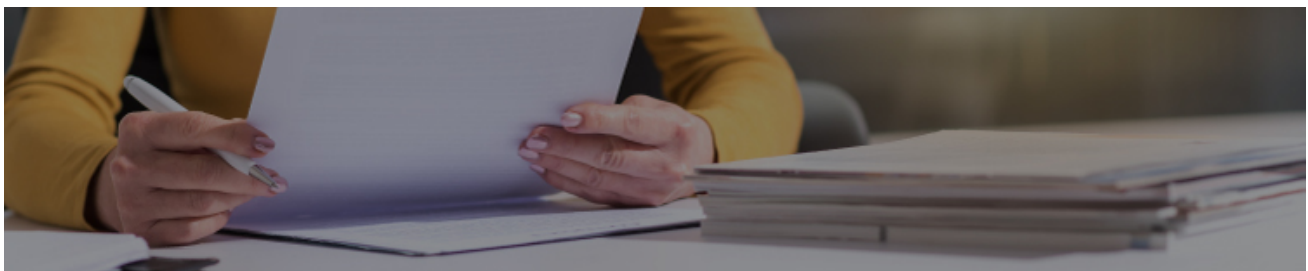




December 2020 No. 3.0

Welcome to the final edition of our monthly update for the year! Thank you for embracing the new format and to all who have engaged with the content. This month we will update you on:

- New and amended policy documents
- Delegations changes
- Policy documents out for consultation
- Policy review cycle in 2021
- 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
- Delegations Register changes.



New and Amended Policy Documents

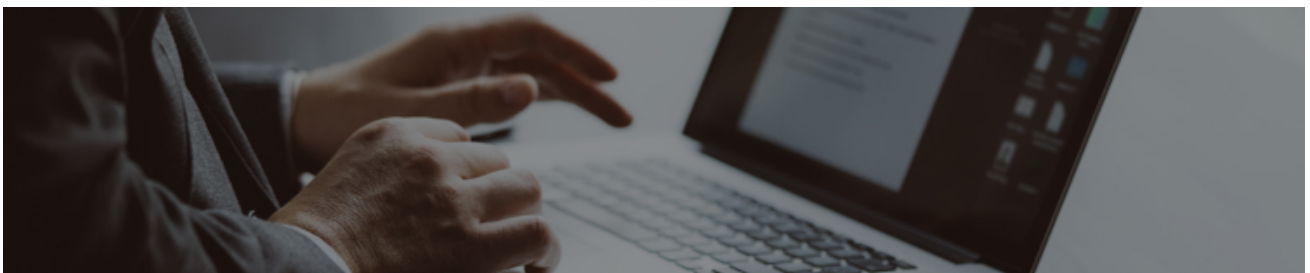
The following new and amended policy documents have been approved from November-December 2020:

- [Academic Awards, Programs, Nomenclature and Abbreviations](#)
- [Academic Awards, Programs, Nomenclature and Abbreviations: Schedule of Abbreviations for University Awards](#)
- [Assessment Policy \(T1 2021\)](#)
- [COVID-19 Assessment and Examinations Adjustments Procedure](#)
- [Credit and Recognition for Prior Learning Policy](#)
- [Credit and Recognition for Prior Learning Procedure](#)

- [Data Breach Response Plan](#)
- [Enterprise Risk Management Policy](#)
- [Fees and Charges Policy](#)
- [Griffith Credentials Planning, Approval and Review Procedure](#)
- [Higher Degree Research Policy](#)
- [Travel 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a brief description of the new document or approved amendments, and to review the record of new and recently amended or rescinded policy documents.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.



Delegations Changes

Council welcomed Professor Cindy Shannon AM, Pro Vice Chancellor Indigenous to the 7/2020 (December) meeting to discuss the Report and Recommendations of the Review of Indigenous Community Engagement, Policy and Partnerships (ICEPP), the Aboriginal and Torres Strait Islander Advisory Committee (ATSIAC) and the Griffith University Council of Elders.

Following this discussion of the recommendations, Council resolved to approve the disestablishment of ATSIAC, effective immediately. Council also resolved to delegate authority to the Vice Chancellor to **establish the Griffith University Elders and First Peoples Knowledge Holders Advisory Board and to approve its constitution**, including any future amendments to the constitution (including disestablishment of the Advisory Board), effective immediately.

Council approved the consequential amendments to [Schedule A](#) and the [Delegations Register](#) arising from the disestablishment of ATSIAC and the delegation of authority to the VC as set out above.

For more information about changes to the Delegations Register contact delegations@griffith.edu.au.



Policy and Delegations 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, however due to the Christmas and New Year break we have extended the consultation period. During this time feedback can be provided by email to policy@griffith.edu.au. All feedback received by Corporate Governance during this time will be collated and provided to the relevant Policy Advisor for consideration.

Out for consultation

The following policy documents are now open for consultation: Please provide feedback by email to policy@griffith.edu.au by **Friday, 29 January 2021**:

- [Draft Student Conduct Policy](#)
- [Draft Student Academic Misconduct Procedure](#)
- [Draft Student General Misconduct Procedure](#)
- [Draft Equity, Diversity and Inclusion Policy](#)
- [Draft Staff Disability Inclusion Procedure](#)
- [Draft Designing Flexible Work Procedure](#)
- [Draft Working Remotely Self-Assessment Checklist](#) (related document)



Policy Review Cycle in 2021

At the start of each year Policy Advisors are contacted by the Policy Library Manager to remind them that they have a policy document due for review, or overdue for review. We will contact all relevant Policy Advisors in February and March 2021 to discuss the process.

Our approach to policy reviews will be a bit different as we transition to the Policy Governance Framework. We are working with the Senior Executive, Corporate Services Executive and Policy Advisors to identify and prioritise policy documents for major review. In this context a major review means aligning the policy document to the principles of the new Framework, as outlined below in the extract from the [Policy Governance Policy](#).

The following principles must be adhered to when developing and reviewing policy content:

1. *Ensure policies state clear high-level principles and standards relating to the University's operations and decision-making and identify roles and responsibilities for activities.*
2. *Align delegations with decision-making responsibilities.*
3. *Incorporate operational detail in procedural documents, which set out the necessary processes, practices or actions to give effect to policy.*
4. *Be consistent with legislation.*
5. *Support and align with the University's strategy and values and not be unnecessarily burdensome.*
6. *Be written using clear, succinct and inclusive language.*
7. *Prepared as specified in the Policy Governance Procedure and using the prescribed policy document templates.*

The prioritisation of policy documents to undertake a major review is based on the following criteria and is signalled by moving content into the [new policy document templates](#).

1. *A high risk is posed by not prioritising review of the policy or delegation*
2. *Policies are aligned with identified 'pain points'*
3. *There are internal and/or external compliance drivers for the review*
4. *There are strategic/operational drivers for the review*
5. *Policy documents overdue for review.*

If your policy document is considered a low priority against these criteria, a minor review may still be undertaken that may constitute small or no changes to an existing document. A major review may then take place during the following year or when the policy document is next due for review.

You can learn more about the review process in the [Policy Governance Procedure](#).



Major Policy and Delegations Review

Policy and delegations changes as a result of R2S and the Chancellery Review

As policy documents and delegations are reviewed, they will be updated to reflect changes brought about by the Roadmap to Sustainability Program (R2S) and the Chancellery Review, unless immediate change is required for operational or compliance reasons. Where position titles have changed, the equivalent new position will have the same accountability under the policy as the previous position did, until such time as the document is updated. For those instances where an equivalent position does not exist in the new structure, section 3.1 (c) of the [Delegations Policy](#) applies: 'Authorities held by a delegate are included in those held by the delegate's line manager, subject to any professional qualification requirements. The delegate's line manager may exercise

the delegated authority in the absence of the delegate, subject to compliance with legislation and University policy’.

If you have any queries or think that a policy requires urgent change for operational or compliance reasons, please contact the Policy Advisor listed on the policy document or send an enquiry to policy@griffith.edu.au.

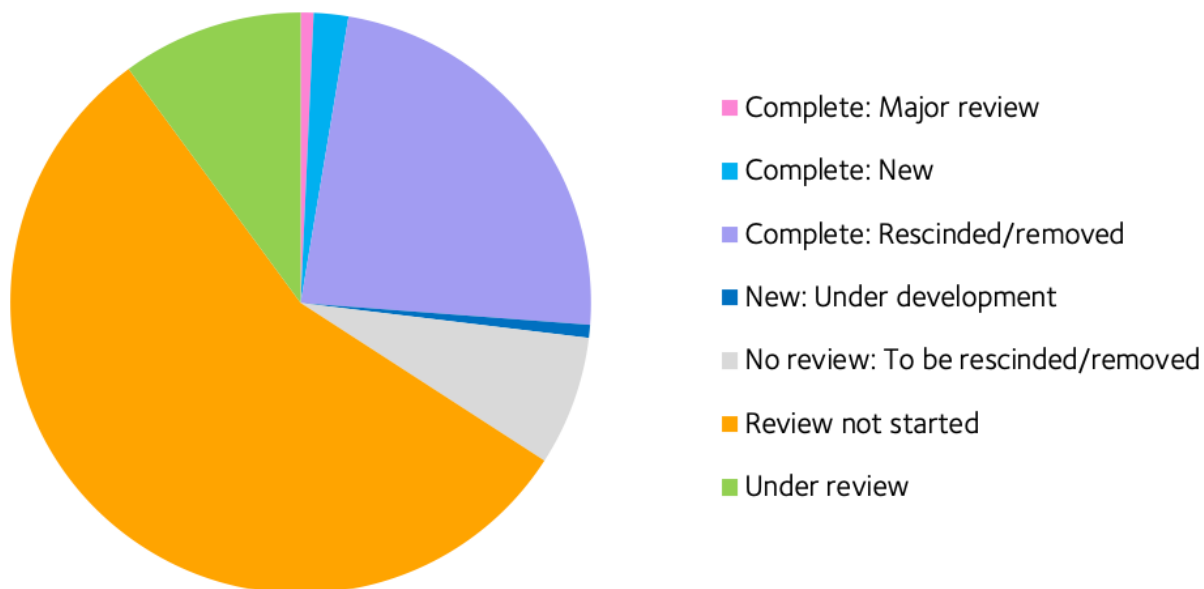
Achievements against 2020 targets

- New Policy and Delegations Frameworks developed and approved to support the aims set out in the *Strategic Plan 2020 -2025*. ✓
- Policy and Delegations Working Group established to support implementation of the new Frameworks and review existing policies and delegations. ✓
- Priorities determined for the review of policies and delegations, with highest priority reviews already underway. ✓
- Draft banded model agreed by the Policy and Delegations Working Group for simplification of existing delegations that can be consistently applied across all delegation types in the Register. Consultation commenced. ✓
- Work commenced on streamlining and devolution of delegations (as currently reflected in the Register) with a focus on identified ‘pain points’ and priority areas. ✓
- Implementation of the Policy Governance Framework and Policy Transformation well underway (see Policy Review Status chart below). ✓
- Transition to new, more user-friendly platforms for the Policy Library and Delegations Register underway. ✓
- New Policy and Delegation Consultation Hub introduced to support broad consultation. ✓

Policy Review for 2020

Since introduction of the Policy Governance Framework, here is our progress towards a more streamlined and user-friendly policy suite. Over the last 12 months, we have reviewed **33%** of all the documents in the Policy Library; that is **137 of 416 documents that have been reviewed!** We have another 42 currently under review.

Policy Review Status



Next steps for 2021

With such a great list of achievements in 2020 (due in no small part to the support, responsiveness and engagement provided by staff from across the University), we want to keep up the momentum in 2021! Here are our next steps:

- Complete the development / review of high priority policies and progress through approval pathways to publication.
- Complete the review and roll-up of existing delegations into the banded model of delegations, which will include broad consultation with staff and approval by the Executive Group.
- Transition the Delegations Register to the new platform (Microsoft PowerApp) once the banded model is approved, with a view to launch in April 2021.
- Transition the Policy Library to the new look and structure in SharePoint online, with 'go live' expected in February 2021.
- Launch the Delegations Training Module as part of required induction training for relevant new staffing appointments.
- Continue development / review of policies and delegations based on agreed priorities.
- Submit an Annual Delegations Compliance Report to Council.

Update on the Banded Model for Delegations

As explained in the last edition of this newsletter, a banded model for delegations has been developed and revisions to the Delegations Procedure and the Delegations Register have been drafted to reflect this. Targeted stakeholder consultation is underway and will continue through January 2021, with broad consultation to commence in February. We will continue to keep you updated as this change proposal progresses.

For more information about the banded model see the November edition of this newsletter or contact delegations@griffith.edu.au.

Update on Corporate Services High Priority Reviews for March 2021 Completion

Corporate Services Executive approved the following lists of policies and delegations as highest priority for review. We will keep you updated as they progress through the review cycle towards March 2021 completion.

Policy Review

- **Achievement Relative to Opportunity Guidelines** ✓
- Designing Flexible Work Procedure (draft open for consultation)
- Disability Inclusion Procedure (draft open for consultation)
- Equity, Diversity and Inclusion Policy (draft open for consultation)
- Purchasing Policy (review underway)
- Recruitment and Selection Policy (review underway)
- Recruitment and Selection Procedure (review underway)

Delegations Review

In addition to the high priority delegations noted below, People and Wellbeing have undertaken a major review of staffing delegations and targeted consultation is underway:

- Finance Delegations relating to procurement waivers (full review underway)
- Staffing Delegations (key stakeholder consultation set to commence)
- Signing Delegations (roll up existing delegations into bands) (full review underway).



Policy Library Changes

The SharePoint Migration Team in Digital Solutions have completed the build of the backend of the new Policy Library in SharePoint Online and work has commenced on building the front end. The new Policy Library is set to go live in February 2021! This work is being completed as part of the SharePoint Migration Project, and supports the intent of our Policy Governance Framework.



Delegations Register Changes

We are working with the Business Enablement Team in Digital Solutions on the design and functionality of the new Delegations Register, to be built in Microsoft PowerApp, with data drawn from SharePoint Online. Work has commenced on the shell for the Delegations Register, with preliminary testing of sample data set to take place in January 2021, with an expected launch in April 2021. We will provide more information about this early next year.

A word from us...

Thank you for supporting the new Frameworks and for embracing change so wholeheartedly. We have received very positive feedback about the new approach to policies and delegations, especially the intent to simplify and streamline. It has been a pleasure working with you this year, and we look forward to a productive and transformative 2021!



Contact us

For more information about policies please contact us via email at policy@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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