# 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 #:** (write the Policy Number)

**Policy Template (name here):** (write the Policy Name)

**Applies to:** (indicate who the policy applies to)

**Version:** (indicate which version of the policy it is, e.g.Version 1)

**Specific responsibility:** (indicate who is responsible for the policy)

**Area:** (indicate which area the policy falls under)

**Date approved:** (indicate when the policy was approved)

**Next review date:** (indicate when the policy is to be reviewed)

**Policy context:** (write your answer)

**Standards or other external requirements:** (write your answer)

**Legislation or other requirements:** (write your answer)

**Contractual obligations:** (write your answer)

**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: