



Position Z Policy

Section 1 - Scope

(1) This Procedure applies to all staff and is controlled by the Office of the Vice-Chancellor. We recommend it be read in conjunction with the [Sample Document 2.1](#).

Section 2 - Procedure Statement

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

(3) 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 Vice-Chancellor (VC).

Format Styling

(4) 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 3 - Definitions

(5) The format is displayed as:

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

(6)

Status and Details

Status	Current
Effective Date	16th June 2021
Review Date	16th June 2022
Approval Authority	Vice-Chancellor
Approval Date	16th June 2021
Expiry Date	Not Applicable
Responsible Executive	Margaret Gardner Vice-Chancellor
Unit Head	Peter Marshall Chief Operating Officer ¹
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