

Policy Template

This Policy Template can be used and adapted as required. The section 'Cultural Basis and Context' and/or 'Diversity Statement' captures organisational commitment and provides clarity to staff and stakeholders about the importance of working with Aboriginal and Torres Strait Islander peoples, and more broadly, cultural inclusivity.

Policy #	Policy Template (name here)	
Applies to:	Version: 1	
Specific responsibility:	Date approved:	
Area:	Next review date:	
Policy context:		
Standards or other external requirements		
Legislation or other requirements		
Contractual obligations		

POLICY STATEMENT

Indicate the specific guideline, regulation, requirement or modification to people's behaviour or the organisation's operations that the policy is trying to create.

APPLICATION AND SCOPE

Describe who the policy affects and which actions or things the policy will affect. The applicability and scope may expressly include or exclude certain people, organisations, behaviours or activities from the policy requirements.

CULTURAL BASIS AND CONTEXT

Set out the cultural values, norms, behaviours or goals and principles the policy recognises and is supporting, protecting, regulating or limiting, and explain why.

OR

DIVERSITY STATEMENT

Explains the organisations commitment to diversity and would include values related to diversity, experiences working with diverse populations, future plans related to inclusivity and how the organisation ensures substantive equality is built into everything it does.

PURPOSE STATEMENT

Indicate the motivating reasons and history that led to the creation of the policy and its desired effect.

IMPLEMENTATION ROLES AND RESPONSIBILITIES

Indicate which people or sections of the organisation are responsible for carrying out particular work/ roles to implement the policy.

PROFESSIONAL DEVELOPMENT STATEMENT (OPTIONAL)

Detail if additional capacity or professional development is required to put policy into practice.

DEFINITIONS (OPTIONAL)

Provide clear meanings for terms and concepts found in the policy document.

Related Documents:			
Document Name		Document Number	
Review and approval:			
Frequency	Risk	Specific Responsibility	Approval
Review and version tracking			
Version	Date Approved	Approved by	Review Due Date