

Governance Structure Policy (GC)

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Governance Structure Policy (GC)
Brief Description	This Document outlines Griffith College's Governance Structure. The College's Governance Structure provides the framework for both the administrative and academic decision making and oversight of quality assurance. The framework provides for accountability in decision making and ensures the quality of the College's operations.
Responsibility	College Director and Principal
Initial Issue Date	09/06/2006
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
17/09/2022	4	Amendment to Governance Structure	College Director and Principal
27/10/2022	5	Updated for accuracy and currency	Quality & Compliance Manager

Related Documents

Name	Location
QIBT Pty Ltd (Trading as Griffith College) Board Terms of Reference	Internal
Academic Board	Policy HUB

Program Advisory Committee	Policy HUB
Assessment Committee	Policy HUB
Learning & Teaching Committee	Policy HUB
Appeals Committee	Policy HUB
Delegations of Authority Policy	Policy HUB

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1 Purpose and Scope

The purpose and scope of this document is to provide an outline of Griffith College's Governance Structure.

2 Policy Statement

Griffith College's Governance Structure provides the framework for both the administrative and academic decision making and oversight of quality assurance. The framework provides for accountability in decision making and ensures the quality of the College's operations.

2.1 Corporate Governance

2.1.1 Governing Body

Griffith College is a wholly owned subsidiary of Navitas Proprietary Limited and the Griffith College governing body is the Queensland Institute of Business and Technology Pty Ltd (trading as Griffith College) Board of Directors, administered by the University Partnership Australasia division.

Delegated authorities are identified in a Board-approved Delegations of Authority Policy, which subsequently informs college policies that identify authority limits and delegations at Griffith College. The latter is approved by the appropriate Navitas authority.

Membership expertise of the QIBT Pty Ltd Board of Directors includes accounting, finance, business, higher education, compliance and senior management-level experience. The composition of membership will comprise at least two non-executive and independent directors. Membership is reviewed regularly to ensure technical and operational expertise is in place.

Without intending to limit the role of the Board, it's Directors are responsible for all matters relating to the strategic direction, policies, practices, establishing goals for management and the operation of the College.

2.1.2 Griffith College academic governance

The Governance Structure has an academic arm consisting of Academic Board and sub-committees comprised of Program Advisory Committees, the Learning & Teaching Committee and Assessment Committee.

Terms of Reference for the College Academic Board is reviewed every two years and approved by the Governing Body.

2.1.3 Griffith College non-academic governance

The senior management (Management Committee) within the College, also acts as the Policy Revision Working Group and has oversight of all college functions and activities and is responsible for approving policies and implementing continuous improvement initiatives. The Management Committee is also responsible for reviewing and endorsing the following plans for approval by the relevant Board.

- Strategic Plans (including Marketing)
- Learning and Teaching Plans
- Risk Management Plans
- Work Health and Safety Plans

The Student Liaison Committee provides a conduit for student feedback to both the Learning and Teaching Committee, and the Management Committee.

The Management Committee will convene working groups are required.

Griffith College’s Appeals Committee provides an avenue for appeals for both academic and administrative decisions of the College.

3 Responsibilities

Responsibility	CDP	QCM	AD	DSAS	PC/P A	AB	PAC	L&T	All
Maintain currency of policy	C	R	A						I
Delegations of Authority Policy is reviewed and updated	A	R	C	C		I			I
Terms of Reference for Committees are reviewed against effectiveness twice yearly; Academic Board is revised and approved via Navitas Board	A	R	C			C			I
CDP: College Director and Principal, QCM; Quality & Compliance Manager, AD; Academic Director, DSAS: Director, Student & Academic Services, PC: Program Convenor/Advisor, AB: Academic Board, PAC: Program Advisory Committee, L&T: Learning & Teaching Committee, All: All Staff									

4 Compliance

4.1 General

A Governance Induction for all new Committee (Academic) members occurs prior to meetings for any new members.

4.2 Relevant Legislation

Higher Education Standards Framework (2021) - Standards 6.10: Corporate Governance, 6.20: Corporate Monitoring and Accountability, 6.30: Academic Governance Review

4.3 Review

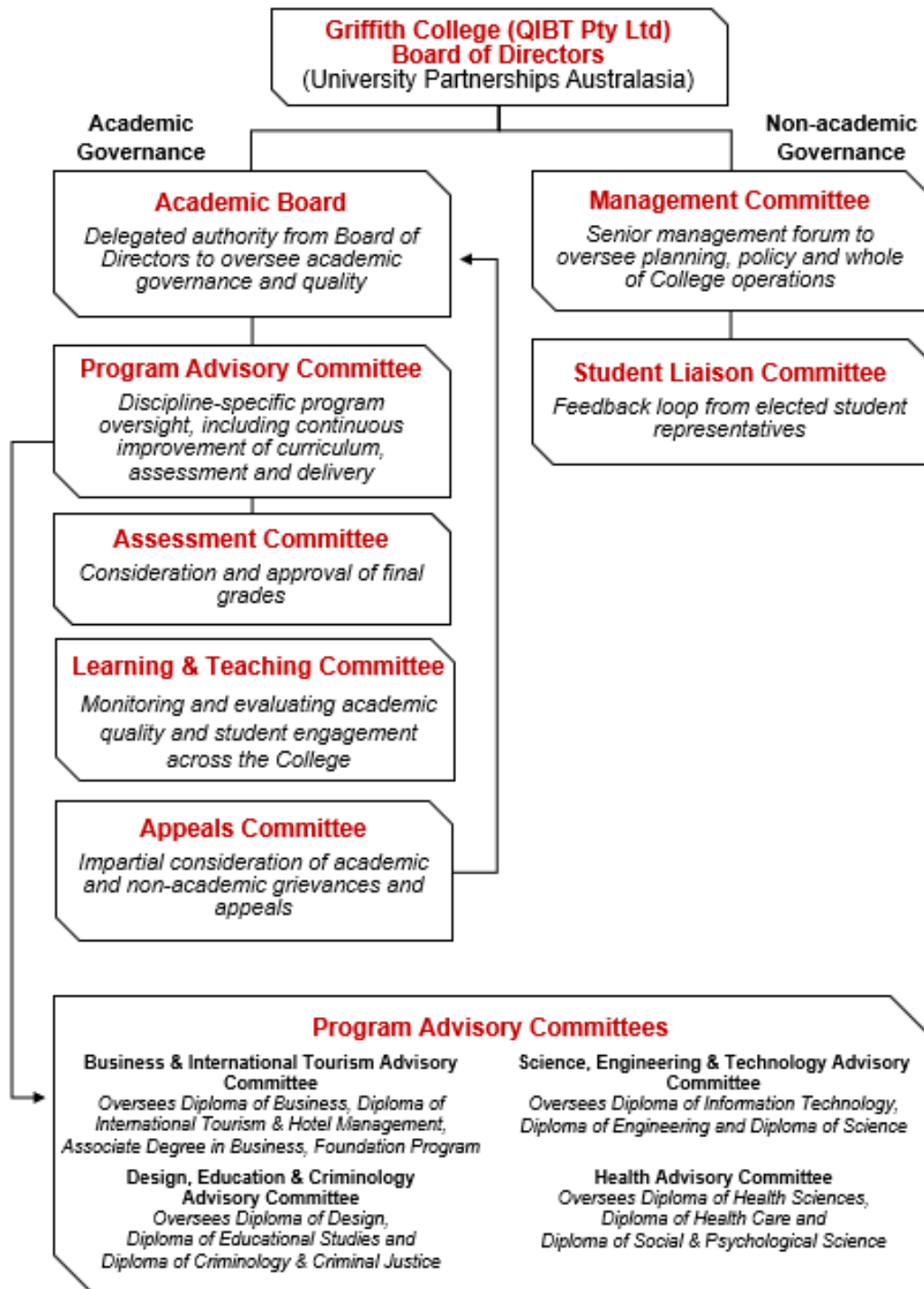
This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas’ current and planned operations.

5 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director & Principal	Policy Hub	Permanently with control in place for revisions	Policy Hub archive

Governance Structure



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