



# Demonstration Policy

## Section 1 - Scope

(1) This Policy applies to:

- a. Staff, who are responsible for following the policy.
- b. Contractors, who are engaged to work with the organisation.

## Section 2 - Policy Statement

### Demonstration Document

(2) This is a clause in the document. It includes placeholders for Buildings & Property (B&P) and Chief Operating Officer1.

## Section 3 - Scope

(3) This Procedure applies to:

- a. Insert a brief list indicating the policy scope e.g.
  - i. All staff / students
  - ii. All courses
  - iii. All campuses

(4) NOTE: Scope can be tailored to procedure application but must not extend beyond the scope of the parent policy.

## Section 4 - Procedure Statement

(5) This is the main body of the procedure and a brief statement of purpose may be included (maximum 2 sentences).

(6) The procedure should outline high-level mandatory processes and practices that are required to implement and comply with the parent policy, and should be structured using numbered headings and sub-headings.

### Format Styling

(7) To be used as required, in the stated hierarchical order:

- a. Section Heading
- b. Major Heading
- c. Minor Heading
- d. Clause (Numbered body)
- e. Sub-clause level one (a, b, c)

- f. Sub-clause level two (i, ii, iii)
- g. Sub-clause level three (points)

## Section 5 - Definitions

(8) The format is displayed as:

Term/Abbreviation	Definition
inset term/ abbreviation	insert definition & add rows for each new term.

(9) Schedule Template – Replace the existing instructional text with the document content. For more guidance on completing this template, please refer to the Policy Framework Policy.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	13th December 2021
<b>Review Date</b>	13th December 2022
<b>Approval Authority</b>	Position A10
<b>Approval Date</b>	13th December 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Joey Auldy Chief Operating Officer1
<b>Unit Head</b>	Michael Hawkins Director Information Technology 0411 660 556
<b>Author</b>	Joanne Auld Director, Governance Services
<b>Enquiries Contact</b>	Policy and Governance Unit