Procedure: <insert procedure name>

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure 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 procedure.

# Purpose

The purpose of this procedure is to:

* List the purpose of the procedure and the desired outcome/s.

# Process

1. Use numbered bullets to show the steps in the process
   1. State the process steps ensuring it clearly describes the key required fulfill the purpose.
2. The word “shall” is used to describe mandatory elements of a procedure.
3. The word “may” is used to describe elements which require a level of judgement to implement.
4. Use plain English and avoid jargon or complex language.
5. Flow charts, checklist, pictures or illustrations may be included as elements of a procedure.

# Related documents (delete if not relevant)

* List any related by-laws, 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> |