

## POLICY GOVERNANCE FRAMEWORK

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|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Policy / Document Approval Body:</b> | Governance Board                                                                                                  |
| <b>Date Created:</b>                    | 31 August 2026                                                                                                    |
| <b>Policy Custodian:</b>                | Dean of Engineering                                                                                               |
| <b>Policy Contact:</b>                  | Operations Manager                                                                                                |
| <b>Location on EIT website:</b>         | <a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a> |
| <b>Review Period:</b>                   | Every Three Years from Commencement                                                                               |
| <b>Revision No:</b>                     | 1                                                                                                                 |
| <b>Date of Revision:</b>                | 01 September 2026                                                                                                 |
| <b>Date Approved:</b>                   | 17 September 2026                                                                                                 |
| <b>Date Commenced:</b>                  | 17 September 2026                                                                                                 |

### 1.0 Purpose

The purpose of this Framework is to establish a consistent approach to the governance, development, approval, implementation, publication, review and retirement of governance documents at EIT. This Framework ensures that governance documents remain current, accessible, appropriately approved and aligned with EIT's strategic, academic, operational and regulatory obligations.

### 2.0 Scope

This Framework applies to all EIT governance documents, including frameworks, policies, procedures, guidelines, terms of reference, forms, templates and related governance instruments. It applies to all persons involved in the development, approval, implementation, review or administration of governance documents on behalf of EIT.

### 3.0 Objectives

The objectives of this Framework are to:

- establish a clear and consistent governance structure for EIT documents
- define responsibilities for governance document development and maintenance
- establish appropriate approval authorities for governance documents
- ensure governance documents remain accessible, accurate and current
- provide a consistent approach to document control and record management
- support compliance with applicable legislation, regulatory requirements and standards
- promote continuous improvement through periodic review and stakeholder feedback

## **4.0 Governance Principles**

### **4.1 Governance Documents Support EIT's Strategic and Regulatory Obligations**

Governance documents provide the framework through which EIT manages its academic, corporate, operational and compliance obligations. Governance documents must support EIT's strategic direction and regulatory responsibilities.

#### **4.1.1 Alignment**

All governance documents must:

- align with EIT's strategic objectives
- support effective governance and decision-making
- comply with applicable legislation and regulatory requirements
- avoid unnecessary duplication
- be clear, practical and proportionate to the risk being managed

#### **4.1.2 Continuous Improvement**

Governance documents must be periodically reviewed to ensure they remain current, effective and appropriate to EIT's operational and regulatory environment.

### **4.2 Governance Documents Must Have Clear Ownership and Accountability**

Every governance document must have clearly defined ownership and accountability arrangements.

#### **4.2.1 Policy Custodian**

The Policy Custodian is responsible for setting the strategic direction of the document, ensuring it remains fit for purpose, allocating appropriate resources for development and review, overseeing implementation, and ensuring review requirements are met.

#### **4.2.2 Policy Contact**

The Policy Contact is responsible for providing operational advice regarding the document, coordinating development and review activities, facilitating consultation, monitoring implementation and effectiveness, maintaining records of feedback, and recommending amendments where appropriate.

### **4.3 Governance Documents Must Follow a Defined Lifecycle**

All governance documents must follow a structured lifecycle to ensure consistency, transparency and accountability.

#### **4.3.1 Identification of Need**

A new governance document, or the review of an existing document, may be initiated as a result of scheduled review requirements, legislative or regulatory changes, identified policy gaps, stakeholder feedback, operational requirements, audit findings, strategic initiatives, or decisions of the Governance Board or Academic Board.

#### **4.3.2 Development and Consultation**

The Policy Contact will coordinate document development in consultation with relevant stakeholders. The extent of consultation should be proportionate to the significance of the proposed change, the risks associated with the document, its impact on staff, students and other stakeholders, and any applicable regulatory requirements.

#### **4.3.3 Approval**

Governance documents must be approved by the appropriate approval authority before becoming effective. Approval authorities are outlined within Section 4 of this Framework.

#### **4.3.4 Publication and Communication**

Following approval, superseded versions will be archived, document registers updated, and approved documents published on the EIT website unless publication restrictions apply. Relevant stakeholders will be notified where a document change has a direct operational, academic or compliance impact. Where changes directly affect students, the relevant manager must ensure affected students are informed through an appropriate communication channel.

#### **4.3.5 Review and Retirement**

Governance documents must be reviewed in accordance with their approved review period and revised, replaced or retired as required.

### **4.4 Governance Documents Must Be Accessible and Controlled**

EIT is committed to ensuring governance documents remain current, accessible and effectively controlled. The EIT website is the primary source for accessing approved governance documents.

Documents containing confidential, commercially sensitive, personal or security-related information may be excluded from publication and made available to authorised persons on request.

Only current approved versions may be used for operational purposes. Superseded documents must be archived in accordance with the Records Management Policy.

### **4.5 Governance Responsibilities Must Be Clearly Defined**

Governance responsibilities for governance documents must be transparent and aligned with EIT's governance structure.

#### **4.4.1 Academic Governance**

The Academic Board is responsible for academic governance and approval of academic policies and related documents concerning:

- learning and teaching
- assessment
- admissions
- student progression

- course quality
- research activities
- academic integrity and standards

#### 4.4.2 Corporate Governance

The Governance Board is responsible for corporate governance and approval of documents concerning:

- organisational governance
- finance
- human resources
- operations
- compliance
- risk management
- strategic and corporate matters

### 5.0 Governance Document Hierarchy

The hierarchy of governance documents is as follows:

| Document Type | Purpose                                                                                                                                         |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Framework     | Establishes overarching governance principles, responsibilities and requirements and provides direction for associated policies and procedures. |
| Policy        | Defines EIT's position, commitments and expectations regarding a specific area                                                                  |
| Procedure     | Describes the processes required to implement a Policy                                                                                          |
| Guideline     | Provides supporting information, recommendations or examples to assist implementation.                                                          |
| Form/Template | Supports the consistent implementation of governance documents.                                                                                 |

### 6.0 Approval Authorities

| Document Type                                                                                                 | Approval Authority           |
|---------------------------------------------------------------------------------------------------------------|------------------------------|
| Institutional Governance Documents (e.g. frameworks, terms of reference, policies, procedures and guidelines) | Governance Board             |
| Academic Governance Documents (e.g. frameworks, policies, procedures and guidelines)                          | Academic Board               |
| Forms, templates and administrative documents                                                                 | Policy Custodian or Delegate |

Where a document has both academic and corporate governance implications, joint consideration by the Governance Board and Academic Board may be required.

## 7.0 Governance Document Management

EIT maintains a Governance Document Register as the authoritative record of approved governance documents.

The register records relevant document control information, including the document title, document type, approval authority, policy custodian, policy contact, revision history and review requirements.

All governance documents must contain approved document control information and be managed in accordance with the Records Management Policy

## 8.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## 9.0 Related Documents:

- Academic Board Terms of Reference.DS
- Governance Board Terms of Reference.DS
- Information Management and Security Policy and Procedure.DS
- Records Management Policy.DS
- Risk Management Policy.DS
- Strategic Plan 2026-2036.DS

## 10.0 Related Legislation

The following legislation is relevant to this policy; however not all are mandatory for education providers:

- [\*Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)\*](#)
- [\*National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025\*](#)
- [\*National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025\*](#)
- [\*Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)\*](#)

## 11.0 Accountabilities

The Governance Board is responsible for the review and approval of this framework.

The framework is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.