

Policy Governance

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1.0 Purpose

This policy describes the University's governance arrangements, objectives and principles for policy and related document development and review.

2.0 Scope

This policy applies to all University policies and subordinate policy documentation. (See 3.1 Policy document hierarchy.)

3.0 Policy statement

This policy is intended to fulfil the following objectives for the University:

- a. providing staff and students with high quality, accessible and easily understood policy documents
- b. aligning policy documents with University strategy
- c. complying with legislation and all other legal requirements
- d. reflecting and embedding our values of fairness, equity, diversity and inclusion
- e. supporting University business and efficiencies in its operations
- f. promoting consistency and supporting quality assurance, monitoring and systemised review of policy documents
- g. reducing risk
- h. fulfilling governance, academic and operational needs.

3.1 Policy document hierarchy

Policy documents are organised within a hierarchy. Documents lower in the hierarchy are subordinate to and must align with those higher in the hierarchy.

The policy document hierarchy at Griffith is:

- a. Legislation
- b. Policies and delegations
- c. Procedures, standards, schedules, guidelines, and frameworks
- d. Local protocols.

3.2 Policy document categories

All policy documents are classified into the following categories:

- a. Academic
- b. Governance
- c. Operational

3.3 Approving authority

Council may delegate authority to its Committees or the Vice Chancellor to approve, amend or rescind University policy documents as detailed in the Delegations Register, which lists some policy documents and their respective approving authorities.

The Vice Chancellor may sub-delegate this authority. Annexure A of the Policy Governance Procedure sets out those policy documents that the Vice Chancellor has retained authority to approve (Table A), a list of the Vice Chancellor's sub-delegations to other qualified University officers (Table B) and the rules and principles underpinning the Vice Chancellor's sub-delegations.

3.4 Policy Advisor

Each policy document is assigned a Policy Advisor who is responsible for its development, review and implementation. The Policy Advisor is responsible for monitoring, assessing and providing assurance on the effectiveness of their policy documents and remedying any deficiencies.

The Policy Advisor is designated by the responsible Executive Group member.

3.5 Quality requirements

When developing and reviewing policy documents and related content, Policy Advisors must:

- a. Ensure policies state clear high-level principles relating to the University's operations and decision-making and identify roles and responsibilities for activities.
- b. Align delegations with decision-making responsibilities.
- c. Incorporate operational detail in procedural documents, which set out the necessary processes, practices or actions to give effect to policy.
- d. Be consistent with legislation.
- e. Support the University's strategy and values and not be unnecessarily burdensome.
- f. Use clear, succinct, person-centred, accessible and inclusive language.
- g. Consider developing management protocols to ensure the effectiveness and efficiency of documented controls, as well as to maintain their currency and facilitate continuous improvement, where appropriate.
- h. Follow the directions in the Policy Governance Procedure and use the prescribed policy document templates.

3.6 Publication

The relevant approving authority will authorise publication of policy documents in accordance with the Policy Governance Procedure.

3.7 Reviews

The Policy Advisor must ensure that all policy documents that fall within their responsibility are systematically monitored and reviewed for accuracy, relevance and ongoing consistency with related University policies and compliant with relevant government legislation.

Policy documents are also subject to a major review in accordance with the review cycle detailed in the policy. The usual review cycle is three years, but some may have a shorter cycle of one year and others a cycle of up to five years. Reviews may be undertaken outside of this cycle as required in order to ensure the policy document remains current and correct.

Consultation with relevant stakeholders must be undertaken by the Policy Advisor for any major changes to existing policy documents or newly developed policy documents.

3.8 Policy Library

The University maintains a Policy Library where all policy documents (except Local Protocols) are published and accessible. Guidelines and Frameworks may be published by Policy Advisors on relevant parts of the University's website instead of in the Policy Library.

3.9 Reporting

The University Council will consider an annual report on policy documents made, amended or rescinded during the year, and on changes to policy documents for which Council is the approving authority.

The annual delegations report will cover authorised changes to delegations and sub-delegations.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
University Council	<p>Approving authority of the Policy Governance Policy.</p> <p>Retains approving authority for most Governance policy documents and delegates approving authority for other policy document to its Committees and the Vice Chancellor as set out in Schedule A of the Delegations Register.</p> <p>Receives annual governance report on policies and delegations.</p>
Vice Chancellor	<p>Council delegates approving authority for policy documents as set out in Schedule A of the Delegations Register. The Vice Chancellor is permitted to sub-delegate this authority to appropriately qualified University officers.</p> <p>Retains approving authority for some policy documents and sub-delegates to other qualified University officers as set out in Annexure A of the Policy Governance Procedure (Instrument of VC Sub-delegation).</p>
Council Committees	<p>Council delegates approving authority for policy documents to Council Committees as set out in Schedule A of the Delegations Register and Committee constitutions.</p> <p>Council Committees are not permitted to sub-delegate this authority.</p>
General Counsel	<p>Approving authority of the Policy Governance Procedure (which does not include authority to approve Annexure A).</p>
Approving authority	<p>Approves or rescinds policy documents for which they have been delegated authority.</p>
Policy Advisor	<p>Develops, reviews and maintains the policy document for which they are responsible, and manages implementation and communication of changes.</p> <p>Monitors, assesses and provides assurance on the effectiveness of their policy documents and remedies any deficiencies.</p>
Corporate Governance	<p>Oversees and manages the Policy Library and Policy Governance Framework.</p> <p>Supports development, review and rescission of Governance and Operational policy documents.</p> <p>Develops the annual policy report.</p>
Student Credentials	<p>Supports development, review and rescission of Academic policy documents.</p> <p>Contributes to the annual policy report.</p>

5.0 Definitions

For the purposes of this policy 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 may either be the Council, a Council Committee, the Vice Chancellor, or a qualified University officer to whom the Vice Chancellor has subdelegated.

Council Committee refers to those committees that are established by Council and that Council has delegated certain of its powers in accordance with section 11(1)(b) of the *Griffith University Act 1988* (Qld) and comprises the Academic Committee, Audit and Risk Committee, Finance and Infrastructure Committee and People, Nominations and Remuneration Committee.

Delegations Register is part of the University's Delegations Framework, together with the Delegations Policy and the Delegations Procedure and sets out the powers reserved to Council, delegations made by Council, and the delegations and sub-delegations formally assigned by the Vice Chancellor to University officers.

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

Governance policy documents are those for which the Council, or Committees of Council, are responsible as the governing authority (which have not otherwise been delegated) including all matters 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.

Guidelines means advisory and explanatory statements that provide detail, context or recommendations for good practice, and where relevant support policies, and should be followed unless there is a 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. They are not housed in the Policy Library.

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.

Policy is a high-level document that states the key principles 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 staff member who has been assigned responsibility for the policy document.

Policy document means a policy, standard, procedure or guideline.

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

Policy Library Manager refers to the staff member within Corporate Governance responsible for managing the Policy Library and for supporting policy review and development for policy documents categorised as governance and operational. For policy documents that are categorised as academic, Policy Advisors should contact the staff member within Student Credentials responsible for supporting policy review and development.

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.

University officer refers to a staff member of the University.

Schedule means the same as register.

Standard means a statement of mandatory, prescribed requirements as to the qualities of a product, service, system, infrastructure or other resource that underpin a policy. The document hierarchy is that a Standard is below a policy but higher than procedures.

6.0 Information

Title	Policy Governance Policy
Document number	2023/0001141
Purpose	This policy describes the University's governance arrangements, objectives and principles for policy development and review.
Audience	Public
Category	Governance
Subcategory	Governance
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 16: Peace, Justice and Strong Institutions
Approval date	4 December 2023
Effective date	4 December 2023
Review date	2026
Policy advisor	Head, Corporate Governance
Approving authority	University Council

7.0 Related Policy Documents and Supporting Documents

Legislation	<i>Griffith University Act 1998</i>
	Register of Compliance Obligations
Policy	Delegations Policy
	Delegations Register
	Equity, Diversity and Inclusion Policy
Procedures	Delegations Procedure
	Policy Governance Procedure
Guidelines	Policy Approval Information Sheet
	Policy Development Flowchart
	Inclusive Language and Accessibility Policy Guide
Local Protocol	N/A
Forms	Policy template
	Procedure template