**[Insert Title] Policy**

**Policy Document Number:** XXXX

**Records Management File Number:** XXXXX

**Filename:** POL\_XXX\_XXXXX\_vX\_YYYYMMDD.xxx

**Location:** DOI or URI – this should be a public document

**Version:** X.X DRAFT

**Last Amendment:** N/A

**Policy Owner/Sponsor:** [Insert role title]

**Policy Contact:** [Insert details]

**Prepared By:** [Insert role title]

**Approved By:** [Insert senior approval group name]

**Date Approved:** DD MONTH 2018

**Next Review:** DD MONTH 2019

**Availability:** Public

# Summary

[Insert details]

# Target audience

[Insert details]

# Policy statement

[Insert details]

## Scope

[Insert details]

### In scope

#### [Insert heading 1]

[Insert details]

#### [Insert heading 2]

[Insert details]

### Out of scope

#### [Insert heading 1]

[Insert details]

#### [Insert heading 2]

[Insert details]

## Principles

[Insert details]

### [Insert principle 1]

[Insert details]

### [Insert principle 2]

[Insert details]

#### [Insert principle 2.1]

[Insert details]

#### [Insert principle 2.2]

[Insert details]

## Standards

[Insert details]

### Operational standards

* [Insert details]
* [Insert details]

### Technical standards

* [Insert details]
* [Insert details]

# Related legislation

All acts and regulations as amended:

* [Insert details]
* [Insert details]

## Related [insert organisation name] policy frameworks and policies

* [Insert details]
* [Insert details]

## Related [insert organisation name] policies, strategies and guidelines

* [Insert details]
* [Insert details]

## Other relevant frameworks and guidelines

* [Insert details]
* [Insert details]

## Related charters, codes and recommendations

* [Insert details]
* [Insert details]

# Roles and responsibilities

## [Insert group name]

The [insert group name] is responsible for:

* [Insert details]
* [Insert details]

## [Insert group name]

The [insert group name] is responsible for:

* [Insert details]
* [Insert details]

## [Insert role title]

The [Insert Heading, Title] is responsible for:

* [Insert details]
* [Insert details]

## [Insert role title]

The [Insert Heading, Title] is responsible for:

* [Insert details]
* [Insert details]

## [Insert role title]

The [Insert Heading, Title] is responsible for:

* [Insert details]
* [Insert details]

## [Insert role title]

The [Insert Heading, Title] is responsible for:

* [Insert details]
* [Insert details]

## [Insert organisation name] officers

[Insert organisation name] officers, line managers and managers of teams are responsible for:

* [Insert details]
* [Insert details]

## [Insert organisation name] staff

[Insert organisation name] staff, contractors, consultants, volunteers, service providers and vendors are responsible for:

* [Insert details]
* [Insert details]

# Definitions

Please refer to Appendix A.

# Implementation framework

[Insert details]

# Approval

This Policy was approved by the [insert senior approval group name] on DD MONTH YEARfor immediate implementation.

# Policy implementation

This Policy is implemented on DD MONTH YEAR.

# History

[Insert details]

# Prepared by

[Insert role title]

DD MONTH YEAR

# Document history and version control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date approved** | **Approved by** | **Brief description** |
| X.X | DD MONTH YEAR | [Insert senior approval group name] | [Insert details] |
|  |  |  |  |

# Appendix A

[Insert details]

**[Insert term name] –** [Insert details].

**[Insert term name] –** [Insert details].