

## Policy Governance Policy

*Policy Code: CG1977*

### Table of Contents

Purpose .....	1
Scope .....	1
Legislative Context .....	1
Definitions .....	2
Policy Statement .....	4
Policy and Quality Services .....	4
Principles .....	4
Framework .....	4
Policies .....	4
Procedures .....	5
Forms .....	5
Guidelines, Instructions, Manuals, Handbooks and Checklists .....	5
Policy Library .....	5
Policy development, amendment, review and rescission .....	5
Compliance .....	6
Supporting Documents .....	6
Responsibility .....	6
Promulgation .....	6
Implementation .....	7

### Purpose

Federation University Australia is governed by its Council which is established by the Federation University Australia Act 2010. The Council oversees the statutes, regulations and standing resolutions which govern other aspects of the University's operations and through its policies and procedures, provide internal explanation of the regulatory requirements.

This policy provides an operational framework for developing, approving, implementing, reviewing and maintaining Federation University Australia's policies and procedures in a clear and consistent format. Adherence to the framework through its associated procedure, will ensure that all University policies and procedures are necessary, relevant, useful and current.

### Scope

This policy applies to all Federation University Australia officers and staff, including sessional staff, researchers and Council members. It also applies to individuals who undertake work on behalf of the University, but are not employed by the University such as partner providers (on-shore and off-shore), commercial delivery, VETiS (including auspicising) and volunteers.

### Legislative Context

---

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

- Federation University Act 2010
- University Statutes and Regulations

## Definitions

Term	Definition
Act	Federation University Australia Act 2010 provides the legislative framework within which the University is required to operate
Approval Authority	Person/s or body (eg Council, Academic Board), responsible for final approval of the content of a new policy or procedure, a major or minor amendment to an existing policy or procedure or the rescission of an existing policy or procedure
Document	As a generic term can mean policy, procedure, form or other associated document
Feedback Form	Suggested document for capturing, collating and actioning University-wide feedback
Governance	The processes by which the University is controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation (Standards Australia AS 8000-2003/AMDT 1-2004)
Hierarchy of precedence	<p>Federation University Australia governs its operations through the following hierarchy of instruments:</p> <ol style="list-style-type: none"> <li>1. Federation University Australia Act 2010</li> <li>2. Statutes</li> <li>3. Regulations</li> <li>4. Standing Resolutions of Council</li> <li>5. University policies, procedures</li> <li>6. Guidelines, instruction manuals and checklists</li> <li>7. Local and supporting documents eg handbooks</li> </ol> <p>Where two documents in the hierarchy conflict, the higher document takes precedence</p>
Key stakeholders	Person/s whose roles or responsibilities are directly affected by a policy and includes Approval Authorities and relevant process sponsors
Major amendment	<p>Includes a change likely to impact on:</p> <ul style="list-style-type: none"> <li>• Objectives of the policy or procedure; and/or</li> <li>• Any requirement for implementation related to a decision or action of a key stakeholder</li> </ul>
Minor amendment	<p>Includes a change not likely to impact on:</p> <ul style="list-style-type: none"> <li>• Objectives of the policy or procedure; and/or</li> <li>• Any requirement for implementation related to a decision or action of a key stakeholder</li> <li>• Change to nomenclature, correction of errors and hyperlinks or minor changes required to support compliance with law, statute or regulation</li> </ul>

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

Term	Definition
	<p>Examples could include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Update of regulatory compliance to reflect current standards</li> <li>• Reflection to changes in University terminology and/or responsibilities</li> </ul>
Policy Administration Management System (PAMS)	The University approved centrally controlled policy repository (policy library) which is the authoritative source for all University-wide policies and procedures, accessible through the FedUni website.
Policy	A formal statement of principle that regulates University operations
Policy and Quality Services	Facilitates the development, review, approval and endorsement processes of University policies and procedures
Policy Development and Review Form	Used to initiate the process for developing, amending or rescinding a policy or procedure
Policy Library	The web portal for accessing current published policies, procedures and forms
Policy Sponsor	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Providing advice on approved policies and procedures under their stewardship</li> <li>• Drafting or overseeing the drafting of policy or procedure</li> <li>• Reviewing policy or procedure</li> <li>• Consulting key stakeholders including the incorporation of university-wide feedback in the document as appropriate</li> <li>• Obtaining advice from relevant subject matter experts as required; and</li> <li>• Ensuring new or major amended policy and procedures are promulgated</li> </ul>
Policy Systems Administrator	Responsible for the system administration of the University's policy administration management system (PAMS), including developing and managing systems necessary to implement the University's policy process and associated continuous improvement projects
Procedure	Describes the operational processes/steps to be adhered to in order to maintain effective adherence to the prescribed principles outlined in the associated policy
Regulation	Made under a University Statute to regulate interpretation and implementation of the Statute. Matters which involve penalties should be included in a Regulation rather than a policy. Regulations are enforceable by the University and are a permanent public record
Review	A formal, comprehensive analysis of a policy or procedure conducted by the Policy Sponsor for the purposes of establishing the need for amendment (major or minor) or further development
Standing Resolution of Council	A short statement or directive issued and approved by Council. Standing Resolutions give effect to matters considered by Council which are not detailed in other instruments.
Statute	The subordinate legislation related to the governance of the internal affairs of the University under the Federation University Australia Act 2010 (as listed in Part 5 Section 29 of the Act). Statutes are enforceable by the University and are a permanent public record. Statutes can only be made, amended or revoked by Council and must be approved by the relevant State Minister with responsibility for tertiary education. A University Statute

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

Term	Definition
	comes into operation on the day on which the Minister approves it (unless otherwise specified in the statute).
University legislation	Includes the Federation University Australia Act 2010, University Statutes and Regulations

## Policy Statement

Federation University Australia is governed by the Federation University Australia Act 2010 (the Act) which provides for the establishment of the University, its governing body (the Council) and its core functions. The Act stipulates that the Council is responsible for establishing policy and procedural principles for the operation of the University consistent with legal requirements and community expectations.

Federation University Australia policies and procedures will reflect and promote qualities that are consistent with the University's core values and strategic intent.

## Policy and Quality Services

Policy and Quality Services is responsible for facilitating the development, review, major amendment, approval and endorsement of Federation University Australia policies and procedures.

Policy and Quality Services, has responsibility for:

- Facilitating the implementation of a consistent policy process across the University;
- Monitoring the status of University policies and procedures to ensure they are developed, implemented and reviewed in a timely manner and, in particular, that any policy gaps, overlaps and inconsistencies are identified and rectified;
- Facilitating processes to ensure that University policies and procedures are, current, relevant and useful;
- Facilitating new or amended University policies and procedures for publishing in the University's approved Policy Library;
- Advising Policy Sponsors if Policies and Procedures need further amendment; and
- Facilitating rescission of superseded or obsolete documents.

## Principles

The following principles apply to all approved University policies and procedures:

- all members of the University community must comply with University policies and procedures when carrying out their University activities
- policies and procedures must be applied fairly, consistently and with common sense

## Framework

In some broad governance circumstances, such as risk, quality and project governance, an overarching framework document may be developed to document and confirm the University's commitment to that cause through describing the intended application of the associated policies and procedures.

## Policies

---

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

Policies are formal statements of principle that regulate, direct and control University operations. They underpin decision-making and/or the way members of the University community conduct the activities of the University, with the following characteristics:

- a policy must have long-term application to the University as a whole or a broad cross-section of the University community;
- policy statements are consistent with and ensure that the University complies with its statutes and regulations, relevant legislation, national standards and community expectations;
- policies assist the University to:
  - attain its strategic goals and priorities
  - promote operational efficiencies; and
  - reduce risks.

Policies will be formally reviewed every five (5) years, or sooner as deemed necessary.

## Procedures

All procedures:

- relate to a policy and are consistent with the policy to which they refer;
- mandate operational activities, assign responsibilities and step through the practical actions required to support the implementation of policy statements, or to assist the University's operations and compliance with external requirements;
- have application across the University.

Procedures will be formally reviewed every three (3) years, or sooner as deemed necessary.

## Forms

Forms attached or referred to in the relevant procedure have their use described within the body of the procedure. PAMS is the repository for all forms which are accessible to users through the Policy Library and documented within the relevant procedure eg University endorsed tools that are restricted to staff use only.

## Guidelines, Instructions, Manuals, Handbooks and Checklists

These local documents fall outside this policy and its associated procedure as they are not mandatory nor formally approved but may be utilised to provide helpful information and advice such as additional detail and context or list matters which might be taken into account in carrying out an action from a particular procedure

## Policy Library

The University's approved Policy Administration Management System (PAMS) is the official repository for Federation University Australia policies and procedures.

The Policy Systems Administrator or delegate has management and oversight of PAMS and is responsible for publishing all current policies and procedures to the FedUni website Policy Library.

## Policy development, amendment, review and rescission

---

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

Development and review of all policies and procedures will be undertaken in accordance with the [Policy Governance Procedure](#).

New policies and procedures and amendments to existing policies and procedures are initiated by Policy Sponsors through completion and submission of a Policy Development and Review Form to the Manager, Policy and Quality Services

Following appropriate, documented consultation and feedback and approval by the relevant Approval Authority, new, amended or reviewed policies and procedures will be published in the Policy Library.

Once identified policies and procedures for rescission have approval by the relevant Approval Authority they will be removed from the Policy Library.

## Compliance

Approval Authorities are responsible for the oversight of compliance requirements as they relate to the University's policies and procedures and initiating any required action to ensure that the content of policies and procedures meets all the University's compliance obligations. (Policy Approval Authorities are responsible for approving the final draft of the policy or procedure before publication in the Policy Library).

Policy Sponsors are responsible for leadership and guidance in supporting compliance. As appropriate, compliance requirements should be integrated into everyday work practices.

## Supporting Documents

- [Policy Governance Procedure](#)
- Policy Document Approval (PDA) Form
- Policy Template
- Procedure Template
- Feedback Template
- Policy and Procedure Checklist
- Policy and Procedure Process Flowchart

## Responsibility

- Council is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure
- The Vice-Chancellor is responsible for maintaining the content of this policy as delegated by Council

## Promulgation

The [Policy Governance Policy](#) will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on Policy Central to alert the University-wide community of the approved Policy
- Notification to Council
- Notification to Academic Board

---

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D

## Implementation

The [Policy Governance Policy](#) will be implemented throughout the University via:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on Policy Central to alert the University-wide community of the approved Policy
- Policy training sessions
- Staff induction program

---

**Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website.**

Authorised by: Council | Document Owner: Vice-Chancellor | Original Issue: 29/02/2016 | Current Version: 08/01/2018 | Review Date: 07/01/2022 | Policy Code: CG1977  
CRICOS Provider Number: 00103D