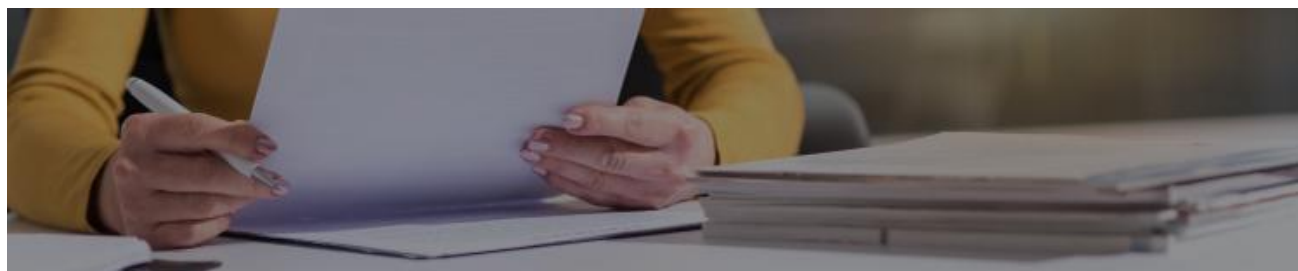




March 2021 No. 6.0

The Policy and Delegations Update is a monthly digest featuring the latest news on University policy documents and delegations of authority, including the implementation of both the Policy Governance Framework and Delegations Framework. Highlights for this month are:

- New, amended and rescinded policy documents
- Policies out for consultation
- Update on the major review of Academic policies
- Update on the major review of Governance and Organisational policies and delegations
- What our future state looks like for policy
- Steps for policy transformation.



New, amended and rescinded policy documents

The following new and amended policy documents have been approved from February – March 2021:

- [Academic Awards, Programs, Nomenclature and Abbreviations](#)
- [Academic Transcripts](#)
- [Assessment Procedure for Students](#)
- [Assets Policy](#)
- [Bachelor Degree \(AQF Level 7\) Policy](#)

- [Course Approval and Review](#)
- [Information Security Procedure](#)
- [Postgraduate Programs Admission Policy](#)
- [Structure and Governance of Academic Groups of the University](#)
- [Structure and Requirements of Qualifications Awarded by Griffith University](#)
- [Student Administration Policy](#)
- [Treasury Policy](#)
- [Undergraduate Program Admission Policy](#)

The following policy documents were approved for rescission from February – March 2021:

- End of Trimester Centrally Administered Examinations Policy and Procedure
- Take Down Notice Procedure.

You can go to the [Register of Policy Changes](#) under Resources in the [Policy Library](#) for a brief description of the new document or approved amendments, and to review the record of new and recently amended or rescinded policy documents.

Please contact the listed Policy Advisor if you have questions about any of these policy documents.



Policies out for consultation

Consultation informs the development and review of our policies and delegations. To support this we have established the [Policy and Delegation Consultation Hub](#). As new policy documents are developed, and existing policy documents and delegations undergo major review, the University community will be consulted and invited to provide feedback.

The Recruitment and Selection Policy is currently undergoing a major review and the draft replacement policy is out for consultation. The proposed new policy not only has a new look, but also has a new name and principles that better reflect the University's values and commitment to 'unleashing the potential of our people'.

You can review the new draft policy and provide feedback by email to policy@griffith.edu.au by **Friday, 23 April**.

- [Draft Talent Acquisition Policy](#)

All feedback received by Corporate Governance during this time will be collated and provided to the Policy Advisor for consideration.



Update on major review of Academic policies

As outlined in the [February 2021 Policy and Delegations Update](#), our approach to the policy review cycle will be slightly different this year.

As part of the Policy Governance Framework implementation process, a draft Academic Policy Implementation Plan has been developed which prioritises the order for the major review of policy documents to align them with the new Framework. This major review will be signalled by moving to the new templates, but more importantly, is intended to ensure alignment with the principles outlined in the Policy Governance Policy.

The draft Academic Policy Review Implementation Plan is based on the Future State Academic Policy Architecture and maps policy review over the next three years, based on policy priority. Policies that have been identified for development in 2021 include the following high priorities:

- Student Conduct Policy and related documents
- Student Complaints Policy and related documents
- Student Review and Appeals Policy and related documents
- Enrolment and Class Timetabling Policy and related documents
- Undergraduate and Postgraduate Admissions Policy and related documents

The Academic Policy Review Implementation Plan is due to go to Academic Committee for approval in May 2021, following which an update will be provided via the Policy and Delegations Update.

Policy documents that are not flagged for major review this year, but are due or overdue for review, may still be updated to ensure compliance and currency but will remain in the existing templates.

For more information regarding Academic Policy Review, contact the Director, Student Credentials, Dr Georgina Ma via email at g.ma@griffith.edu.au

Academic Policy Support

Academic policy documents relate to the academic business of the University and the student life cycle, including all matters relating to teaching and learning, programs and courses, student administration and support, research and research training.

Student Credentials provides general oversight of the Academic Policy portfolio. This support includes the maintenance of the Academic Policy Review Implementation Plan, liaison with Policy Advisors regarding the review/development of policies, advice and support regarding policy consultation, approval and implementation processes, maintenance of the [Academic policy section](#) of the Policy Library.

For general advice or support regarding Academic policies, contact policyervices@griffith.edu.au.

For Policy Advisors – Publicising Policies

Communicating key policy updates is important to ensure that key stakeholders and the wider University community are kept abreast of any changes to policies that will have potential impacts for learning and teaching operations.

The [Policy Implementation and Communication Plan](#) is a useful resource to support the tailored implementation and communication for new/updated policy documents.

Once policies have been approved there are several channels available to Policy Advisors to communicate relevant changes to immediate stakeholders and the wider University community. These include:

- **Email to key stakeholders**

Targeted email communication to key stakeholders is an effective channel to advise of the key policy changes and associated training and resources available to support the implementation of the new policy and procedures into operations. The [Policy Implementation and Communication Plan](#) provides stakeholder analysis and other useful prompts that may help in guiding Policy Advisors with policy implementation and updates.

- **Policy and Delegations Update**

The Policy and Delegations update is a monthly digest sent to all Griffith staff that features the latest news on University policy documents and delegations of authority. It is a useful channel through which to reach a wide audience regarding any policy changes. To contribute to the Policy and Delegations Update, submissions should be sent to the Policy Library Manager, Dr Rebecca Voisey via email at r.voisey@griffith.edu.au by the 25th of the month.

- **Learning Futures/Griffith Online Channels and Support**

Learning Futures/Griffith Online (LF/GO) provides support to Academic Policy Advisors to develop relevant resources that may help in the communication of key policy changes. These resources may include infographics, video explainers and quizzes. LF/GO may also help to publicise key policy changes via their channels, including the Learning and Teaching Engagement Community (ad-hoc), Learning and Teaching Update (fortnightly), the Academic Prep Group or Communities of Practice. To tap into the support that LF/GO may be able to provide, contact Learning & Teaching Communications Officer, Ainslie Searles via email at a.searles@griffith.edu.au.

- **Staff Connect**

Staff Connect is a staff-only Microsoft Teams site aimed at facilitating ongoing collaboration and communication with colleagues about issues that affect the student experience. The 'Tell Us' section of this Teams site is an effective channel to inform professional staff of relevant policy updates. To post policy updates, you will need to request access to the [Staff Connect](#) Teams site.



Update on major review of Governance and Operational policies and delegations

As outlined in the [February 2021 Policy and Delegations Update](#), our priorities for the major review of Governance and Operational policy documents and delegations in 2021 have been agreed. The major review of policies involves the alignment of our policy suite to the new Policy Governance Framework and is signalled by shifting the content to the new policy document templates.

The major review of delegations involves alignment of our delegations to the new Delegations Framework and is signalled by first shifting delegations in the Delegations Register to the new banded model, and secondly, by reviewing delegations by type to simplify and clarify content, remove inconsistencies and devolve levels of approval where appropriate.

A status update on agreed 2021 priority reviews is provided below.

Policy documents prioritised for major review by 30 June 2021

The suite of 16 policy documents listed below presents several opportunities for consolidation and simplification. It is expected the review will result in these 16 policy documents being **reduced to 6 policies** and a small number of supporting policy documents.

- Asset Disposal Built Infrastructure Policy (**major review underway**)
- CCTV Policy (**major review underway**)
- Cloud Hosting Policy (**major review underway**)
- Construction Work Policy (**major review underway**)
- Council Meeting Procedures (**major review complete**) ✓
- Crisis Management Plan
- Election of Members to Council Policy
- Election of Members to University Committees Policy
- Information Markers Policy (**major review underway**)
- IT Code of Practice (**major review underway**)
- Key and Access Card Control Policy (**major review underway**)

- Management of Space in the University Policy (**major review underway**)
- Placement of Memorials on Site Policy (**major review underway**)
- Treasury Policy
- University Campus Access and Use Policy (**major review underway**)
- University Committee Meeting Procedures

Policy documents prioritised for major review by 31 December 2021

The suite of 10 policy documents listed below presents opportunities for consolidation and simplification. It is expected the review will result in these 10 policy documents being **reduced to 5 policies** and a small number of supporting policy documents.

- Business Continuity Management and Resilience Framework
- Business Continuity Management and Resilience Policy
- Complaints about the Vice Chancellor Section 48A of the Crime and Corruption Act 2001
- Guide to the Responsible Conduct of Commercialisation Activities
- Information Management Framework (**major review underway**)
- Risk Appetite Statement
- Structure and Governance of Academic Groups of the University Policy
- Travel Policy
- University Reviews Policy
- University Reviews Guidelines

Delegations prioritised for review in 2021

Consultation on the change to a banded model for delegations is complete and the respective amendments to our Delegations Policy and Delegations Procedure will proceed to relevant approval authorities in April. This is a structural change to the presentation of delegations in the Delegations Register, that will see delegations grouped by bands, rather than assigned to individual positions. All delegations will move to the banded model in the first half of this year in preparation for the launch of the new look Delegations Register. You can read more about the banded model for delegations in the [November 2020 edition of this Update](#).

The content of our delegations is also being reviewed, with the intention of devolving and streamlining delegations where appropriate to ensure our delegations are assigned at an appropriate level of responsibility and capability. Reflecting this, changes to the Delegations Policy have been proposed to strengthen the University's commitment to creating a culture of trust and accountability through the appropriate devolution of delegations. This content review has commenced with staffing delegations and had resulted in a proposed reduction of the 250+ individual entries in the existing Delegations Register to just 37. The proposed new staffing delegations are currently out for consultation, commencing with key stakeholders. An update on the review of content and devolution of delegations is provided by type below.

- Staffing delegations (**major review complete and key stakeholder consultation underway**)
- Signing delegations (**major review underway and preliminary consultation commenced**)

- Financial delegations (to be reviewed in Q3 and Q4 2021)
- Other delegations (to be reviewed in the Q3 and Q4 2021).



What our future policy state looks like

Both Student Credentials and Corporate Governance have mapped the target end state of our respective policy suites and have commenced consultation with policy owners. These draft maps identify the core policies that will remain in our future state policy suite and their supporting procedural documents, but also track the transition from our existing suite to the new. It is anticipated that the maps will be finalised and endorsement sought from key stakeholders by the end of April.

We will provide a first look at the proposed future state policy maps in the April edition of this Update.

In discussing our future policy state, it is worth remembering three of the core aims and expected outcomes underpinning our major policy transformation.

1. Aim: Reduce the number of policy documents of all kinds through policy consolidation and by confirming the need for and purpose of each document.

Outcome: Information will be much easier to find, clear in purpose, and there will be less risk of inconsistency, inaccuracy, and duplication.

2. Aim: Develop shorter policies that state high-level principles and that are written in clear, concise and inclusive language (with an aim of two pages per policy).

Outcome: Policies will support strategy, align with our values, and clearly identify the University's position in key content areas with well-researched, up-to-date and achievable goals and expectations.

3. Aim: Separate procedure from policy.

Outcome: Procedures will operationalise policy, and all related subordinate procedures will be nested beneath the high-level overarching policy. This separation will allow for the devolution of the approving authorities assigned to procedures to relevant Senior University officers (rather than Council or committees), so that operational and procedural content can be updated more easily and when required.

Steps for policy transformation

To ensure we deliver the aims and outcomes detailed above, here are some important steps to consider before you embark on reviewing or developing your policy document. You will find this information set out in more detail in the [Policy Governance Procedure](#), plus a host of resources to assist you on the [Policy Library homepage](#).

As indicated in the February 2021 Policy and Delegations Update, policy advisors with policy documents due or overdue for review in 2021 will be contacted.

Step 1

Contact the Policy Library Manager via email at policy@griffith.edu.au to advise of your plans and for guidance about the process. For Academic policy documents contact policyservices@griffith.edu.au.

Step 2

Make sure you have read the [Policy Governance Policy](#) and the [Policy Governance Procedure](#).

Step 3

If you are developing a new policy document or you are undertaking a major review to align your policy document to the new Policy Governance Framework, make sure you have discussed this with the relevant Head of Element and received their endorsement.

Step 4

You will find the [Policy Document Proposal](#) useful at this step, and you may choose to do this before Step 3. Make sure you have undertaken the following assessment by answering these questions about your policy document:

- Is the policy document necessary?
- Are there other policy documents in the [Policy Library](#) that already address the subject matter? If so, is the document necessary? If yes, can the policy documents be consolidated?
- What are the objectives of the policy document?
- Can the objectives be achieved via alternative means?
- Have you conducted any benchmarking?
- Does the policy document align with and support University strategy?
- Does the policy document comply with legislation and other requirements? (See the [Register of Compliance Obligations](#))
- Does the policy document reflect and embed our values?
- Who are the stakeholders impacted by the policy document?
- What consultations need to be undertaken? Is broad consultation via the [Policy and Delegation Consultation Hub](#) appropriate?

Step 5

If you haven't already conducted benchmarking, now is the time. Look across the sector, and to other relevant industries for ideas about how the content is addressed.

Step 6

Once you have completed all of the steps above, download the [Policy Document Review Checklist](#) to guide you through the next stage of the process.



Contact us

For more information about policies please contact us via email at policy@griffith.edu.au.

For more information about Academic policies please contact Student Credentials via email at policyservices@griffith.edu.au.

For more information about delegations please contact us via email at delegations@griffith.edu.au.

For general advice about any of the information contained in this email contact the Policy Library Manager, Dr Rebecca Voisey via email at r.voisey@griffith.edu.au.



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