

Policy Framework

Table of Contents

1. Purpose
 2. Scope
 3. Definitions
 4. Authorities and Responsibilities
 - 4.1. Authorities
 - 4.2. Responsible Officer
 5. Supporting procedures
- Schedule A: List of Policy and Procedures Approval Authorities

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. [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

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

- are approved at the local level in accordance with local level authorities
- cannot be labelled a policy or procedures.

4. Authorities and Responsibilities

4.1. Authorities

- Approval authority encompasses establishment, amendment or rescission of policies and/or procedures.
- 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.
- The Responsible Officer (or the relevant approval authority) is authorised to approve amendment and continuation of *all* policies and procedures, as follows:
 - minor amendments that do not change the substantive content, meaning or intent of the policy or procedures
 - continuation of existing policies and procedures, if satisfied this is appropriate, following formal review.
- The General Counsel and 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.
- An exception to or departure from a policy may be authorised by:
 - the Chair of Academic Senate within the policy areas delegated to Academic Senate set out in Schedule A
 - the Vice-Chancellor within all other policy areasin circumstances justifying an exception to or departure from the policy, as determined by the Chair of Academic Senate or the Vice-Chancellor.
- An exception to or departure from a policy reserved for Council or delegated to Academic Senate must be reported at the next meeting of Council or Academic Senate, as the case may be.

4.2. Responsible Officer

- A Responsible Officer must be designated for all policies and procedures by the relevant approval authority. Responsible Officers must be of an appropriate level of responsibility and have sufficient professional capacity, relevant to the subject area of the policy or procedures. There may be more than one Responsible Officer.
- The functions of the Responsible Officer are to:
 - ensure that policies/procedures are developed and reviewed in accordance with this policy and the [Policy Development and Review Procedures](#)
 - 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
 - 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	General Counsel and University Secretary
Approval Date	2 June 2023
Effective Date	2 June 2023
Review Date*	June 2026
Last amended	General Counsel and University Secretary, 17 July 2024
CM file number	CF17/510

* Unless otherwise indicated, this policy or procedures 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

Policies to be referred to Council for approval are to first be endorsed by the relevant sub-committee, as set out in the table below.

The following policies and policy areas:

<ul style="list-style-type: none"> • Commercial activities and controlled entities • Delegations Policy • Policy Framework • Risk Management Policy • Work Health and Safety Policy and Work Health and Safety Management System 	Audit and Risk Committee
<ul style="list-style-type: none"> • Academic Freedom and Freedom of Speech • Code of Conduct (Staff) • Council governance and operation • Honorary awards • Organisational Structure Policy • University Logo and Seal Policy 	Executive Committee
Investment	Finance and Investment Committee
Remuneration of the Vice-Chancellor and senior executives	Remuneration Committee

Delegated to Academic Senate

All policies and policy areas relating to academic governance, standards and operations*, including:

- Academic awards and course quality assurance and enhancement
- Academic and research integrity
- Admissions, enrolment and student progress
- Learning, teaching and assessment
- Research institutes and centres
- Research and research training
- Student conduct, complaints, reviews and appeals
- Student awards, prizes and scholarships
- Any other policies or policy areas within the Academic Senate's Terms of Reference

**Note: for the avoidance of doubt, this includes delegation of any authority Council may hold under Statute to establish policies in these policy areas.*

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).