# 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.*

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| 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 |  |