

## # Local Council Policy Template #

**\*\*Policy Title:\*\*** [Insert Policy Title]

**\*\*Policy Number:\*\*** [Insert Policy Number]

**\*\*Effective Date:\*\*** [Insert Effective Date]

**\*\*Review Date:\*\*** [Insert Review Date]

**\*\*Approved By:\*\*** [Insert Approval Authority]

### **\*\*1. Purpose\*\***

[Provide a brief description of the policy's purpose.]

### **\*\*2. Scope\*\***

[Define who and what the policy applies to.]

### **\*\*3. Definitions\*\***

[List and define key terms used in the policy.]

### **\*\*4. Policy Statement\*\***

[Outline the main principles and regulations of the policy.]

### **\*\*5. Roles and Responsibilities\*\***

[Specify the roles and responsibilities of individuals or departments involved in enforcing the policy.]

**\*\*6. Implementation and Compliance\*\***

[Explain how the policy will be implemented and monitored for compliance.]

**\*\*7. Review and Amendments\*\***

[Describe the process for reviewing and updating the policy.]

**\*\*8. References\*\***

[List any relevant laws, regulations, or related policies.]

**\*\*9. Contact Information\*\***

[Provide contact details for inquiries related to the policy.]