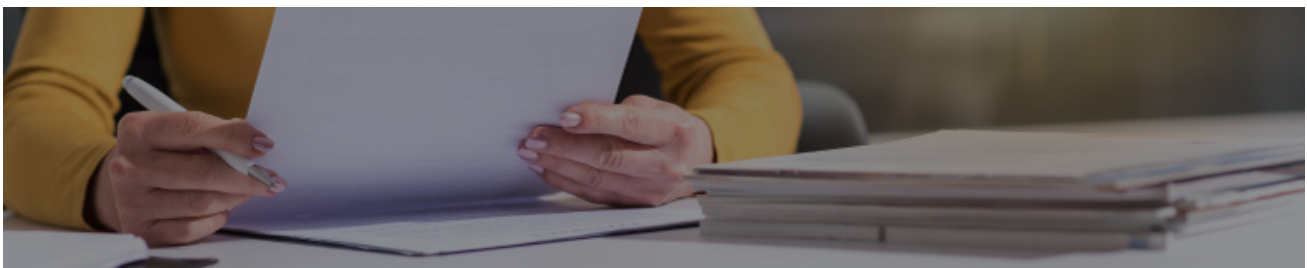




*October 2020 No. 1.0*

Welcome to the first edition of the new look Policy Library Newsletter. Each month we will provide you with the latest information about:

- New, amended and rescinded policy documents
- Draft policy documents and revised delegations open for consultation
- Updates on the major review of policies and delegations to align with the new Policy Governance Framework and the new Delegations Framework
- Policy Library changes.



## **New and Amended Policy Documents**

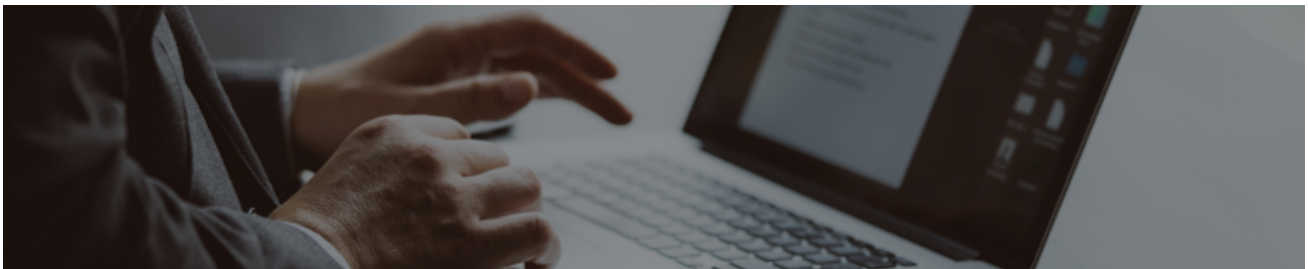
The following new and amended policy documents have been approved from February to 6 October 2020:

- [Academic Freedom and Freedom of Speech Policy](#)
- [Code of Conduct](#)
- [Conflict of Interest Policy](#)
- [COVID-19 Assessment and Examination Policy](#)
- [Consultancy and Commercial Research Policy](#)
- [Defence Security Policy \(not effective until 4 January 2021\)](#)
- [Delegations Policy](#)
- [Delegations Procedure](#)
- [Delegations Register](#)
- [Distinguished Professors Procedure](#)

- [Equity, Diversity and Inclusion Policy](#)
- [Fees and Charges Policy – Schedule A: Student Services and Amenities Fee](#)
- [Health, Safety and Wellbeing](#)
- [Information Security Policy](#)
- [Information Security Procedure](#)
- [Named Academic Positions and Named Student Awards](#)
- [Naming Policy](#)
- [Philanthropy and Fundraising Policy](#)
- [Professor Emeritus Guidelines](#)
- [Professor Emeritus Policy](#)
- [Public Interest Disclosure Policy](#)
- [Staff Harassment, Bullying and Discrimination Policy](#)
- [Undergraduate Programs Admission Policy](#)
- [University Campus Access and Use Policy](#)

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a brief description of the new document or approved amendments, and to review the record of new and recently amended or rescinded policy documents.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.



## Policy and Delegation Consultation Hub

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 consultation period for draft policy documents is generally two weeks and during this time feedback can be provided by email to [policy@griffith.edu.au](mailto:policy@griffith.edu.au). All feedback received during this time will be collated and provided to the relevant Policy Advisor for consideration.

### Open for consultation

The following policy document is now open for consultation:

[Draft Achievement Relative to Opportunity Guidelines](#)

*Consultation period: Friday 9 October – Friday 23 October 2020.*



## Major Policy and Delegations Review

A key action of the [Strategic Plan 2020-2025](#) is to reduce complexity and increase efficiency around our delegations, policies, processes and systems.

The following steps have been taken to date to deliver on this action:

- [Policy Governance Framework](#) and [Delegations Framework](#) approved by Council
- Policy and Delegations Working Group established to lead the review and implementation of the complementary Frameworks, supported by Corporate Governance
- Corporate Services policies and delegations prioritised for the period September 2020-March 2021 based on the following criteria:
  1. A high risk is posed by not prioritising review of the policy or delegation
  2. Policies and delegations align with identified pain points
  3. Policies and delegations with internal and/or external compliance drivers
  4. Policies and delegations with a strategic/executive driver
  5. Policy documents overdue for review.

### Corporate Services Review Priorities in 2020 – March 2021

#### ***Policy Review***

Corporate Services Executive have approved the following policies as highest priority for review:

- Achievement Relative to Opportunity Guidelines
- Designing Flexible Work Policy
- Designing Flexible Work Procedure
- Disability Inclusion Procedure
- Equity, Diversity and Inclusion Policy
- Purchasing Policy
- Recruitment and Selection Policy
- Recruitment and Selection Procedure

#### ***Delegations Review***

Corporate Services Executive have approved the following delegations as highest priority for review:

- Finance Delegations relating to procurement waivers (full review)
- Staffing Delegations (full review)
- Signing Delegations (roll up existing delegations into bands).

Only policy documents that have been reviewed to align with the new Policy Governance

Framework will be moved onto the new policy templates. The new policy templates therefore signify alignment with the new Framework.

The focus of the Corporate Governance team will be on providing support for priority reviews. If you are working on a policy that is not in the high priority list, you should continue to work on your review and the Corporate Governance team will provide feedback and advice to you as soon as possible.

For student and academic policies, the Student and Academic Policy Standing Committee has oversight of the Student and Academic Policy Transformation Project and is responsible for reviewing the policies to align with the new Policy Governance requirements.

## Rescinded documents

One of our goals is to reduce the number of documents that we have in our Policy Library so that users can more easily locate the information they need. We have started by condensing information where possible and by identifying documents that are not policy documents and that would be better suited to sit as information on University websites or stored and managed within local Element repositories.

Recently rescinded documents include:

- Rescinded **delegations schedules and policies** now incorporated into the new central [Delegations Register](#) are as listed below. For more information about this change please contact the Corporate Governance team via email at [delegations@griffith.edu.au](mailto:delegations@griffith.edu.au).
  - Appointment of Academic Managers
  - Approval of Acting Appointments Policy: Deputy Vice Chancellors and Pro Vice Chancellors
  - Approving Authorities for University Policies
  - Authority to Sign Contracts and Agreements: Schedule of Delegations
  - Deputy Vice Chancellors
  - Financial Delegations Schedule
  - Staffing Delegations: Academic Groups
  - Staffing Delegations: Administrative Divisions
  - Use of University Name Policy
  - Use of University Seal.
- **Academic Committee resolved to approve** the rescission of the Student-Centred Education Policy (2020/2001154) and the following forms, with immediate effect:
  - Program Planning and Approval Timelines
  - New Program Proposal
  - Major Change to Program Proposal
  - Program Withdrawal Submission
  - New Program Strategic Brief
  - Scholarly Information Impact Statement.
- **Academic Manager position statements** are now located in the People and Wellbeing Position Statement Repository and can be accessed by request only. These include Deputy Vice Chancellor, Pro Vice Chancellor, Vice President, Dean, Director, Head of School / Department and Deputy Chair Academic Committee positions. The Vice Chancellor remains the approving authority for Academic Manager position statements and the Chief People

Officer is the advisor. For more information or to access copies of the position statements, please contact the Senior Advisor (Position Profile/Classifications), Ms Shelley Milne via email at [s.milne@griffith.edu.au](mailto:s.milne@griffith.edu.au).

- **Internal Charges** will now be located on the Finance website. The Vice Chancellor and the Chief Operating Officer remain as delegated authorities for approving internal charges, as captured in the Delegations Register, and the Senior Finance Business Partner, Ms Kim Marx is the advisor. For more information about this change or about internal charges please contact Ms Kim Marx via email at [k.marx@griffith.edu.au](mailto:k.marx@griffith.edu.au). The following internal charges documents have been rescinded:
  - Internal Charges Policy
  - Approved Internal Charges List
  - All associated Internal Charges Schedules.
- The **Library Lending Policy** has been rescinded and relevant information about library resources and use of space is now located on the [Library website](#) outlining the conditions for the use of physical resources, electronic resources and library spaces. For advice contact [acquisitions@griffith.edu.au](mailto:acquisitions@griffith.edu.au).
- The Health and Safety Policy and the Electrical Safety Policy were approved for rescission and were replaced by the new [Health, Safety and Wellbeing Policy](#).



## Policy Library Changes

Our Policy Library is about to have a facelift! We are working with the Digital Solutions SharePoint Migration Team to move our current Policy Library to the new SharePoint Online. We are taking the opportunity to freshen up the look and feel and to make it more user friendly. Policy documents will also be moved into the new policy document categories, as outlined in the [Policy Governance Procedure](#). The new categories and subcategories are:

- **Academic**
  - Learning and Teaching
  - Research
  - Student Services
- **Governance**
- **Operational**
  - Campuses, Facilities and Assets
  - Risk
  - Finance
  - Staff
  - Information Management

You will be able to search within these categories or use the general keyword search. We will keep you updated as we move to the new platform.



## Contact us

For more information about policies please contact us via email at [policy@griffith.edu.au](mailto:policy@griffith.edu.au).

For more information about delegations please contact us via email at [delegations@griffith.edu.au](mailto: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](mailto:r.voisey@griffith.edu.au).



## POLICY AND DELEGATIONS *update*

Corporate Governance | Office of the Chief Operating Officer

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