

Council Policy Number: [...]

Responsible Directorate: [...]

1. PURPOSE

1.1. The purpose of this policy is to [Succinctly outline why the policy exists. What is its purpose? What objectives is it intended to achieve]

2. SCOPE

2.1. This policy is applicable to [who, what, when does this policy apply. If relevant articulate what decision making it is intended to guide.]

3. DEFINITIONS

[Define key terms used in the policy as necessary. Once a term is defined ensure it is capitalised and used consistently throughout the Policy. Do not define terms that are used once or where the meaning is obvious and clear]

Term	Meaning

4. STRATEGIC CONTEXT

[Identify and insert the Key Goal Area and Community Objectives of the Strategic Community Plan which the policy most closely aligns to and / or supports – choose the most appropriate wording between aligns to / supports.]

- 4.1. This policy links to Key Goal Area [...] of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. [X.X: XXX]

5. POLICY STATEMENT

[State the policy position. The policy statement should clearly outline the directive / position that the policy is seeking to communicate. Use headings where appropriate to separate out different elements of the statement. New ideas or points should be numbered.]

- 5.1. XX.
- 5.2. XX.

5.3. Heading

- a. XX
- b. XX
- a. XXXXXXXXXXXX:
 - i. XX
 - ii. XX
- b. XX.

6. RELATED DOCUMENTATION / LEGISLATION

[List any documents and / or legislation that add context to or further advance the purpose, scope or policy statement.]

6.1. XX

7. REVIEW DETAILS

Review Frequency		3 yearly [adjust if earlier review is appropriate]		
Council Adoption	DATE		Resolution #	
Last Reviewed	DATE		Resolution #	