Policy Governance Policy

Policy Number	STF17
Version	1.0
Approving Authority	Board
Date Implemented	December 2024
Date Last Reviewed	December 2024
Date of Next Review	December 2027
Responsible Officer	Chief Finance and Operations Officer
Related Policies, Procedures and Documents	All NIDA Policies

1. Purpose

To establish the official policy governance ('the Policy') for describing, developing, approving, reviewing, maintaining and disestablishing policy documents at the National Institute of Dramatic Art (NIDA).

2. Scope

This Policy applies to all policy documents developed for and on behalf of NIDA.

The Policy defines the hierarchy and types of policy documents that exist under NIDA's constitution the policy and procedure development process, and the roles and responsibilities required support the good governance of the institute.

3. Principles

The Policy is intended to fulfil the following objectives:

3.1. provide high quality, consistent and transparent policy documents for staff, students, Board, contractors, venue hirers, visitors and others.

3.2. govern the control environment for effective compliance with legislation and other mandated requirements

3.3. support the functioning of NIDA to achieve enhanced efficiency in its operations

3.4. provide a structure for systematic development, communication, implementation and review of policy documents

To meet the objectives of the Policy, policy documents will:

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This document is uncontrolled unless viewed on the NIDA intranet

3.5. align to NIDA's Code of Conduct

3.6. align to NIDA's vision, purpose, values, strategic goals and business plans

3.7. be produced when there is a clear need or justifiable benefit, or as required to comply with required legislative institutions, such as TEQSA and other compliance bodies

3.8. conform to the policy hierarchy with policies that are principles-based

3.9. be clearly written and presented, transparent in their purpose and application, readily available, and provide supporting information for implementation

3.10. be developed in consultation with key stakeholders and have regard to resource needs to give them effect

3.11. be reviewed, and revised as appropriate, to ensure their ongoing relevance and currency.

4. Policy

4.1. Hierarchy

Policy documents exist within a broader regulatory framework as required by NIDA's Board and constitution, and other legislative requirements. The policy document hierarchy is:
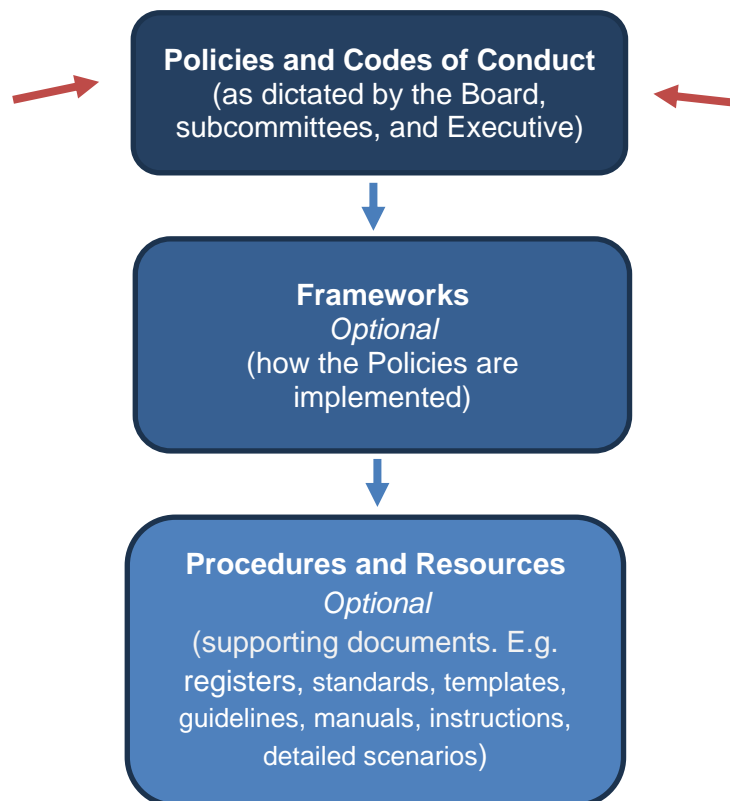
The hierarchy operates to:
a) resolve any inconsistencies arising in subordinate policy documents or operational rules that exist outside of the Policy
b) provide procedures to clarify how policies will be practically applied
c) enable procedures and resources to be binding where they are expressly referred to in a policy
d) provide for non-mandatory resources that are advisory in nature to support local application, academic or professional judgement.

4.2.   Approval and Category

Policy documents may be approved where they meet the objectives and principles of this Policy.

The approval authority for policy documents is determined in accordance with NIDA's delegations of authority.

Policy documents are classified into categories and align to corporate and academic governance structures. These are:

   a. Organisation-wide policies

   b. Academic policies

   c. Non-academic, student-only policies

   d. Staff-only policies

4.3.   Roles and Responsibilities

The roles and responsibilities for approval of policy documents across the hierarchy are set out in the Policy Register under 'Responsible Officer' and 'Approval Authority.' The Policy Register, and compliance to this policy, is managed by the Policy Manager.

Responsible Officers	- Responsible for drafting, implementing, and overseeing policies. - Delegates tasks to subject matter experts for procedures and supporting documents. - Responsible Officers will be clearly identified within each policy by role and a list of Register of Responsible Officers will be maintained in the Policy Register. - Have overarching responsibility for policy documents, and are accountable for the development, promulgation and implementation of approved policies. - May assign operational responsibility to a direct report in a divisional area or business unit with subject matter expertise to oversee development, articulation and effective application of policy documents - May delegate procedures and resources under a policy to custodians. - Where there is major organisational change such that the position or functions of the policy owner do not have a clear successor, the CEO determines the policy owner. - Minor amendments may be approved by the policy owner who must consult with and notify the approval authority of the changes.

Approval Authorities	• Are responsible for approving new policies and amendments (e.g., Executive, Board, Academic Board).
	• Considers new policies or amendments for approval where they meet the objectives and principles of this Policy.
	• Rescinds policies
	• Delegates authority to review or amend approved policy documents.
	• Minor amendments may be approved by the policy owner who must consult with and notify the approval authority of the changes.
Policy Manager	• Responsible for maintaining the Policy Register, ensuring compliance with this Policy, and coordinating periodic reviews.
	• This role is filled by NIDA's Company Secretary.

4.4. Communication and implementation

Communication and implementation of policy documents are managed by the Responsible Officer following approval by the Approval Authority.

Communication and implementation plan must be executed prior to registration of policy documents.

4.5. Review

Policy documents are periodically reviewed to ensure adherence to the principles and objective set out in this Policy.

Review is conducted in accordance with the following criteria:
  a. Policy documents are subject to a major review at least every three years from the date of first approval or last major review, or where changes to legislative or other requirements necessitate a review.

  b. The policy owner ensures that the review identifies and consults with key internal and external stakeholders, including the First Nations and Equity and Inclusion teams as required.

  c. The NIDA Policy Manager monitors the review cycle and manages changes to the Policy Register.

  d. The Policy Manager reports annually to the Board.

4.6. Registration

NIDA maintains a Policy Register, in which all policy documents are recorded, and authorised versions of published policy documents are held.

Registration must follow the process set out in the Policy Governance Framework.

4.7. Transition

Policies and policy processes that are effective at the commencement of this Policy continue to be effective and binding until they are replaced or rescinded.

4.8. Breaches of policy

Breaches of the Policy Governance Policy will be notified to the Policy Manager for rectification. Additionally the Approval Authority for the Policy will be notified, and any other relevant parties (e.g. the Board, Academic Board etc.).

Breaches of individual Policies, and their consequences, will be addressed in each NIDA Policy.

Policies are only implemented once authorised by the appropriate Approval Authority, published in the appropriate area so that relevant parties can access them, and key stakeholders notified.

4.9. Governance

The Board is the approval authority for the Policy Governance Policy, with the Chief Finance and Operations Officer as Responsible Officer.

4.10. Communication

The Policy Governance Policy will be available on the staff intranet, and key stakeholders notified.

4.11. Record keeping

The Policy Governance Policy, and future versions will be backed up into Content Manager, as well as saved into NIDA's cloud filing system, Sharepoint.

5. Definitions

For the purposes of this Framework, the following definitions apply:

Policy	A policy is a high-level, principle-based document that establishes the organisation's official position, obligations, and strategic approach to a specific area. Policies: • Provide the "what" and "why" by defining overarching goals, standards, and expectations. • Are mandatory and binding for all relevant stakeholders. • Support compliance with legislative, regulatory, and organisational requirements. Example: NIDA's Child Safe Policy outlines the commitment and principles to protect children and young people.
Framework	A framework is a structured system that defines the relationships between policies, procedures, and associated documents. Frameworks: • Establish the hierarchy and scope of organisational documents. • Clarify how different elements (e.g., policies, procedures, guidelines) interact to achieve governance objectives.

- Support consistency and alignment across all policies and processes.

Example: NIDA's Policy Governance Framework provides a unified structure for creating, approving, and managing all organisational policies and procedures.

Note: Where a framework does not exist for a specific area, policies should be supported by procedures and forms as sufficient substitutes to guide implementation effectively. Procedures and forms must be designed to align with policy principles and ensure operational clarity.

Procedure	A procedure is an operational document that provides detailed instructions on how to implement a policy. Procedures: • Focus on the "how" by specifying steps, roles, and responsibilities. • Are mandatory and support the consistent application of policies. • Translate policy principles into actionable tasks and workflows. Example: A Recruitment Procedure outlines the steps for conducting interviews, verifying references, and ensuring compliance with recruitment policies.
Academic (category)	All matters pertaining to intellectual freedom, learning, teaching and education services, programs and courses, student administration including enforcement of student regulations, research and research training, student life and student services. It includes human resource matters that relate to academic status (such as titles, promotions, academic misconduct).
Administrative change	A correction to a policy document to update a title, name, formatting, web link, spelling or grammar, or references to law or other policy documents, or to clarify language.
Amendment	All changes made to a policy document other than a Minor Amendment.
Approval Authority	The Board, Executive, Academic Board, Audit Finance and Risk Committee (AFR) or appropriate authority prescribed to approve a policy document.
Code of Conduct	Includes the NIDA staff Code of Conduct, NIDA Student Charter and Child Safe Code of Conduct.
Delegation	Delegation assigned to a person in accordance with the Delegations of Authority
Organisation-wide (category)	All policies which cover staff and students, and in some cases other users of the NIDA facilities and other third parties.
Minor amendment	A change made to a policy document that does not modify it in a way that changes the intent or significantly affects the content or application of the policy, e.g. to clarify existing policy details, align with legislative changes, or include additional processes for new systems, a new campus or controlled entity.
Non-Academic Policy	A policy that is non-academic but pertains to NIDA students only.
Staff-only (category)	All matters pertaining to staff only, or that are the responsibly of staff to implement. This includes matters pertaining to human resources in accordance with relevant enterprise agreements and awards, safety and wellbeing, conduct, ethics and integrity, and sustainability.
Policy author	A senior subject matter expert nominated by the policy owner. Policy authors are responsible for the accuracy and maintenance of the policy document life-cycle and any supporting resources. They will act as a key liaison for the Policy

	Manager. The policy author may also be delegated the custodian of a procedure or resource by the policy owner.
Policy document	The collective term for all policies, procedures, associated resources. A schedule to a policy document forms part of the policy document.
Policy Register	The official repository for all current and expired policy documents of NIDA. It contains the operational details for policy documents.
Policy Governance Framework	The comprehensive document owned and provided by the Policy Manager that sets out the Procedure and any Resources for implementation of this Policy.
Responsible Officer	The staff member with whom the policy matter most clearly resides, having regard to the organisational structure and the prescribed purpose and scope of the policy document.
Resource	The collective term describing supporting documents in various forms offering detail, context or recommendations which articulate and give effect to policies and procedures. Resources include: guidelines, manuals, work instructions, detailed scenarios. - Commitment Statement: a standardised statement through which NIDA can demonstrate its recognition of, and commitment to adopting good practice to promote Code of Conducts or support policy principles and objectives. - Guideline: advisory and explanatory statements offering detail for good practice to support policies, procedures or standards. - User manual: describes a comprehensive document that sets out the procedure/s and detailed work instructions and processes. Its status is binding if referred to in Policy. - Instruction: details systems and workflow responsibilities for administering procedures. - Detailed scenarios: these include case studies, FAQs or other general guidance material such as a webpage that are 'live' documents managed by operational areas to support implementation of policy. - Standards: statements of mandatory prescribed specifications as to the qualities of a product, service, system, infrastructure or other resource that underpin a policy. They must be referred to in a Policy and are binding.
Policy Manager	Role with operational responsibility to manage the Policy Governance Framework and its implementation.

6. Consultation

Consultation with Learning and Innovation and relevant NIDA Executive team who developed this Policy, as the primary users of this Policy.

7. Change history

Date	Change Description	Reason for Change	Author/s	Version
December 2024	Creation of Policy	Recommendation from TEQSA and for organisation clarity.	Executive Officer (Jessica Blaxland Ashby)	1.0

8. Benchmarking and acknowledgements

RMIT Policy Governance Framework was used as a reference for developing this policy.

Legislation and regulatory framework	A Policy Governance Policy is a recommendation from TEQSA (Tertiary Education Quality and Standards Agency) for governance best practice.