Policy Approval Process – where Council or Committee is approving authority

Queensland, Australia

GRIFFITH UNIVERSITY

Review
- Policy documents are reviewed, or new policy documents drafted, in accordance with the Policy Governance Framework.
- Policy review or development is led by the Policy Advisor (PA) (or nominee) in discussion with the relevant Head of Element or EG member. Corporate Governance (CG)/Student Credentials (SC) are informed and provide advice on process.

Consult
- PA (or nominee) to identify and consult with relevant stakeholders (including CG/SC), and noting the impact, consider / and incorporate recommended changes to the document. For minor changes or no changes* consultation will usually not be required. For rescissions, consultation may still be required.
- PA (or nominee) completes Consultation Feedback Log if relevant.

Endorse
- PA (or nominee) makes recommendation to responsible EG member or Committee** for endorsement of rescission, amendment*** or for new policy documents. Consult with EG/Committee Secretary if required.

Approve
- With endorsement of responsible EG member or Committee, PA (or nominee) informs Committee Secretary and prepares submission to Council or Committee meeting as per delegated approving authority for approval (see Schedule A of Delegations Register).

Publish
- Following approval, PA (or nominee) submits clean version of policy documents to CG/SC. CG/SC publish policy documents to the Policy Library.

Current at 9 November 2023

*If on review (in accordance with the approved review cycle) it is recommended that no changes are required and the review date is to be changed, this recommendation must still be made to the approving authority for formal approval, as per section 3.8 of the Policy Governance Procedure. **Academic policy documents go to Academic Committee (AC) for endorsement. Operational and Governance policy documents go to Executive Group (EG) for endorsement. ***Policies assessed as requiring no amendment of a substantive nature, including those subject to editorial changes only, must be listed in a review report and submitted to the delegated approving authority for formal endorsement. Editorial changes can then be approved by the COO, as per section 3.7 of the Policy Governance Procedure.