|  |  |
| --- | --- |
| Title  | Z:\1. Administration\8. Logos\LOGO_Alternate.jpg |

1. Policy

# Audience

## List the people who need to read this policy

# Executive Summary

## Summarise what the policy says. Should be about 3 dot points, max 5 dot points.

### Subparagraph

# Purpose

## Summarise the purpose of the policy. Max 3 dot points.

### Subparagraph

[This should easily fit one single page.]

# Scope

## Paragraph

# Principles

## Paragraph

# Details

## Any necessary explanation.

# Definitions/Dictionary

|  |  |
| --- | --- |
| **Defined Term** | **Meaning**  |
|  |  |
|  |  |

# Related Documents

## Polices/Laws/Etc

# Suggested Review Process/Sunset Clauses/Etc

## Paragraph

# About this Document

## Further Information

|  |  |
| --- | --- |
| **TRIM Number** |  |
| **Approval Authority** |  |
| **Date Effective**  |  |
| **Subject Matter Expert** |  |
| **Contact Details** |  |
| **Review Date** |  |

## Approval History

|  |  |  |
| --- | --- | --- |
| **Effective Date** | **Approved by** | **Amendment** |
|  |  |  |