

LA TROBE UNIVERSITY

HIERARCHY OF UNIVERSITY GOVERNANCE DOCUMENTS

Type	La Trobe Definition	Distinguishing Features
Act:	<i>La Trobe University Act 1964</i> (except where otherwise indicated).	<ul style="list-style-type: none"> • The Act can be amended only by State Parliament. • The Act is enforceable in court. • The Act is a permanent public record. • The Act is the legislation by which the University was established and incorporated, and which sets the overall structure and boundaries for the University's activities.
Statute:	Subordinate legislation for or with respect to matters concerning the University under the <i>La Trobe University Act 1964</i> .	<ul style="list-style-type: none"> • Council, and only Council, may make, amend or revoke Statutes; however, the State Minister for Education is the final approving authority. • Statutes are enforceable by the University. • Statutes are a permanent public record.
Regulation:	Made under a Statute of the University to regulate interpretation and implementation of the Statute. It may include procedural information and penalties for non-compliance with the governing Statute.	<ul style="list-style-type: none"> • Any Statute made by Council may provide for the making of Regulations. • Matters which involve penalties belong in a Regulation rather than in a lower-level document. • Council has full power to make, amend and revoke regulations without referral to the State Minister for Education or the State Parliament. • Council may delegate power to make Regulations by writing specific powers of delegation into Statutes. • Regulations tend to have a shorter 'shelf life' than Statutes. • Statutes take precedence over Regulations and override inconsistent Regulations. • Regulations are enforceable by the University. • Regulations are a permanent public record.

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Policy:	A written statement that documents and explains the University's official position on an issue and prescribes the approved way of operating in relation to that issue.	<ul style="list-style-type: none"> • A Policy applies to more than one organisational unit of the University. • A Policy must be consistent with the Act, Statutes and Regulations and will be invalid to the extent of any inconsistency. • Policies are developed through a structured decision-making and approval process with Academic Policies approved by the Academic Board and Administrative Policies approved by the Senior Management Committee. • A Policy articulates a desired outcome, the philosophical framework and the parameters for action. It includes the allocation of broad responsibilities. It does not list detailed actions. • All Policies are published online in the La Trobe University Policy Library and Website. • Policies are enforceable by the University. • A Policy differs from a Regulation in that it: <ul style="list-style-type: none"> • Does not flow directly from a Statute, although it may elaborate on one or more elements of a Regulation. • Cannot impose penalties. • May address a complex cluster or agenda of issues, such as equity and access, rather than a single issue. • Usually deals with an ongoing situation or element of core business.
Rule:	A written statement that documents and explains the official position on an issue and prescribes the approved way of operating in relation to that issue.	<ul style="list-style-type: none"> • A Rule applies to only one organisational unit of the University. • Rules are developed through a structured decision-making and approval process, which concludes with the organisational unit referring the Rule to the University Secretariat for review to determine whether a Policy should be developed. • A Rule is recorded electronically at the organisational unit and in the University Secretariat. • In all other aspects a Rule has the same parameters as a Policy.

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Procedure:	A document that outlines the allocation of tasks and responsibilities by which a Policy or Rule will be implemented and that specifies how to carry out an activity or process.	<ul style="list-style-type: none"> • A Procedure is always linked to a Policy or Rule. • Approval Processes are the same as for the associated Policy or Rule. • Some Policies and Rules may require multiple sets of Procedures. • Procedures are action oriented and must be structured logically, as consecutive or concurrent steps with triggers and outcomes. • The amount of detail in a Procedure depends on mandatory and discretionary actions. Mandatory actions must be detailed; discretionary ones may not be. • Procedures normally indicate action at the level of a division, unit or team. • Diagrams, flowcharts, other visuals may be useful to illustrate a procedure. • A Procedure linked to a Policy should be included in the University Policy Library and Website.
Standard:	A document indicating the level of quality that must be achieved.	<ul style="list-style-type: none"> • A Standard may be set internally or externally (e.g. ISO quality accreditation standards). • A Standard serves as a basis for comparison or a reference point for evaluation. • A Standard is essential when successful outcomes depend on precision. • A Standard normally supports a Policy or Procedure.
Task List:	A sequential list of the tasks that an individual officer must perform in order to carry out his or her responsibilities under a particular Policy, Rule or Procedure.	<ul style="list-style-type: none"> • Task Lists complement Procedures in prescribing action for an individual staff member to contribute to the implementation of a Policy or Rule • Task Lists are approved by the local line manager. • Task Lists are University records only and are not for public display.

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Guideline:	A supporting document that gives explanatory detail about the context, history or application of a Policy, Rule or Procedure.	<ul style="list-style-type: none"> • Guidelines tend to evolve over the life of a Policy, Rule or Procedure to capture knowledge gained through practice or research over a period of time. • Guidelines are issued by an office or officer that has formal responsibility for the Policy, Rule or Procedure concerned. • Guidelines are approved by the local line manager. • Guidelines do not direct action – if a guideline results in a certain interpretation or action becoming usual practice, this should become part of a Policy, Rule or Procedure. • Guidelines are University records only and are not for public display.
Code of Conduct	A statement of rules and expectations which has been approved in a formal way but without the legal force of legislation or regulations.	<ul style="list-style-type: none"> • Codes of Conduct generally focus on duties and responsibilities and outline expected standards of behaviour. • Codes of Conduct can be enforced through contracts and Enterprise Bargaining Agreements. • Electronic versions of Codes of Conduct are available on University websites (eg Staff Code of Conduct available through Human Resources Manual)
Checklist:	A list of specific actions in simple language that prescribes the steps to carry out a process.	<ul style="list-style-type: none"> • Checklists complement Task Lists and Procedures in prescribing action for an individual staff member to contribute to the implementation of a Policy or Rule • Checklists are approved by the local line manager. • Checklists are University records only and are not for public display.