**Corporate Policies & Procedures**  A picture containing text, clipart

Description automatically generated

**General Administration – Document CPP119a**

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| --- | --- | --- | --- |
| **Policy Template** | | | |
| First Produced:  Current Version:  Past Revisions:  Review Cycle:  Applies From: | dd/mm/yy  dd/mm/yy [date when approved]  dd/mm/yy  3 year cycle  Immediately | Authorisation:  Officer Responsible: | Te Kāhui Manukura |

*Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin*. (or similar statement to give overview of changes made)

1. Introduction
   1. Purpose

Text.

* 1. Scope and Application
     1. Text.
     2. Text.
  2. Formal Delegations

Text.

* 1. Definitions
     1. **Text:** Text
     2. **Text:** Text.

|  |  |
| --- | --- |
| **Related Ara Procedures**(indicate if attached to policy or where they can be found) | **Related Ara Policies**   * CPP??? Policy Name * APP??? Code of Professional Practice |
| **Related Legislation or Other Documentation** | **Good Practice Guidelines**(indicate if attached to policy or where they can be found) |
| **References** | |
| **Notes** | |

1. Principles
   * + - 1. Text
         2. Text
     1. Text
        + 1. Text
2. Associated procedures for

Ara Corporate Policy on: [Policy Name]

**Contents:** 3**.**1 Heading

3.2 Heading

3.3 Heading

* 1. Heading
     1. Text
     2. Text
     3. Text
  2. Heading

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* 1. Heading

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