

Policy Governance

1.0 Purpose

2.0 Scope

3.0 Procedure

4.0 Definitions

1.0 Purpose

This procedure provides for the operationalisation of the Policy Governance Policy.

2.0 Scope

All University policies, and subordinate policy documentation, are subject to the requirements of this procedure.

3.0 Procedure

3.1 Policy document categories

All policy documents will be attributed a category: academic; governance; operational.

The category definitions in the Policy Governance Policy determine the classification of a policy document.

In cases where the category of the policy document is unclear the Policy Library Manager will consult with the Chief Operating Officer to determine the classification.

3.2 Accountability

All policy documents will have a Policy Advisor who will be responsible for the policy development and review process.

The Policy Advisor will be the officer responsible for the subject matter of the policy document.

In cases where the appropriate Policy Advisor is unclear the member of University Executive Group whose portfolio is responsible for the content of the policy document will determine the Policy Advisor.

3.3 Proposing new policies and major policy amendments

The *first stage* in the policy process for all new policies, and subordinate procedures, and before undertaking major amendments to a policy document, is to contact the Policy Library Manager for guidance about the process. (See the [Policy Development Flowchart](#).)

The following should be considered before developing a new policy, or subordinate procedure, and when undertaking a review of a policy document:

- a. Is the policy document necessary?
- b. Are there other policy documents that already address or are relevant to the subject matter in the [Policy Library](#)? If so, is the policy document necessary?
- c. What are the policy document objectives?

- d. Can the desired objectives be achieved via alternative means? (For example, education campaigns, amending procedures, information on websites.)
- e. How does the policy document align with the University's strategic objectives?
- f. What are the relevant legislated or other mandated requirements associated with the policy document content? (See the [Register of Compliance Obligations](#).)
- g. Does the policy document reflect and embed our values of fairness, equity, diversity, inclusion and wellbeing?
- h. Who are the stakeholders impacted by the policy document and what consultations need to be undertaken with the identified stakeholders? Is broad consultation via the [Policy and Delegation Consultation Hub](#) appropriate?
- i. Who is the Policy Advisor and Executive Group member responsible for the policy document?

3.4 Policy development

Policy development is the *second stage* of the process and commences once the proposed policy document has in-principle endorsement from the relevant Executive Group member. (See the [Policy Development Flowchart](#).) The process for the review of policy documents is similar to the process for the development of new policy documents. (See section 3.6 of this procedure.)

University policy documents are developed and reviewed by designated Policy Advisors, University Committees or working parties. Support and advice are available from the Policy Library Manager as set out in section 3.14 of this procedure.

The Policy Advisor must ensure that appropriate stakeholders are adequately consulted during the development process.

Before a draft policy document is submitted to the relevant approving authority, endorsement should be obtained as follows:

- a. Head of Element
- b. Policy Library Manager reviews to ensure consistency with the Policy Governance Framework
- c. Executive Group member whose portfolio is responsible for the content (for subsequent review by Executive Group or Committee)
- d. Executive Group or Committee recommends to the relevant approving authority.

3.5 Content and design

The Policy Governance Policy requires that policy documents are developed and written as specified by this procedure.

Policy documents are written and presented using template documents:

- a. in plain unambiguous everyday English (see [Griffith Writing and Editing Guide](#)), without the use of unexplained jargon, technical or legal terms, acronyms or abbreviations
- b. with a succinct title that is easily understood by most potential users
- c. with a logical structure and appropriate headings and sub-headings
- d. succinctly, preferably no more than 2 pages for policies
- e. in inclusive and non-discriminatory language
- f. with consistent use of terminology (definitions must be consistent with the [Policy Library Glossary](#)).

3.6 Policy review

The Policy Advisor must ensure that the policy documents for which they are responsible are systematically monitored and reviewed for accuracy, relevance and ongoing consistency with related University policies and compliant with relevant government legislation. The questions provided under section 3.3 of this Procedure guide the review process. (See the [Policy Development Flowchart](#).)

The Policy Advisor may recommend to the responsible Executive Group member rescission of or amendments to policy documents. With the endorsement of the responsible Executive Group member, proposed rescissions or amendments are submitted to the relevant delegated approving authority as indicated in Schedule B of the [Delegations Register](#).

a. 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.

b. 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.

3.7 Policy rescission or amendment

If upon review the Policy Advisor 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.

If upon review the Policy Advisor determines that updates of an editorial nature only are required, the proposed changes must be referred to the Chief Operating Officer 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.

3.8 Policy endorsement

Policies that are assessed by the Policy Advisor 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):

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. Council February 2020 (1/2020 meeting) approved that the Vice President (Corporate Services) be retitled Chief Operating Officer as part of the broader Chancellery Review.

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.

*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.*

3.9 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 document or if unspecified, for no more than five years. For example, a policy reviewed in 2020 would next be due for review in 2025 unless the policy document specified a shorter or longer review cycle.

3.10 Version control

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.

Policy documents that are endorsed without amendment by the designated approving authority do not require a new document number.

3.11 Policy approval

The approval pathway for new or amended policy documents will be determined by the category (academic, governance or operational). Approval of policy documents will usually be the responsibility of University Council, or one of the Committees of Council, or delegated to a University Executive member, as indicated in the Schedule B of the [Delegations Register](#). (See the [Policy Approval Information Sheet](#).)

The Policy Approval Information Sheet identifies the policy approvers based on the categorisation of University policy documents, as outlined in the Policy Governance Policy.

For more information about the approval pathway for new **academic** policy documents contact the Secretary, Student and Academic Policy Standing Committee.

For more information about the approval pathway for new **governance** and **operational** documents contact the Policy Library Manager.

3.12 Publication and promulgation

When the delegated approving authority is Council, or a University committee or Executive Group, the Secretary will be responsible for notifying the Policy Advisor and the Policy Library Manager that the policy document has been approved. Where the delegated approving authority is a responsible University officer, advice will be provided to the Policy Library Manager by the Policy Advisor, together with formal confirmation of approval. Depending on the delegated approving authority, the Council, Committee or Executive Group Secretary, or Policy Advisor, must provide the approved version of the policy document to the Policy Library Manager for publishing in the Policy Library, together with advice about new or changed delegations and both effective and review dates. (See the Delegations Policy and Delegations Procedure for more information about changes to delegations.)

In some instances, policy documents such as Plans, Guidelines and Frameworks may be published on University websites. Where approval has been given to publish the policy document on a University website, the Policy Advisor will be responsible for ensuring adequate controls are in place for maintaining the integrity of the document in keeping with the Policy Governance Policy.

The Policy Advisor will develop a communication and implementation plan for the policy document, to be approved by the relevant Executive Group member.

Policy documents will be accompanied by a brief outline of the communication and implementation plan which will be approved along with the policy document.

The Council Secretary will communicate Council-approved new, amended and rescinded policy documents to all staff through the Council News.

The Policy Library Manager will update the [Register of Policy Changes](#) and will communicate new, amended and rescinded policy documents to all staff through relevant channels.

3.13 Policy Library

A policy document comes into effect once it is published in the Policy Library.

The Policy Library Manager manages the Policy Library in accordance with the Policy Governance Policy and the Policy Governance Procedure.

The Policy Library records current and previous versions of a policy document.

3.14 Support and advice

The Policy Library Manager is available to provide support and advice to staff developing policy documents at any stage of the process including:

- a. compliance with the Policy Governance Policy
- b. reviewing draft policy documents
- c. use of appropriate written language
- d. use of official templates
- e. consultation processes and assessing feedback, including use of the [Policy and Delegation Consultation Hub](#)
- f. information on current and previous versions of policy documents
- g. seeking information on the practices of other universities and relevant organisations.

3.15 Templates

Templates to support the operation of the Policy Governance Policy and Policy Governance Procedure are available for download from the [Policy Library](#) and the [Policy Governance Framework website](#).

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

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.

Approving authority means the Council or Committee, Executive Group, responsible Executive Group member or responsible University officer with prescribed delegated authority to approve, amend or rescind a policy document. (Refer to policy document categories for approving authorities: academic, governance and operational.)

The University's **Delegations Register** is a searchable online database of sub-delegations formally assigned by the Vice Chancellor to University officers. Variations to the Delegations Register (excluding Schedule A and Schedule B as defined in clause 3.2 of the Delegations Policy) are approved by the Vice Chancellor.

The General Counsel will review the Delegations Register at least biennially to ensure ongoing relevance, appropriateness and consistency with University strategy and policy.

Framework is a structure for management and operational activities that brings together policy documents.

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. For example, [Code of Conduct](#).

Guidelines means advisory and explanatory statements that provide detail, context or recommendations for good practice, and where relevant support policies, and must be followed unless there is justifiable operational reason not to.

Local protocol means operational-level procedures or practices that apply within a particular Academic Group or Division and that must be consistent with all policy documents above them in the policy document hierarchy.

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. For example, [Emergency Management Plan](#).

Plan is a document that states the University's strategic directions across its core activities, it may also give effect to legislation or other regulatory requirements.

Policy is a high-level document that states 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. Policies also assign roles, responsibilities and delegations.

Policy Advisor means the officer who has been assigned responsibility for the policy document.

Policy document describes collectively any document that is a policy, register, schedule, procedure or guideline of the University.

Policy Library refers to the repository for all current and expired University policy documents.

Procedure is a document that sets out the necessary processes, practices or actions to give effect to a policy, and must be followed unless there is a justifiable operational reason not to.

Register means an official list or record associated with a policy or procedure.

Responsible Executive Group member means a member of the University Executive with relevant portfolio responsibility and to whom the Policy Advisor reports.

Responsible University officer refers to a staff member of the University who has been delegated the authority to approve a policy document.

Schedule means the same as register.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Policy Governance Procedure
Document number	2020/0000054
Purpose	This procedure provides for the operationalisation of the Policy Governance Policy.
Audience	Staff
Category	Governance
Subcategory	Corporate Governance
Effective date	12 December 2019
Review date	2020
Policy advisor	Head, Corporate Governance
Approving authority	Chief Operating Officer

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Register of Compliance Obligations
Policy	Policy Governance Policy Delegations Policy Delegations Register Equity, Diversity and Inclusion Policy
Procedures	Delegations Procedure Register of Policy Changes Policy Approval Information Sheet Policy Development Flowchart Policy Governance Framework Policy Library
Local protocols	N/A
Forms	Policy template Procedure template