Policy Governance Procedure
Schedule 1 - Policy Proposal and Approval

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Policy categories

(1) Policy documents are categorised as either Governance and Compliance, Operational or Academic, depending on their content. Where there is ambiguity about the category for a particular policy, the University Policy Manager determines the appropriate category.

(2) In exceptional circumstances, a policy may need to change its category in response to a significant change in scope and content. The policy owner must seek approval for the change from the approval authority of the new category, after obtaining endorsement from the existing approval authority.

Approval authorities

(3) The following tables outline the appropriate approval authority for:

a. commencing the development of new policies or procedures (table 1)
b. checking on the direction of new and revised policy suites midway through the process (table 1)
c. approving new or fully revised policy documents(table 2)
d. approving minor or administrative amendments to policy documents (table 3).

(4) There is only one approval authority for each policy category. However:

a. Operational policies that have an impact on academic staff or on the delivery of research and education, need to be endorsed by Academic Board prior to being submitted to the University Executive Committee for approval
b. Academic policies that have an operational impact must be endorsed by the University Executive Committee prior to being submitted to Academic Board for approval
c. Academic policies must be sent to all Academic Board sub-committees for either endorsement or noting, depending on the content (refer to the Policy Hub for guidance).

(5) Policy owners must notify the University Policy Manager when they exercise their delegated authority to approve new procedures, standards, instructions or guidelines. The University Policy Manager reports such approvals in the biannual policy reports to Academic Board and the Audit and Risk Management Committee .

Table 1: Endorsement checkpoints for commencing new policy development and for progressing to approval

Category	Endorsement to develop new policy	Endorsement to develop new procedure	Mid-way check with approval authority for new policies and policy reviews

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Category	Endorsement to develop new policy	Endorsement to develop new procedure	Mid-way check with approval authority for new policies and policy reviews
Governance and Compliance	University Policy Manager	Policy owner	University Executive Committee
Academic	Chair, Academic Board and University Policy Manager	Policy owner	Academic Board (and University Executive Committee where there is an operational impact)
Operational	University Policy Manager	Policy owner	University Executive Committee (and Academic Board where there is an academic impact)

Table 2: Approval authority for new or revised policy documents

Category	Policy or Policy Suite	RMIT Group Procedures, Standards, Instructions or Guidelines	Controlled Entity Instructions or Guidelines
Governance and Compliance	Council, via University Executive Committee to note, Audit and Risk Management Committee to endorse	Policy owner	CEO equivalent, or delegate
Academic	Academic Board, via Academic Board Sub-Committees to endorse or note, depending on content (University Executive Committee to endorse first where there is an operational impact)	Policy owner	CEO equivalent, or delegate
Operational	University Executive Committee (Academic Board to endorse first where there is an academic impact)	Policy owner	CEO equivalent, or delegate

Table 3: Approval authority for minor amendments and administrative changes to policy documents (policies, procedures, standards, instructions and guidelines)

	Definition	Authority to amend
Minor amendments	A change that does not alter 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 for RMIT Group documents CEO equivalent or delegate for controlled entity documents
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 for RMIT Group documents Local policy site administrator for controlled entity documents

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Status and Details

Status	Current
Effective Date	1st January 2025
Review Date	1st January 2030
Approval Authority	Manager, Central Policy
Approval Date	12th December 2024
Expiry Date	Not Applicable
Policy Owner	Alec Cameron Vice-Chancellor
Policy Author	Connie Merlino University Secretary and Academic Registrar
Enquiries Contact	Central Policy

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