

Executive Practice Number: [EP ... ]

Responsible Directorate: [ ... ]

**1. PURPOSE**

1.1. The purpose of this executive practice is to ..... [Succinctly outline why the EP exists. What is its purpose?]

**2. SCOPE**

2.1. This executive practice is applicable to ..... [who, what, when does this policy apply]

**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
Management	Any employee who has a direct report

**4. RESPONSIBILITIES**

[Outline any specific responsibilities various parties have – Directors / Management / Employees / Other].

4.1. Directors are responsible for:

- a. Reviewing and endorsing this executive practice as required
- b. XX
- c.

4.2. Management are responsible for:

- a. Implementing this executive practice as part of their management responsibilities
- b. XX
- c. XX

4.3. Employees are responsible for:

- a. Familiarising themselves with the executive practice
- b. XX
- c. XX

4.4. Other ....

- a. XX
- b. XX
- c. XX

5. ENABLING POLICY OR STRATEGY

5.1. This executive practice is created in response to / enables ..... [Identify and insert any Council policies or other strategic documents that enable / create the need for this EP]

6. PRACTICE STATEMENT

[Outline the practice position, clearly outlining the directive / position that the practice is putting in place and the key points employees (at various levels) are required to follow in relation to the practice. Use headings where appropriate to separate out different elements of the statement. New ideas or points should be numbered.

Where appropriate detail the steps to be followed to achieve implementation of the practice statement. This may include the use of flow charts]

- 6.1. XX.
- 6.2. XX.

6.3. Heading

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

7. RELATED DOCUMENTATION

[List any documents that add context to or further advance the policy statement. For instance legislation, strategic or corporate plans]

7.1. [XX. ]

8. REVIEW DETAILS

<b>Review Frequency</b>		3 yearly [adjust if earlier review is appropriate]		
<b>CEO Adoption</b>	<b>DATE</b>		<b>Responsible</b>	
<b>Last Reviewed</b>	<b>DATE</b>		<b>Business Unit</b>	

9. APPROVAL

BY CHIEF EXECUTIVE OFFICER:

[Insert Electronic Signature]