

## POLICY FRAMEWORK

University activity is subject to State, Federal and in some cases international legislation. Legislation frequently drives the development of University policy, however, policies also guide the action, practices and decisions of staff in carrying out the business of the University.

The University of South Australia Policy Framework (**Framework**) explains the relationship between policies and procedures, and sets out how they are developed, approved, promulgated, reviewed and updated.

The Framework is the means by which Council fulfils its responsibility under the *University of South Australia Act 1990* for establishing policy and procedural principles for the University. These principles are intended to guide the conduct and practice of all those engaged in University activities, including staff, students and contractors.

This Framework is separated into the following sections:

1. Hierarchy of Policy Documents.....	2
2. Categories of Policy Documents .....	2
3. Policy Framework Implementation .....	3
4. Development of Policy.....	3
5. Approval of policies .....	4
6. Promulgation of Policy.....	4
7. Review of Policy .....	4
8. Approval and Review of Procedures .....	5
9. Access to Policy Documents .....	5
10. Definitions .....	5

## 1. Hierarchy of Policy Documents

The University has two levels of Policy documentation:

### 1.1 Level 1: Policy

Policies detail the principles to be observed by those engaged in University activity. Policies are concise, clear, high-level statements concerning matters central to the University's purpose. Policies may be supported by procedures and may also reference guidelines or associated documentation.

### 1.2 Level 2: Procedures

Procedures specify the actions, standards, processes and timelines to be followed by those engaged in policy-related activity. Procedures are detailed statements concerning how activities or operations must be undertaken or delivered.

## 2. Categories of Policy Documents

University policies are organised into three categories which align to the appropriate Approving Authority.

### 2.1 Category A: Council Policies

Council policies are concerned with conduct and practice in matters related to University governance and reputation. These matters include:

- (a) role and membership of University committees
- (b) codes and policy statements
- (c) health and wellbeing
- (d) awards and titles
- (e) investment and treasury
- (f) risk management
- (g) any other matter determined by Council.

### 2.2 Category B: Academic Policies

Academic policies are concerned with conduct and practice in matters related to the academic activities of the University. These matters include:

- (a) student admission and enrolment
- (b) student assessment
- (c) student progress and experience
- (d) student fees and charges
- (e) quality assurance and improvement
- (f) programs and courses
- (g) research ethics and practices
- (h) research education
- (i) any other matter determined by Academic Board.

### **2.3 Category C: Management Policies**

Management policies are concerned with conduct and practice in matters related to the management, administration and operational activities of the University. These matters include:

- (a) recruitment and selection of staff
- (b) employment benefits and conditions
- (c) use of University property and facilities
- (d) finance
- (e) information management and security
- (f) marketing and brand management
- (g) any other matter determined by the Vice Chancellor.

## **3. Policy Framework Implementation**

- 3.1 Policies and procedures will be developed as needed in accordance with the processes outlined in this Framework
- 3.2 Chancellery and Council Services will
  - 3.2.1 maintain and update the Policy Framework
  - 3.2.2 provide advice to Approving Authorities, Responsible Officers and policy authors in relation to compliance with the Policy Framework
  - 3.2.3 arrange training, as needed, on the Policy Framework and associated activities
  - 3.2.4 convene the Policy Reference Group as described below
  - 3.2.5 promulgate the Framework to the wider University community
  - 3.2.6 monitor whether policies and procedures are developed in accordance with this Framework, and
  - 3.2.7 ensure all policies and procedures are located on the Policy Portal.

## **4. Development of Policy**

- 4.1 Responsible Officers oversee the development of policies and procedures (and where appropriate associated documentation) for which they have delegated responsibility. This includes:
  - 4.1.1 coordinating development of the policy, procedures and associated documentation
  - 4.1.2 ensuring that the documents are accessible and comprehensive
  - 4.1.3 implementing appropriate consultation strategies as part of the development and review process, and
  - 4.1.4 liaising and consulting with the Policy Reference Group.
- 4.2 Stakeholders are an important part of the development process. The consultation process should consider:
  - 4.2.1 impacts on staff, students and other stakeholders
  - 4.2.2 gender, diversity and Aboriginal perspectives
  - 4.2.3 legislative compliance

4.2.4 external parties

4.2.5 any other matter relevant to the subject matter of the policy, procedure or associated documentation.

4.3 Policies will be drafted with inclusive language and in plain English.

4.4 All policies will adopt the prescribed templates to:

4.4.1 ensure a high level of consistency in the style and presentation of policy documentation

4.4.2 guide the way that documentation numbering, version control, approval and ownership information is recorded, and

4.4.3 provide guidance to authors.

## **5. Approval of policies**

5.1 Council is the approving authority for all Council Policies and procedures.

5.2 Academic Board is the approving authority for all Academic Policies and procedures.

5.3 The Vice Chancellor is the approving authority for all Management Policies and procedures.

5.4 Council may delegate the approval of policies and procedures as it considers appropriate.

5.5 Academic Board may delegate to a sub-committee of the board or a staff member nominated by the Board.

5.6 The Vice Chancellor may delegate to a Senior Staff member.

5.7 A Responsible Officer will seek approval for policies and procedures from the appropriate Approving Authority.

## **6. Promulgation of Policy**

6.1 The Responsible Officer will:

6.1.1 take steps to promulgate the policy, procedure and any supporting documentation to the appropriate audiences, and

6.1.2 deliver approved documents to Chancellery and Council Services for publication on the Policy Portal.

## **7. Review of Policy**

7.1 The Responsible Officer will ensure that policies are reviewed in accordance with this Framework.

7.2 Policies will be reviewed every five years, or more frequently if requested by Council or the relevant Approving Authority.

7.3 A review can be initiated by Council or appropriate Approving Authority, the Vice Chancellor or the Responsible Officer.

7.4 A review may result in no change, minor amendments or major amendments

- 7.5 The outcome of the review will be presented to the appropriate Approving Authority for consideration.
- 7.5.1 A review which recommends no change is to be reported to the Approving Authority for noting.
- 7.5.2 A minor amendment does not change the intent, purpose or obligation under the policy but rather makes changes to nomenclature, cross referencing or administrative matters. The Responsible Officer is authorised to approve a minor amendment and must report the minor amendment to the Approving Authority for noting.
- 7.5.3 A review resulting in changes not categorised in the preceding paragraphs is considered a major amendment. Major amendments may only be approved by the Approving Authority for that policy.

## **8. Approval and Review of Procedures**

- 8.1 The Responsible Officer will ensure procedures are approved by the Approving Authority, or their delegate.
- 8.2 Procedures will be reviewed every three years, or more frequently at the direction of the relevant Approving Authority.
- 8.3 The outcome of the review will be presented to the Approving Authority
- 8.3.1 A review recommending no change is to be reported to the Approving Authority for noting.
- 8.3.2 A minor amendment may be approved by the Responsible Officer and the outcome reported to the Approving Authority for noting.
- 8.3.3 A major amendment may only be approved by the Approving Authority.

## **9. Access to Policy Documents**

Policies and Procedures will be published on the University Policy Portal.

## **10. Definitions**

### **Responsible Officer**

The Responsible Officer is a senior staff member with operational responsibility for the area to which a Policy or Procedure applies.

### **Policy Reference Group**

A group convened by Chancellery and Council Services, chaired by the Council Secretary and consisting of Director level membership which:

- Provides oversight of the Policy Framework
- Advises on a consistent approach across Policy and Procedures
- Provides advice and feedback on the development and approval processes for Policy and Procedure

**Approving Authority**

The Approving Authority is authorised to approve policy and procedure in accordance with the allocation of responsibility granted pursuant to this Framework.

**Policy Portal**

The web-based Document Management System which hosts all UniSA policies and procedures.