

Government Policy Proposal

Date: _____
Submitted by: _____
Department/Agency: _____

1. Executive Summary

[Provide a brief summary of the proposal, key objectives, and expected outcomes.]

2. Background and Rationale

[Describe the context, history, and need for the proposed policy. Include supporting data or evidence where applicable.]

3. Policy Objectives

- [Clear and concise objective #1]
- [Objective #2]
- [Add more as necessary]

4. Policy Options Considered

[Outline and briefly describe alternative policy options that were considered. Provide reasons for selecting or rejecting each option.]

5. Recommended Policy

[Describe the recommended policy approach and its key features.]

6. Implementation Plan

- **Timeline:** [Include major milestones and expected completion dates]
- **Responsible Parties:** [Identify who will lead and support implementation]
- **Key Activities:** [List main actions for implementation]

7. Impact Assessment

[Summarise expected social, economic, and environmental impacts. Mention potential risks and mitigation strategies.]

8. Consultation

[Describe the stakeholder consultation process and key feedback received.]

9. Financial/Budget Implications

[Outline estimated costs, required resources, and funding sources.]

10. Monitoring and Evaluation

[Explain how the policy will be monitored and evaluated for effectiveness and ongoing improvement.]

11. Endorsement

Prepared by: _____

Reviewed by: _____
Approved by: _____