



# **A New Demo Document**

## **Section 1 - Purpose and Objectives - blah**

(1) Include a statement here that explains the general purpose of the document and what it is aiming to achieve and indicate if this sits within a legislative or internal framework. whacked out and wicked

## **Section 2 - Scope**

(2) Indicate what areas of the organisation and what groups of people this document applies to.

## **Section 3 - Policy/Standing Order**

(3) If this is a policy, delete standing Executive Director, Buildings & Property order from the heading, or vice versa.

(4) What fits here.

## **Section 4 - Procedure**

(5) What fits here.

## **Section 5 - Guidelines**

(6) What fits here.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st September 2023
<b>Review Date</b>	1st September 2024
<b>Approval Authority</b>	Chief Officer
<b>Approval Date</b>	1st September 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Barney Rubble Chief Executive Officer
<b>Unit Head</b>	Barney Rubble Chief Executive Officer
<b>Author</b>	Joey Auldy A DM Post 1.4
<b>Enquiries Contact</b>	