**DRAFT POLICY DOCUMENT TEMPLATE**

|  |  |
| --- | --- |
| **Title of Policy Document**  *Classify the policy document in the title. Is it a policy, procedure, guideline. Indicate if you are not sure and the Policies Committee will confirm.*  *The title should be brief and clear. For ease of reference in the Policy Library use the name of the policy first e.g. Dogs on Campus Policy – not Policy on Dogs.]* | **XXX**  **Policy/Procedure/Guideline/SOP** |
| **Section**  *[Policies Project Manager (PPM) will select the area responsible for overseeing the policy]* | **Policy Section**   |  | | --- | | Select from | |
| **To be read in conjunction with**  *[List relevant documents and attach hyperlinks. Note that Compliance documents and References are listed in separate sections below]* | [*Policies Policy, Appendix 5. Guide to writing policy documents*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy) |
| **Approval Date**  *[The PPM enters date of formal approval (day/month/year)]* |  |
| **New Review Date**  *[The PPM enters date two years from date of formal approval (day/month/year)]* |  |
| **Policy Owner (PO)**  *[Kaimahi role or Team with responsibility for developing and overseeing the policy document]* |  |
| **Pastoral Care Code (PCC)**  *[PPM selects the relevant PCC outcome/s from the dropdown menu]* | **Pastoral Care Code Outcome**   |  | | --- | |  | | Choose an item. | |
| ***OFFICE USE ONLY [****to be completed by Policy Project Manager****]*** | |
| **Consultation Required** | Yes / No (if applicable) for four (4) weeks) via Tūhono or managed by People and Culture if Responsible Owners.  Who else is drafting/reviewing this policy document with the Policy Owner (PO)?  List Key Stakeholders to be consulted: |
| **OPSA Consultation** | Yes / No  Date  Link to feedback |
| **Communication Strategy** | Yes / No  Who will manage?  OR is Policies Committee Notification Update sufficient? Yes / No |

**Purpose**

The purpose of this policy/procedure/guideline [*select applicable document description]* is to:

* *Bullet point if more than one purpose, or if the purpose needs breaking down for better understanding].*

*[Refer to* [*Policies Policy, Appendix 5. Guide to writing policy documents*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy) *for examples]*

This policy/procedure/guideline [*select applicable document description*] applies to *[state who e.g. kaimahi, ākonga]*

**Compliance**

*[List relevant legislation / statutes / regulations etc. with hyperlinks]*

**Background**

*[Provide a brief background and context.*

*State the policy document’s significance and justification if required.*

*List any key decisions that inform the policy e.g. relevant TKM, Academic Committee or operational decisions]*

**Definitions**

*[Refer to* [*Policies Policy, Appendix 5. Guide to writing policy documents*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy) *for examples]*

**Policy**

*[Refer to* [*Policies Policy, Appendix 5. Guide to writing policy documents*](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy)

*Examples: Heading and sub-headings*

**Heading**

**1**

1.1.

a.

b.

1.2.

a.

b.

1.3.

**Heading**

**2**

2.1.

a.

b.

2.2.

2.3

**Appendices**

*[Add appendices, if applicable, with hyperlinks]*

**Appendix 1**

**Appendix 2**

**References**

*[List internal documents referred to in the policy as hyperlinks]*

Examples:

**Te Pūkenga Policies**

* [Te Pūkenga Kaupapa-here / Ākonga Concerns and Complaints Policy](https://www.xn--tepkenga-szb.ac.nz/assets/Policies/2023/National-Akonga-Concerns-and-Complaints-Policy.pdf)
* [Te Pūkenga Kaupapa-here / Ākonga Appeals Policy.](https://www.xn--tepkenga-szb.ac.nz/assets/Policies/2023/National-Akonga-Appeals-Policy.pdf)

**Otago Polytechnic Policies/Procedures/Guidelines**

**Example**

* [Policies Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/policies-policy)
* [Driving and Vehicle Safety Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/mp0417-driving-and-vehicle-safety-under-merge-review)

**Approved**

Approved by:  
**Dr. Megan Pōtiki**  
Executive Director  
Date

*POLICY VERSION: VXX [to be completed by Policy Project Manager]*