

POLICY FRAMEWORK – SCHEDULE OF ACCOUNTABILITIES

Approval Body	Council, Academic Board, Vice-Chancellor Authority to approve policies and procedures. 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.
Accountable Executive – Policy	Is usually a SEG member or a direct report to a SEG member. Position who has overarching responsibilities for the policies and procedures within their portfolio. Determines whether new policies should be developed based on recommendations from a Responsible Policy Officer.
Responsible Manager - Policy	A senior person responsible for managing the design, quality, review and compliance reporting of the policy and/or procedure. Ensures that appropriate consultation has taken place before seeking formal approval. Creates and implements strategies for the communication and education of the policy/procedure to ensure they are widely understood and achieving their intended purpose.
Policy Contact/Author	The contact person for enquiries relating to the content of the policy/procedure in the first instance. Leads the initial drafting, consultation and refinement of the policy content with input from the Responsible Policy Officer and relevant stakeholders. Assists with the approval, communication and compliance reporting of a policy. Initial contact point for the policy review every 3 years or earlier if required.