# Director or equivalent approval (third level approval)

The person who approves the content to be published online.

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| --- | --- |
| Name |   |
| Date |  |
| Position |  |
| Organisation |  |