

Policy Framework

Approving authority	University Council
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Advisor	Michele Britton Head, Corporate Governance M.Britton@griffith.edu.au (07) 373 57190
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Description	This framework establishes the procedures for the development, approval, review and publication of University policy documents.

Related documents

[Approving Authorities for University Policies](#)

[Register of Compliance Obligations](#)

[Policy and Procedures Template](#)

[\[Scope\]](#) [\[Definitions\]](#) [\[Authority to Approve University Policy\]](#) [\[Accountability\]](#) [\[Policy Development\]](#) [\[Policy Review\]](#) [\[Publication and Promulgation\]](#)

1. SCOPE

This framework applies to all University policies and procedures.

2. DEFINITIONS

For the purpose of this framework, the following definitions apply:

- **Approving Authority** means the Council or Committee, Executive Group, responsible Executive Group member or responsible senior officer with prescribed delegated authority to approve, amend or rescind a policy document.
- **Policies** are documents that state the key principles and standards that apply to and direct the University's governance and decision-making and the conduct of its operations or activities. Policy documents also assign roles and responsibilities. Policy documents may also incorporate procedural information in circumstances where a separate procedural document is not warranted or appropriate.
- **Procedures** are documents that set out the necessary processes and practices or actions to give effect to a policy.
- **Responsible Executive Group Member** means a member of the University Executive with relevant portfolio responsibility and to whom the responsible senior officer reports.
- **Responsible Senior Officer** means the officer who has been assigned responsibility for the policy document. This is usually the policy advisor named on the policy document.

3. AUTHORITY TO APPROVE UNIVERSITY POLICY

Council may delegate authority to its Committees, to the Executive Group or responsible Executive Group member or to responsible senior officers to approve, amend or rescind University policy and procedures. The Council document [Approving Authorities for University Policies](#) lists the University's policies and procedures and their approving authorities.

4. ACCOUNTABILITY

University Officers who are assigned roles and responsibilities in a policy document, or persons acting in the position, may assign specific tasks and activities, as appropriate, but may not sub-delegate their accountability under university policy to another staff member.

Where the position title changes from the title which appears in a policy document, the replacement title of the position will have the same accountability under the policy as the previous position until such time as the policy document is updated to reflect the replacement position title.

5. POLICY DEVELOPMENT

The following principles are adhered to in developing policy documents:

- a) Policies state clear principles and standards relating to the University's significant operations and decision-making, and identify roles and responsibilities for activities. Policy documents may also incorporate procedural information in circumstances where a separate procedural document is not warranted or appropriate.
 - b) Procedures set out the necessary processes and practices or actions to give effect to a policy.
 - c) Policy and procedures are consistent with government legislation (see [Register of Compliance Obligations](#)) and with the University's functions, values, mission, strategy, and other policy documents.
 - d) Policy and procedures are produced to address governance, academic or other business needs, and are succinct, relevant and transparent in both purpose and meaning.
 - e) Policy and procedures should not be unnecessarily burdensome.
 - f) Policy development should include consultation with key stakeholders as is appropriate or warranted in the circumstances.
 - g) Policy documents are prepared using the prescribed policy library [template](#).
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6. POLICY REVIEW

The responsible senior officer or person acting in the position from time to time must ensure that the policies and procedures for which they are accountable are systematically monitored and reviewed for accuracy and relevance, and ensure that there is ongoing consistency with related University policies and government legislation with which the University is required to comply.

The responsible senior officer may recommend to the responsible Executive Group member rescission of or amendments to policies and procedures. With the endorsement of the responsible Executive Group member, proposed rescissions or amendments are submitted to the relevant delegated approving authority as indicated in the [Approving Authorities for University Policies](#) document.

6.1 Review Cycle

Policies and procedures are subject to review in accordance with the approved review cycle for the document. In circumstances where changes to policy documents are necessary prior to the next scheduled review due to changes in business practices or other developments, the review may be undertaken and amendments may be proposed without delay.

6.2 Policy Duration

University policies and procedures remain in force notwithstanding a lapsed review date unless formally rescinded by either Council or by the delegated approving authority.

6.3 Policy Rescission or Amendment

- 6.3.1 If upon review the responsible senior officer determines that either rescission of or substantive amendments to the policy are required, the proposed changes must be forwarded to the delegated approving authority for approval.
- 6.3.2 If upon review the responsible senior officer determines that updates of an editorial nature only are required, the proposed changes must be referred to the Vice President (Corporate Services) for approval pursuant to the delegation made by Council August 2011 (3/2011) meeting:

Council resolved to delegate authority to the Vice President (Corporate Services)¹ to approve amendments to University policies in circumstances where the amendments are editorial only and do not entail any changes of substance.

Examples of editorial changes include updates to redundant terminology or updates to position titles or names of organisational units.

6.4 Policy Endorsement

Policies that are assessed by the responsible senior officer 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 endorsement² pursuant to the resolution made by Council May 2013 (2/2013 meeting):

Council resolved to approve, with immediate effect that those policies which are assessed by the responsible senior officer as requiring no amendment upon their scheduled review be listed in a report for formal endorsement by Council or by the relevant delegated approving authority.

6.5 Review Date

Following approval or endorsement by the relevant approving authority after each review, the review date on the policy must be updated. The review date must be in accordance with the specified review cycle detailed in the policy or if unspecified, for no more than five years. For example, a policy reviewed in 2016 would next be due for review in 2021 unless the policy specified a shorter or longer review cycle.

6.6 Version Control

- 6.6.1 To ensure version control, a new document number must be allocated to the policy document following approval of either substantive or editorial changes by the designated approving authority.
- 6.6.2 Policies that are endorsed without amendment by the designated approving authority do not require a new document number.

¹ Council August 2013 (3/2013 meeting) approved that the position of Pro Vice Chancellor (Administration) be retitled Vice President (Corporate Services) from 1 January 2014

² The review report recommending formal endorsement of reviewed policies will include advice to the relevant delegated approving authority that policy documents will be provided if requested. Copies of the policy documents are not otherwise submitted to the approving authority for formal endorsement.

7. PUBLICATION AND PROMULGATION

Following approval by the delegated approving authority of the policy changes, the responsible senior officer must ensure that the approved version is published in the University's policy library and that the policy amendments are promulgated as appropriate to affected staff and/or students.