

Policy Approval Information Sheet

This information sheet should be read together with:

- the [Delegations Framework](#) which has links to the Delegations Policy and Procedure, and the Delegations Register, and
- the [Policy Governance Framework](#) which has links to the Policy Governance Policy and Procedure, Policy Library, templates and other resources.

The table summarises the Delegations Register as it pertains to policies and procedures.

There may be exceptions to this table. For advice on the appropriate approving authority for a policy document contact policy@griffith.edu.au (for operational and governance policy documents) or polycyservices@griffith.edu.au (for academic policy documents).

CATEGORY	APPROVING AUTHORITY	SCOPE OF AUTHORITY
Governance	Council	Council approves, amends and rescinds all governance policy documents. ⁱ
Academic	Academic Committee	<p>Council has established the Academic Committee.</p> <p>Council has delegated to the Academic Committee the authority to approve academic policies (including admission policies).ⁱⁱ</p> <p>Note: Council committees <u>cannot</u> sub-delegate this authority to other committees, sub-committees, or University staff.</p>
	Vice Chancellor	The Vice Chancellor can retain or sub-delegate approving authorities for new policy documents that are categorised as operational or academic , and that do not cover the scope of policy documents currently retained by Council. Where it is unclear, the Vice Chancellor will consult with the Council and the Council may choose to reserve the policy. ⁱⁱⁱ

Operational	Vice Chancellor	<p>Council's delegation of the Management Authority to the Vice Chancellor includes delegation of the authority to approve, rescind or amend all policy documents other than those retained by Council or delegated to a Council committee.^{iv} These are typically operational policy documents.</p> <p>The Vice Chancellor can sub-delegate this authority to appropriately qualified officers.</p> <p>The Vice Chancellor can retain or sub-delegate approving authorities for new policy documents that are categorised as operational or academic, and that do not cover the scope of policy documents currently retained by Council. Where it is unclear, the Vice Chancellor will consult with the Council and the Council may choose to reserve the policy for itself.^v</p>
	Finance and Infrastructure Committee	<p>Council has established the Finance and Infrastructure Committee (FIC).</p> <p>Council has delegated to FIC the authority to approve the Treasury Policy.^{vi}</p>
Editorial changes	Chief Operating Officer	<p>The Chief Operating Officer can approve editorial changes to policy documents e.g. to update position titles.^{vii}</p>

Academic policy documents relate to the academic business of the University including all matters relating to teaching and learning, programs and courses, student administration and support, research and research training.

Governance policy documents are those for which the Council, and Committees of Council, are responsible as the governing authority (which have not otherwise been delegated) including all matters of which the Council cannot delegate its power under the Act. This covers the University's strategic direction, budget, policies, delegations of authority and ensuring effective overall management of the University.

Operational policy documents relate to mandatory practice and decision-making principles for areas of University business and operations that do not fall within the definition of academic or governance.

ⁱ Delegations Register Schedule A (Part 1b) Item 19 Reserved Council Powers

ⁱⁱ Delegations Register Schedule A (Part 2) Item 1 Council delegations to Committees

ⁱⁱⁱ Delegations Register Schedule A (Part 3a) Item 1 Council's delegation of the Management Authority to the Vice Chancellor

^{iv} Delegations Register Schedule A (Part 3a) Item 1 Council's delegation of the Management Authority to the Vice Chancellor

^v Delegations Register Schedule A (Part 3a) Item 1 Council's delegation of the Management Authority to the Vice Chancellor

^{vi} Delegations Register Schedule A (Part 2) Item 2 Council delegations to Committees

^{vii} Delegations Register Schedule A (Part 4) Item 4: Council delegations to appropriately qualified Council members or staff members other than the Vice Chancellor