ADMINISTRATIVE GOVERNANCE POLICY

Approved by Council: 3 December 2014
Revised by Council: None

Related documents

The University of Divinity Act 1910 (Victoria) (the Act)

1. Rationale

1.1 Section 6 (2) (h) of the Act provides that Council is responsible for 'establishing policy and procedural principles for the operation of the College consistent with legal requirements and community expectations'. This policy establishes how the Council exercises that responsibility in the development, approval, promulgation, storage, and review of the University's Regulations, Determinations and Policies.

1.2 This policy aims to enhance the University's collegiate nature by ensuring obligations and responsibilities are clearly defined and appropriate consultation is enabled, especially in light of the University's obligations to its students, and the obligations of the Colleges to abide by the Regulations, Determinations, Policies and Procedures of the University.

2. Objectives

2.1 This policy establishes a single process for development or revision of Regulations, Determinations, Policies and Procedures of the University. This process aims to ensure that administrative governance at the University is in accordance with the Act and Regulations and based on appropriate and effective consultation.

2.2 This policy establishes a common format for Regulations, Determinations, Policies and Procedures of the University, including definition of common terms.

2.3 This policy ensures all Policies and Procedures are regularly reviewed.

2.4 This policy promotes timely and effective communication of new or revised Regulations, Determinations, Policies and Procedures of the University to Colleges, and where relevant to members of the University and external stakeholders affected by any changes.

2.5 This policy ensures effective training and induction is provided to persons charged with executive responsibilities under Regulations, Determinations, Policies and Procedures of the University, especially when significant changes are made.

3. Scope

This policy applies to the development, approval, and review of all Regulations, Determinations, Policies and Procedures of the University.
4. **Policy Criteria**

4.1 Regulations, Determinations, Policies and Procedures of the University must:

a) Align with, support and facilitate the implementation of the University’s vision, mission, and strategy.

b) Represent the formal position or intent of the University.

c) Ensure compliance with statutory and regulatory requirements.

d) Embody principles of good management and best practice.

e) Ensure equity, transparency and fairness.

f) Be achievable within the University’s resources.

h) Be written in plain language.

i) State clearly the owner of the document.

j) State clearly roles and responsibilities.

k) Identify related documents which impact upon the operation of the document.

l) State the history of development and review of the document.

m) Provide for authorisation of any procedures necessary for the execution of the document.

5. **Delegation of Decisions**

5.1 A Regulation, Determination or Policy may delegate the determination of a decision to a specified board, committee or officer of the University. Any such delegation must be in accordance with the provisions of section 18A of the Act. Authority to approve policy may not be delegated.

5.2 Where determination of a decision is delegated, the outcome of that decision must be reported to the body which approves the Regulation, Determination or Policy authorising the delegation.

6. **Approvals**

6.1 A Regulation may only be approved by the Council, as prescribed by the Act.

6.2 A Regulation may authorise the making of Determinations by Council or, in relation to academic matters only, Academic Board. Determinations made by Council or Academic Board must be appended to the published copy of the Regulation.

6.3 A Policy may only be approved by either the Council or, in relation to academic matters only, Academic Board. In exceptional circumstances a Policy may be approved by the Vice-Chancellor. Any Policy approved by the Vice-Chancellor must be reported to the next regular meeting of the Council or Academic Board for confirmation or amendment.

6.4 A Policy may delegate the approval of procedures to the Vice-Chancellor, a Committee of Council, Academic Board or a Committee of Academic Board.
6.5 Regulations, Determinations, Policies and Procedures must be developed in consultation with appropriate stakeholders, having particular regard for the impact of the proposal on the Colleges of the University.

6.6 Approval of the Vice-Chancellor must be obtained prior to commencement of development or revision of a Policy or Procedure.

7. Reviews

7.1 All Policies and Procedures must be reviewed at least once every five years.

7.2 The date for review of a new Policy or Procedure must be set at the time of its approval, having regard to its nature and intentions. The date for review of an existing Policy or Procedure must be determined by the owner of the policy within twelve months of approval of the Administrative Governance Policy.

7.3 The date when each policy was last reviewed must be plainly stated in the policy, which informs the date of future reviews.

7.4 Regulations, Determinations, Policies, and Procedures must be reviewed in consultation with appropriate stakeholders, having particular regard for the impact of the review on the Colleges of the University.

7.5 Approval of the Vice-Chancellor must be obtained prior to commencement of a review of a Policy or Procedure.

8. Circulation and Publication

8.1 Regulations, Determinations, Policies and Procedures must be accessible to members of the University and appropriate external stakeholders.

8.2 Approvals of or amendments to Regulations, Determinations, Policies and Procedures must be gazetted by the Office of the Vice-Chancellor and accessible to members of the University within 60 days of the approval or amendment being made.

9. Records

9.1 The Office of the Vice-Chancellor must maintain the following records to support the administrative governance of the University and to ensure the effective communication and review of Regulations, Determinations, Policies and Procedures:

   a) Glossary of Terms
   b) Regulations Register
   c) Policy Register
   d) A Committee Membership Register for the Council, Academic Board, and each committee of the University.

10. Procedures

10.1 The Vice-Chancellor may authorise procedures necessary for the implementation of this policy.