Authorisation decision tree

For each set of procedures, a decision process is needed to establish the appropriate approval path. The Policy Owner of the policy to which the procedures apply will ultimately make the determination of:

a) Who the Procedure Owner should be; and
b) How the Procedure can be modified and what level of approval is required for procedural change.

The following decision tree can assist in determining what the required approval path for a Procedure will be. **Once determined, this approval path should be clearly stated in the Procedure itself.**

Procedures should specify:

- The process for reviewing or revising: How are minor amendments handled? Does this differ from major amendments? How will it be decided if an amendment is major or minor?
- The process for removing or disestablishing procedures: If the procedures are no longer needed or no longer helpful, how is the decision made to remove them? Who makes that decision?
- The cycle of review: Is there a regular assessment of how well procedures are working? How frequently does this take place?

*Please note – although the Decision Tree below includes the option of an approval structure that results in procedures being approved at a very senior level, this option should only be adopted for procedures that support highly significant policy and / or exist to complete an absolute requirement at law, for which the University has high-stakes compliance obligations. It is expected to be a rare occurrence at procedure level.

Is the procedure required by law, regulation, agreement, code or other instrument?

YES

NO

Is there mandatory content that it must cover to comply with the instrument?

Does the procedure cover more than one process or processes that involve different functional areas?

YES

NO

YES

NO

Does the instrument specify the form and / or any steps that the procedure must involve?

Is there a relevant committee of the University that has responsibility for oversight and review in this area?

YES

NO

Does the procedure carry serious impact for the University if breached?

YES

NO

Approved by Vice Chancellor after SLT and committee review*

Approved by Policy Owner after committee review

Approved by Policy Owner or their designate