

[/INSERT LOGO]

[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

1. Summary

[Insert details]

2. Target audience

[Insert details]

3. Policy statement

[Insert details]

3.1. Scope

[Insert details]

3.1.1. In scope

3.1.1.1. [Insert heading 1]

[Insert details]

3.1.1.1. [Insert heading 2]

[Insert details]

3.1.2. Out of scope

3.1.2.1. [Insert heading 1]

[Insert details]

3.1.2.2. [Insert heading 2]

[Insert details]

3.2. Principles

[Insert details]

3.2.1. [Insert principle 1]

[Insert details]

3.2.2. [Insert principle 2]

[Insert details]

3.2.2.1. [Insert principle 2.1]

[Insert details]

3.2.2.2. [Insert principle 2.2]

[Insert details]

3.3. Standards

[Insert details]

3.3.1. Operational standards

- [Insert details]
- [Insert details]

3.3.2. Technical standards

- [Insert details]
- [Insert details]

4. Related legislation

All acts and regulations as amended:

- [Insert details]
- [Insert details]

4.1. Related [insert organisation name] policy frameworks and policies

- [Insert details]
- [Insert details]

4.2. Related [insert organisation name] policies, strategies and guidelines

- [Insert details]
- [Insert details]

4.3. Other relevant frameworks and guidelines

- [Insert details]
- [Insert details]

4.4. Related charters, codes and recommendations

- [Insert details]
- [Insert details]

5. Roles and responsibilities

5.1. [Insert group name]

The [insert group name] is responsible for:

- [Insert details]
- [Insert details]

5.2. [Insert group name]

The [insert group name] is responsible for:

- [Insert details]
- [Insert details]

5.3. [Insert role title]

The [Insert Heading, Title] is responsible for:

- [Insert details]
- [Insert details]

5.4. [Insert role title]

The [Insert Heading, Title] is responsible for:

- [Insert details]
- [Insert details]

5.5. [Insert role title]

The [Insert Heading, Title] is responsible for:

- [Insert details]

[Insert Organisation Name and Policy Title]

- [Insert details]

5.6. [Insert role title]

The [Insert Heading, Title] is responsible for:

- [Insert details]
- [Insert details]

5.7. [Insert organisation name] officers

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

- [Insert details]
- [Insert details]

5.8. [Insert organisation name] staff

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

- [Insert details]
- [Insert details]

6. Definitions

Please refer to Appendix A.

7. Implementation framework

[Insert details]

8. Approval

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

9. Policy implementation

This Policy is implemented on DD MONTH YEAR.

10. History

[Insert details]

11. Prepared by

[Insert role title]
DD MONTH YEAR

12. Document history and version control

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

13. Appendix A

[Insert details]

[Insert term name] – [Insert details].

[Insert term name] – [Insert details].