University of Newcastle Act & By-Law The Act is the principal legislation that establishes the constitution and functions of the University, and the functions of The Council and other senior officers. The By-Law prescribes the staff of the University, the requirements of Council members, the Chancellor and Academic Senate, and establishes that the Council may make rules. The Act is made by parliament, and the By-Law is approved by the Minister for Education.

Both documents are legally binding.

University Rules

University Rules are approved by Council, in accordance with the By-Law. A University Rule has the same legal effect as the By-Law, and is therefore, legally binding.

Delegation of Authority

Delegation of Authority to any member or Committee of the Council is permitted under the Act. Sub-delegation to a senior officer by the Vice-Chancellor is also permitted providing it is in accordance with an instrument of delegation. The Governance Rule is the University's instrument of delegation. Delegation of authority establishes who can make a binding commitment on behalf of the University.

Policies and Schedules

A policy outlines the University's intent in relation to the policy subject matter, and addresses risks and opportunities associated with that subject. A policy may be binding if written clearly with this intent, and in particular if linked to legislation or rules. Policies may be contained in manuals, but must be clearly titled as such.

Other Documents - Codes, Procedures, Guidelines, Manuals, Frameworks etc

A procedure sets out the steps required to carry out a specific task. A procedure should, wherever possible, be linked to an overarching policy, especially if compliance is critical. Guidelines provide supporting information to assist with decision making. Manuals and frameworks provide structure on how the University will administer specific areas of the business. Policies contained in manuals have the same hierarchical level as a stand-alone policy. A Code establishes behavioural expectations and may be binding if linked to a higher level document.