POLICY COMMITTEE

Terms of Reference

The Policy Committee is responsible for overseeing the development, review, amendment, approval and endorsement of Federation University Australia policies and procedures.

The Committee, by endorsing the annual Policy Management Plan, has responsibility for:

- overseeing the implementation of a consistent policy process across the University;
- monitoring the status of University policies and procedures to ensure they are developed, implemented and reviewed in a timely manner and, in particular, that any policy gaps, overlaps and inconsistencies are identified and rectified;
- ensuring that University policies and procedures are necessary, current, relevant and useful;
- willing and available to speak to Agenda items as required, or provide an alternative speaker;
- endorsing new or amended University policies and procedures for publishing in the University’s approved Policy Library;
- referring final drafts of policies and procedures back to Policy Sponsors for further amendment if required; and
- approving rescission of superseded or obsolete documents.

Membership

Chair of Academic Board (or nominee)

University Registrar (or nominee)

Chair of Learning & Teaching Committee (or nominee)

Chair of Research Committee (or nominee)

Director, Corporate Governance (or nominee)

Representatives from:

- Finance
- Human Resources
- ITS
- CLIPP
- Facilities
- Research
- Quality Services
- Student Connect

Executive

May meet under the direction of the Chair to expedite specific matters if required, on an exceptional basis

- Chair of Academic Board (or nominee)
- University Registrar (or nominee)
• Chair of Learning & Teaching Committee (or nominee)
• Chair of Research Committee (or nominee)
• Director, Corporate Governance (or nominee)
• Quality Services representative
• Appropriate representative/s for the matter under consideration

Meetings
The Policy Committee will meet approximately every six weeks between February and November each year with a quorum required of 50% of the total membership. Ad hoc circulatory resolutions may be conducted for items requiring urgent approval.

Reporting
The confirmed Minutes of Policy Committee meetings will be emailed to members with a copy stored in the University’s approved records management system (ECM). A copy is also posted on the Policy Committee webpage.

• Regular reports are provided to the Audit and Risk Committee.

The annual Policy Management Plan will be developed for Policy Committee by the Policy team with policy progression and anticipated activity reports presented at each meeting.

Removal and Resignation of Policy Committee Members

1. (a) Where a member expects to be absent for up to three consecutive Policy Committee meetings in a calendar year, the member must seek a leave of absence in writing from the Chair of Policy Committee at the first meeting of the Board after it becomes known to the member that the absence is likely. A ‘nominee’ must be appointed during the leave of absence.

(b) Where a member expects to be absent for more than three Policy Committee meetings in any calendar year, the member must resign his/her position from the Committee by writing delivered to the Chair at the first meeting of the Committee after it becomes known to the member that the absence is likely. A ‘nominee’ from the portfolio or directorate would be appointed as a Committee member.

(c) The Policy Committee may remove a member from the Committee:

(i) the member, without the approval of the Policy Committee, fails to attend three consecutive meetings; or

(ii) in the opinion of the Policy Committee the performance by the member of his or her duties has been found to be unsatisfactory.

(d) A member of the Policy Committee other than the Chair may resign by writing delivered to the Chair.