

Policy Framework

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1. Purpose

- a. This policy establishes the framework for defining, developing and maintaining the University's policies and procedures to help the University ensure consistency and quality in its activities, attain its strategic goals and priorities, promote operational efficiencies, and reduce risks.
- b. The elements of the framework are:
 - i. this policy
 - ii. the [Policy Development and Review Procedures](#) and associated templates
 - iii. the [Flinders Policy Library](#)
 - iv. the list of Common Definitions (*under development*)
 - v. [guidance information on policy development](#).

2. Scope

This policy applies to all University policies and procedures, as defined below.

3. Definitions

The hierarchy and definitions of policy-related documents are set out below.

A document lower in the hierarchy must not be inconsistent with a document higher in the hierarchy.

Where two documents in the hierarchy conflict, the document higher in the hierarchy takes precedence.



i. Laws:

- include legislation made by or under the authority of a State or Federal Parliament, such as Acts, Regulations and other Statutory Instruments
- include Statutes and By-laws made under the authority of the *Flinders University Act 1966*
- include the Common Law as defined by Federal and State court systems.

Laws may be the driver for University policies or procedures, but are not otherwise covered by the Policy Framework.

ii. Policies:

- articulate the *principles* which underpin University activities and decision-making, and ensure that University activities are carried out ethically, consistently, efficiently, safely, compliantly and in accordance with the University's values and academic, research and administrative standards and goals
- are mandatory and apply University-wide to all staff, students and community members engaged in University activities¹
- are short in length, but designed for longevity in application
- can only be approved by designated approval authorities (see s.4. below).

iii. Procedures:

- prescribe *actions, standards and processes* for the implementation of University policies or operational activities
- specify responsibilities for carrying them out
- are mandatory and apply University-wide¹
- can only be approved by designated approval authorities (see s.4. below).

iv. Guidelines:

- provide additional detail and context on aspects of a University policy or procedures
- may offer information and advice, or provide examples of ways a policy or procedures might be applied
- are not mandatory in themselves
- are approved by the relevant Responsible Officer.

v. Local practices:

- may be documented at a local level (i.e. within an academic or administrative unit) to provide more specific detail about the implementation of a policy or policies, procedures, or to document operational processes within that local level
- cannot be inconsistent with University-wide policies and procedures
- are approved at the local level in accordance with local level authorities
- cannot be labelled a policy or procedures.

¹ Sanctions for breaches of policies and procedures may be applied in accordance with the relevant discipline, conduct or contract provisions.

4. Authorities and Responsibilities

4.1. Authorities

- a. Approval authority encompasses establishment, amendment or rescission of policies and/or procedures.
- b. The authorities for approving policies and procedures are as set out in [Schedule A](#), and can only be changed with Council's approval. The approval authorities will be specified in the policies themselves.
- c. The Responsible Officer (or the relevant approval authority) is authorised to approve amendment and continuation of *all* policies and procedures, as follows:
 - i. minor amendments that do not change the substantive content, meaning or intent of the policy or procedures
 - ii. continuation of existing policies and procedures, if satisfied this is appropriate, following formal review.
- d. The University Secretary (or delegate) is authorised to make procedural or administrative amendments to policies or procedures such as to correct format and typographical errors, changed references or hyperlinks, or to reflect name changes.
- e. An exception to or departure from a policy may be authorised by:
 - i. the Chair of Academic Senate within the policy areas reserved for Academic Senate set out in Schedule A
 - ii. the Vice-Chancellor within all other policy areas

—in circumstances justifying an exception to or departure from the policy, as determined by the Chair of Academic Senate and the Vice-Chancellor, respectively. Any such exception or departure must be reported at the next meeting of Academic Senate or Council, as the case may be.

4.2. Responsible Officer

- a. A Responsible Officer must be designated for all policies and procedures by the relevant approval authority. The functions of the Responsible Officer are to:
 - i. ensure that policies/procedures are developed and reviewed in accordance with this policy and the [Policy Development and Review Procedures](#)
 - ii. ensure that the requirements of policies/procedures are communicated to the University community and any education or training is provided if necessary to put the requirements into effect, and
 - iii. monitor the efficacy of the policy/procedures and seek amendment as required in accordance with this policy and the [Policy Development and Review Procedures](#) (as applicable).

5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Policy Development and Review Procedures](#)

Approval Authority	Council
Responsible Officer	University Secretary
Approval Date	18 August 2020
Effective Date	18 August 2020
Review Date*	August 2023
CM file number	CF17/510

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

Schedule A: List of Policy and Procedures Approval Authorities

Reserved for Council

The following policies and policy areas:

- Code of Conduct (Staff)
- Commercial activities and controlled entities
- Council governance and operation
- Delegations Policy
- Honorary awards
- Investment
- Organisational Structure Policy
- Policy Framework
- Remuneration of the Vice-Chancellor and senior executives
- Risk Management Policy
- Work Health and Safety Policy and Work Health and Safety Management System

Delegated to Academic Senate

The following policy areas:

- Academic, education and research programs, including their development, review and management
- Academic Integrity
- Admissions and student progress
- Assessment and teaching
- Research centres and institutes
- Research
- Student awards and prizes

Vice-Chancellor's Authorities

The Vice-Chancellor has authority to approve or to designate approval authorities for:

- All policy areas **not** reserved for Council or delegated to Academic Senate
- All procedures (including procedures related to policy areas reserved for Council or delegated to Academic Senate).