Policy: <insert policy name>

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number: | <secretary’s use> | Version: | <secretary’s use> |
| Drafted by: | <insert name> | Date approved:  | <secretary’s use> |
| Authorised by: | <secretary’s signature> | Review date: | <insert date> |

# Introduction

Include a short statement to give an overview and background to the policy.

# Purpose

The purpose of this policy is to:

* List the purpose of the policy.

# Policy

State the policy ensuring it clearly describes the desired outcomes required to fulfill the purpose.

The word “shall” is used to describe mandatory elements of a policy.

The word “may” is used to describe elements which require a level of judgement to implement.

Ensure the policy is written and structed for ease of use. Use plain English and avoid jargon or complex language. Bullet points, flow charts or illustrations may be included as elements of a policy.

Flow charts may be included as part of a policy to clarify any process or decision making steps.

# Related documents (delete if not relevant)

* List any related by-laws, policies, procedures, forms, templates or checklists.

# Definitions (delete if not relevant)

|  |  |
| --- | --- |
| Term | Meaning |
|  |  |

# Version control

|  |  |  |
| --- | --- | --- |
| Version | Date | Comments |
| 0.1 | <insert date> | <insert a brief description of the version> |