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

# 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

# Scope

## Paragraph

# Audience

## List the people who need to read this policy

 [This should easily fit one single page.]

# Definitions

In the context of this document:

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

# Principles

## Paragraph

# Details

## Any necessary explanation, adding headings as appropriate.

# Related Documents

## Policies/Laws/Etc

Forms and Other documents

# Suggested Review Process/Sunset Clauses/Etc

## Paragraph

# About this Document

## Further Information

|  |  |
| --- | --- |
| **TRIM Number** |  |
| **Approval Authority** |  |
| **Policy Owner** |  |
| **Enquiry Person** |  |
| **Enquiry Person Contact Details** |  |
| **Review Date** |  |