Policy Governance Procedure Schedule 1 - Policy Proposal and Approval

Table 1 – Policy Development and Review Check Points:

Category	Endorsement to Commence Policy Development	Endorsement to Commence Procedure Development	Mid-way check with approval authority for new policies and policy reviews
Governance	University Policy Manager	Policy owner	Vice-Chancellor's Executive
Academic	Chair, Academic Board and University Policy Manager	Policy owner	Academic Board and Vice-Chancellor's Executive
Talent and Culture	University Policy Manager	Policy owner	Vice-Chancellor's Executive
Operational Effectiveness	University Policy Manager	Policy owner	Vice-Chancellor's Executive

Table 2 – Approval authority for new and post-review policy documents:

Category	Group policy	Divisional policy	Procedures	Resources	Conditions/limitations
Governance	Council	N/A	Policy owner	Policy owner	Scope is RMIT Group-wide
Academic	Academic Board	Chair, Academic Board and DVCE or DVCRI	Policy owner	Policy owner	Delegations of authority
Talent and Culture	Academic Board or VCE[1]	Vice-Chancellor and relevant VCE member	Policy owner	Policy owner	Delegations of authority
Operational Effectiveness	Vice-Chancellor's Executive	CFO and Senior Vice-President Strategy and Operations	Policy owner	Policy owner	Delegations of authority

Table 3 – Approval authority for minor amendments and administrative changes to policy documents (policies, procedures and resources):

	Definition	Authority to amend
Minor amendments	A change that does not change the intent of the policy document or significantly affect the content or application of the policy, e.g. to clarify existing details, align with legislative changes, or include additional processes for a new system, a new campus or controlled entity.	Policy owner
Administrative changes	A correction to a policy document to update a title, name, formatting, web link, spelling, grammar, and references to law or other policy documents, or for clarity of language.	Central Policy

This Schedule was updated in 2022 to:

a. replace Chief Operating Officer with Senior Vice-President Strategy and Operations
b. update the approval authorities
c. add a mid-way check with approval authorities to table 1
d. add table 3.

[1] Depending on subject matter (e.g. matters that related to academic status). Endorsement is required from the non-approving body prior to submission for approval. Consult the University Policy Manager.

Status and Details

Status	Historic
Effective Date	19th September 2022
Review Date	18th June 2023
Approval Authority	Senior Policy Advisor
Approval Date	19th September 2022
Expiry Date	7th March 2023
Policy Owner	Alec Cameron Vice-Chancellor
Policy Author	Briony Lewis Executive Director, Governance, Legal and Strategic Operations
Enquiries Contact	Central Policy

Glossary Terms and Definitions

"RMIT Group" - The University, its controlled entities and strategic investment vehicles (known as the RMIT Group).