**Corporate Policies & Procedures**  

**General Administration – Document CPP119a**

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| **Policy Template** |
| First Produced:Current Version:Past Revisions:Review Cycle:Applies From: | dd/mm/yydd/mm/yy [date when approved]dd/mm/yy3 year cycleImmediately | 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

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		2. Text
		3. Text
	2. Heading

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* 1. Heading

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