

## POLICY FRAMEWORK – HIERARCHY OF UNIVERSITY GOVERNANCE DOCUMENTS

Type	Description	Features	Approval Body	Stored
<b>Act</b>	Establishment of the University	Sets out the overall structure and boundaries for University.	State Parliament	<a href="#">Legal Services website</a>
<b>Statute</b>	<b>What – what is required?</b>	Specific requirements or obligations that must be followed.	Victorian Minister for Education	<a href="#">Legal Services website</a>
<b>Regulation</b>	<b>What – what is required?</b>	Specific requirements or obligations that must be followed.	University Council	<a href="#">Legal Services website</a>
<b>Policy</b>	<b>Why – why do I need to do this?</b>	A statement of principle, setting out purpose, strategic objectives, compliance, values.	<ul style="list-style-type: none"> <li>• Council*</li> <li>• Academic Board (academic policy)</li> <li>• Vice-Chancellor on the advice of Senior Executive Group (administrative policy)</li> </ul>	<a href="#">Policy Library</a>
<b>Procedure</b>	<b>How - how do I need to do this?</b>	Mandatory steps to give effect to policy.	<ul style="list-style-type: none"> <li>• Council*</li> <li>• Academic Board (academic procedure)</li> <li>• Vice-Chancellor on the advice of Senior Executive Group (administrative procedure)</li> </ul>	<a href="#">Policy Library</a>
<b>Guidelines and work instructions</b>	<b>With what – what are the tools?</b>	Schedules, templates, forms, protocols, checklists, best practice guidance & advice, manuals, registers, instructions.	Line Managers	Local areas intranet or internet site

\* Council is required to approve any policies and procedures that relate to an issue or subject matter that involves a significant financial or reputational risk to the University (item 6) and/or Academic Policies established under the Academic Board Statute 2009 (item 9) of the [Decisions Reserved for Council](#).