

Name of policy

Policy Document Number:

Records Management File Number:

File Name:

Location: DOI or URI if it is a public document

Version: 1.0.1

Last Amendment:

Policy Owner/Sponsor: The senior member of staff responsible for the policy. (This should be a job role, and not a named individual.)

Policy Contact: A member of staff who can be contacted with questions regarding the policy. (This should be a job role, and not a named individual.)

Prepared By: The person or group who wrote the policy (This should be a job role, and not a named individual.)

Approved By: The group which approved the policy

Date Approved:

Next Review:

Availability: Public/Internal [Delete as appropriate]

1. SUMMARY

1.1. High level summary of what the policy covers

2. RELATED POLICIES

2.1. List of related organisational policies which could be of interest to the person reading the document

3. TARGET AUDIENCE

3.1. A list of departments, staff and other stakeholders who will be affected by the policy

4. MANDATE AND TASK

4.1. Statement on why the policy is in place. This section may cover legal mandates or outline how the policy support the mission of the department/organization

5. POLICY STATEMENT

5.1. Scope

5.1.1. In scope: what is covered by the policy

5.1.2. Out of scope: what is not covered by the policy

5.2. Principles

This is the main body of the document which lists the policy principles which the organisation conforms to. This section may have additional subheadings to structure information into themes.

5.2.1 Example subheading

5.2.2 Example subheading

5.2.3 Example subheading

6. RELATED STANDARDS, LEGISLATION AND POLICY

6.1. Standards

List of technical and operational standards which the organisation adheres to

- Example
- Example

6.2. Relevant legislation

List of legislation which impacts on or relates the policy

- Example
- Example

6.3. Related organisational policies

List of organisational policies which impacts on or relates to the policy

Name of policy

- Example
- Example

7. ROLES AND RESPONSIBILITIES

7.1. Responsibilities

A list of the responsibilities of different departments, staff roles and/or other parties in relation to the policy statements.

7.1.1. Group/role

Details about their responsibilities

7.1.2. Group/role

Details about their responsibilities

7.1.3. Group/role

Details about their responsibilities

8. IMPLEMENTATION FRAMEWORK

8.1. Implementation of the policy:

The person or group responsible for the day-to-day implementation of the policy. This is often the same person as the Policy Owner/Sponsor. (This should be a job role, and not a named individual)

8.2. Oversight of the policy:

The governance body within the organisation which will oversee that the policy is implemented, and to whom the person/group responsible for implementation is responsible.

8.3. Review of the policy:

The person responsible for reviewing the policy by the review date. This is often the same person as the Policy Owner/Sponsor. (This should be a job role, and not a named individual.)

9. APPROVAL

Details on when and by what body/group the policy was approved

10. POLICY IMPLEMENTATION

Date when the policy was implemented

Date of next review

11. GLOSSARY

Section for specifying any terms or abbreviations which the policy reader may not be familiar with.

Term	Explanation of term
Term	Explanation of term
Term	Explanation of term

Name of policy

12. DOCUMENT HISTORY

12.1. Prepared By

Person/group who wrote the policy.

12.2.Document History and Version Control

A history of previous superseded versions of the policy

Version	Date Approved	Approved By	Brief Description
Version 2			
Version 1.2.			
Version 1.1			