**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]

# Summary

## High level summary of what the policy covers

# Related policies

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

# Target Audience

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

# Mandate and task

## 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

# Policy Statement

## Scope

### In scope: what is covered by the policy

### Out of scope: what is not covered by the policy

## 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

# Related Standards, Legislation and Policy

## Standards

## List of technical and operational standards which the organisation adheres to

## Example

## Example

## Relevant legislation

List of legislation which impacts on or relates the policy

* Example
* Example

## Related organisational policies

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

* Example
* Example

# Roles and Responsibilities

## Responsibilities

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

### Group/role

Details about their responsibilities

### Group/role

Details about their responsibilities

### Group/role

Details about their responsibilities

# Implementation Framework

## 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)

## 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.

## 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.)

# Approval

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

# Policy Implementation

Date when the policy was implemented

Date of next review

# 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* |

# Document History

## Prepared By

Person/group who wrote the policy.

## 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 |  |  |  |