 

Policy template

Version 1.0

**Digital Transformation Agency**



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Version: 1801

Policy template

This template provides a clear and structured format for a government policy, ensuring all necessary components are included for clarity and effective implementation across agencies. Remember to save your own version of this document before making any changes.

### 1. Purpose

This section outlines the primary objective of the policy. It explains why the policy is being introduced and the outcomes it intends to achieve. For example:

* The purpose of this policy is to [state the reason for the policy's existence], ensuring [expected outcomes for agencies, stakeholders, or processes].

### 2. Policy background

This section provides context for the policy, including any historical or strategic factors that led to its development. It may reference relevant government strategies, reviews, or prior policies. For example:

* This policy was developed in response to [context or background]. It aligns with [government strategy, review findings, or existing policies].

### 3. Authority

This section cites the legislative or regulatory authority under which the policy is issued, including any relevant acts, government decisions, or ministerial approvals. For example:

* This policy is issued under the authority of [name of act, regulation, or directive] and in accordance with [ministerial decision or other legal authorisation].

### 4. Applicability

This section defines the scope of the policy by identifying the government agencies, sectors, or entities to which the policy applies. It may also cover the circumstances under which the policy is relevant. For example:

* This policy applies to all [government departments/agencies] engaged in [specific activities or processes] from [effective date].

### 5. Definitions

This section provides definitions for key terms used within the policy. Clear definitions help avoid ambiguity and ensure consistent interpretation. For example:

* Term 1: Definition
* Term 2: Definition

### 6. Policy objectives

This section describes the goals and intended outcomes of the policy. It should align with the purpose and articulate the broader objectives the policy seeks to achieve. For example, the the objectives of this policy are to:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

### 7. Policy statements

This section outlines the key policy directives, principles, or actions. It provides the core details about how the policy will be implemented and what is required of agencies. For example:

* [Government agencies] must [specific action required], in accordance with [principles or standards].

### 8. Policy requirements

This section specifies the detailed obligations and procedures that agencies must follow to comply with the policy. It may include timelines, reporting requirements, or performance measures. For example:

* Agencies are required to [action], submit [report], and meet [performance standards] by [timeframe].

### 9. Eligibility criteria

This section specifies the criteria that entities or agencies must meet to be eligible under the policy. It may also include any exclusions or exceptions. For example:

* To be eligible under this policy, agencies must [state eligibility criteria]. Agencies that do not meet these criteria are not subject to [specific policy requirements].

### 10. Policy exemptions

This section identifies any exemptions to the policy and the criteria for granting them. It may include processes for agencies to request exemptions and how they will be assessed. For example:

* Agencies may apply for exemptions under [specific conditions]. Exemptions must be approved by [relevant authority], and justification must include [criteria for exemptions].

### 11. Roles and responsibilities

This section outlines the roles and responsibilities of key stakeholders in implementing the policy, including government departments, oversight bodies, and senior officials. For example:

* Department of [X]: Responsible for [specific role].
* Agency Heads: Ensure compliance with policy requirements.
* Oversight Committee: Review performance and adherence to the policy.

### 12. Policy monitoring and compliance

This section describes how compliance with the policy will be monitored and evaluated. It may outline the roles of oversight bodies, reporting requirements, and penalties for non-compliance. For example:

* Compliance with this policy will be monitored by [oversight body], and agencies must provide [type of reports or audits]. Non-compliance may result in [consequences or penalties].

### 13. Review and amendment

This section details how and when the policy will be reviewed, including the process for updating or amending the policy in response to changing circumstances. For example:

* This policy will be reviewed [annually/every two years], and amendments will be made as required to reflect changes in [relevant factors].

### 14. Related documents

This section lists any other documents, policies, or guidelines related to this policy that should be consulted. For example:

* This policy should be read in conjunction with:
  + [Related Policy 1]
  + [Guideline 2]
  + [Document 3]

### 15. Contact information

This section provides the contact details for the department or agency responsible for implementing and managing the policy, including any relevant support or inquiries. For example:

* For further information regarding this policy, please contact
  + [Department/Agency Name]
  + [Email/Phone]