



# Policy template

This policy template sets out the preferred policy format that has been agreed on by the board of \_\_\_\_\_ *[name of organisation]*.

The board of \_\_\_\_\_ *[name of organisation]* is progressively drafting policies as part of our ongoing roles and responsibilities for the proper operation of our organisation, so that we can achieve the goals we have set for ourselves, our members and our community.

The policy template below serves as a practical guide to our organisation and represents a good basis on which to build our policies in the future.

Amendments to the policy template will be issued from time to time, as required, by \_\_\_\_\_ *[name of organisation]*.

Policy Name:

Resolution no:	Date of approval:	Date revised:	Policy no:

**1. Policy statement**

*Indicate the specific guideline, regulation, requirement or modification to people’s behaviour or the organisation’s operations that the policy is trying to create.*

**2. Purpose statement**

*Indicate why the organisation is issuing the policy, the history that led to the creation of the policy and its desired effect.*

**3. The applicability and scope of the policy**

*Describe who the policy affects and which actions or things the policy will affect. The applicability and scope may expressly include or exclude certain people, organisations, behaviours or activities from the policy requirements.*

**4. Implementation roles and responsibilities**

*Indicate which people or sections of the organisation are responsible for carrying out particular work/roles to implement the policy.*

**5. The cultural basis and context**

*Set out the cultural values, norms, behaviours or goals the policy recognises and is supporting, protecting, regulating or limiting, and explain why.*

**6. A cultural enforcement statement**

*Set out potential cultural factors and social scenarios that might obstruct the policy or might make it difficult for members of the board to follow it through. The statement should also identify possible mechanisms and strategies (cultural and other) that may help board members, management and staff to more effectively implement and enforce the policy.*

**7. A review and evaluation statement**

*Set out when and how the policy be reviewed, monitored and evaluated.*

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## **8. A complaints statement**

*Explain what process will be followed to address complaints made about the content of the policy, its implementation or impact.*

## **9. A communication statement**

*Explain how the policy will be communicated to staff members, the wider community and stakeholders (as required).*

## **10. A professional development statement**

*Detail whether board members will need additional capacity or professional development (and what this might consist of) to confidently put the policies into practice and to explain the policy to members and stakeholders.*

## **11. Definitions**

*Provide clear meanings for terms and concepts found in the policy document.*

## **12. Procedures**

*Outline any relevant procedures that relate to the policy. This includes step-by-step instructions and information of the actions to be taken. This may also include flowcharts or other visual guides.*

## **13. Related documents**

*Note any related policies the policy should be read in conjunction with.*

*Note any related guidelines, procedures or processes which serve to implement the policy.*