

# POLICY, PROCEDURE OR GUIDELINE TEMPLATE

Note: all Sections must remain in the document. Minor headings can be deleted if there is no content required.

# Section 1 - Purpose

1. This policy …

**Scope**

1. This policy applies to …

# Section 2 – Policy

1.

# Section 3 – Procedures

1.

# Section 4 - Guidelines

1.

# Section 5 - Glossary

1. For the purpose of this policy, the following terms have the definitions stated:
	1. [Term] – means …

## Status and Details

|  |  |
| --- | --- |
| **Effective Date** | This is the date the policy document is published, unless a future take effect date is specified. |
| **Review Date** | Rules must be reviewed at latest by 5 years. Policies and procedures must be reviewed at latest by 3 years. Guidelines as required. |
| **Approval Authority** | See the Delegation and Approval Policy, delegation schedule A for advice on approval authorities for different document types.  |
| **Unit Head**  | (or policy owner) the position responsible for monitoring the effectiveness of a policy document and for reviewing it.  |
| **Author**  | (or policy developer) the person who either developed or wrote the document and should have their name listed as the document author. |
| **Enquiries Contact** | The person or area that can be contacted if users have questions about the policy document.  |