**Policy Framework - Schedule of Accountabilities**

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| **Approval Body** | **Council, Academic Board, Vice-Chancellor**  Has authority to approve policies and procedures in accordance with the requirements of the Policy Framework  Approves policy on the condition that the policy is lawful and consistent with any internal or external compliance requirements, is consistent with other existing policies and has suitable arrangements in place for implementation. |
| **Endorsing Body** | The academic or administrative committee with responsibility for endorsing a policy and then submitting the policy to the approval body. |
| **Policy Custodian** | A principal officer who has overarching responsibilities for the policies and procedures within their portfolio.  Determines whether the identified need is best met by policy and makes a recommendation to the Responsible Policy Officer on how to proceed.  Ensures that all policies and procedures for which they are responsible are developed, approved and implemented within the requirements of the University’s Policy Framework. |
| **Responsible Policy Officer/Unit Head** | A senior person responsible for the design and quality of the policy and/or procedure.  Creates and implements strategies for the communication and education of the policy/procedure.  Communicates approved policy to the University community.  Manages policy development, review, maintenance and compliance reporting.  Ensures that appropriate consultation has taken place before seeking formal approval.  Submits the proposed policy to the appropriate Approval Body for approval as identified in the Policy Framework  Conducts reviews of policy and/or procedures in their area, as required to ensure that policies and procedures are accurate, widely understood and achieving their intended purpose. |
| **Policy Contact/Author** | Acts as the contact person for enquiries relating to the content of the policy/procedure.  Leading the initial drafting and subsequent refinement of the policy content with input from Responsible Policy Officer and relevant stakeholders  Conducts consultation on developed policy and makes required changes after considering feedback  Drafts and manages any procedures that support a policy  Ensures the currency of any procedures that support a policy  Supports the consultation, approval and communication of a policy  Assists with compliance reporting  Reviews policy need and content every 3 years or earlier if required |