[Policy Group] [Specific Function Area] Guidelines

1. Overview and Scope
2. These Guidelines support the [Policy Group Principle #, Function of X]
3. [Scope and Purpose of these Guidelines].
4. Within these guidelines:
   1. Part A [Guideline Focus Area];
   2. Part B [Guideline Focus Area];
   3. Part C [Guideline Focus Area]; and
   4. Part D [Guideline Focus Area].

Part A – [Focus Area 1]

**[Major Heading – Key Tenets re Part A]**

1. [Why this standard is required/important to UNE]
2. [Who needs to following this standard for this focus area]
3. [How should the standard for this focus area be supported]

**[Example Table 1] – [Process]**

|  |  |  |
| --- | --- | --- |
| 1. [First Process Step | 2. [Second Process Step] | 3. [Third Process Step] |
| **[Process Details]** | * **[Process Details]** | * **[Process Details]** |

**[Minor Heading – Specific Activity or Action]**

1. [Supporting Clause]
2. [Supporting Clause]

|  |
| --- |
| [Tip/Example Case Study or Application]: [Insert Tip or Case Study text] |

Part B – [Focus Area]

**[Major Heading – Key Tenets re Part B]**

1. [Why this standard is required/important to UNE]
2. [Who needs to following this standard for this focus area]
3. [How should the standard for this focus area be supported]

**[Minor Heading – Specific Activity or Action]**

1. [Supporting Clause]
2. [Supporting Clause]

|  |
| --- |
| [Tip/Example Case Study or Application]: [Insert Tip or Case Study text] |

1. Authority and Compliance
2. [The Custodian of these guidelines and principles [Role] makes these guidelines.
3. UNE Representatives must observe these Guidelines in relation to [functions].
4. Guidelines are consistent with [Legislation/Regulations/Standards/Codes/Agreements]. Further information regarding compliance is available via the
5. These Guidelines operate as and from the Effective Date.
6. Previous guidelines [re functions] are replaced and have no further operation from the Effective Date.

**Summary of Roles and Responsibilities**

|  |  |
| --- | --- |
| [Role – of Person or Group] | Responsibility 1  Responsibility 2 |
| [Role – of Person or Group] | Responsibility 1  Responsibility 2 |

1. Quality Assurance
2. [How Guidelines will be supported and measured. Include details of review period, records to be kept and other related information relevant to Quality Assurance]

|  |  |
| --- | --- |
| [QA Measures] | [QA Body and Reporting] |
| [QA Measures] | [QA Body and Reporting] |

1. Definitions (specific to these Guidelines)
2. [Term] [Definition].
3. [Term] [Definition].