Policy Framework Policy

Section 1 - Purpose

(1) This Policy describes the principles, key authorities and compliance requirements of the University's Policy Framework.

Background

(2) The University controls and manages its affairs in accordance with the Macquarie University Act 1989 (NSW) ('the Act'), the Macquarie University By-law 2005 ('the By-law') and Rules. The University Council (the Council) establishes Rules to give effect to the Act and the By-law.

(3) Some matters may not be incorporated into Rules or Policies and remain within the scope of the Macquarie University By-law 2005 – these are listed in section 29(1) of the Act.

(4) The Council establishes the Delegations of Authority Framework (including the Delegations of Authority Policy and the Delegations of Authority Register) and may also establish Policies and Procedures. The Council is assisted in the establishment of Policies and Procedures (including Codes and Guidelines) by other Approval Authorities as provided in the Delegations of Authority Policy and the Delegations of Authority Register.

(5) This Policy is approved by the Council (Reserved Powers of Council and Committees, RP 12) in order to provide direction to the University on the development of Policy Documents.

(6) The hierarchy of University legislation (including Rules) and Policy Documents is shown in Diagram 1: Hierarchy of University Legislation, and Policy Instruments. In the case of an inconsistency between documents in the hierarchy, the higher order document prevails.

Scope

(7) This Policy applies to all University staff involved in the development, approval, communication, implementation, or review of University Policy Documents.

Section 2 - Policy

(8) Policy Documents will be developed/reviewed and implemented consistently with the following principles:

a. clear, concise, reasoned and using plain English;
b. relevant and adaptable to ensure ease of use and effectiveness;
c. accessible to staff and students to support awareness and adherence; and
d. evidence based and stakeholder informed.

(9) All University Policy Documents must be developed, reviewed and implemented in accordance with this Policy and the Policy Framework Procedure. The Vice-Chancellor is authorised to approve the Policy Framework Procedure.

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(10) For the purpose of this Policy, Policy Documents include Policies, Codes, Procedures, Guidelines and any appendices and/or schedules of these.

(11) A Policy is a statement of the principles, intent and values governing decision-making and operations for an area or activity of the University. Codes of the University are included in this category and are equivalent in hierarchy to a Policy. Policies are mandatory and must be adhered to. A Policy cannot contradict a Rule. Should this occur the Rule prevails.

(12) A Procedure supports a Policy Document or University activity by defining related process requirements and responsibilities. Procedures are mandatory and must not contradict a Rule or Policy. Should this occur the relevant Rule or Policy prevails.

(13) Guidelines describe good practice and provide advice to staff or students in applying the requirements of a Rule, Policy or Procedure. Guidelines do not set mandatory requirements and must not contradict a Policy Document.

(14) The default review date for Policy Documents will be five (5) years from the effective date or the date of the last evaluation and review, as detailed on the Status and Details tab of the Policy Document. If there is a legislative, regulatory or other risk-based requirement that necessitates more frequent reviews an earlier review date will be set.

(15) The Director, Governance Services is responsible for the management and maintenance of the integrity of the Policy Framework (including Policy Central).

(16) Compliance with Policy Documents is mandatory for all persons covered by the scope of a particular document.

Section 3 - Procedures

(17) Refer to the Policy Framework Procedure.

Section 4 - Guidelines

(18) Nil.

Section 5 - Definitions

(19) The following definitions apply for the purpose of this Policy:

a. Approval Authority means the name of the position or committee that is responsible for approving a Policy Document in accordance with the Delegations of Authority Register. The Approval Authority is ultimately responsible for subsequent compliance.
b. Policy Framework means the mandated system for the development, approval, communication, implementation, and review of University Policy Documents.

Status and Details

Status	Current
Effective Date	11th April 2025
Review Date	11th April 2030
Approval Authority	University Council
Approval Date	10th April 2025
Expiry Date	Not Applicable
Responsible Executive	S. Bruce Dowton Vice-Chancellor
Responsible Officer	Sophie Buck Director, Governance Services
Enquiries Contact	Governance Services

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