

Policy and Delegations Newsletter

Welcome to the end of Q3 edition of the Policy and Delegations Newsletter! We're excited to bring you an issue with the latest updates and essential information on:

- **New and amended policy documents:** Get the scoop on our latest updates, including:
 - A new era in HR Policy and Procedure
 - Updated resources with a refreshed approach to our Welcome to Country and Acknowledgement of Country Guidelines
 - Updated Guidelines on Aboriginal and Torres Strait Islander Terminology
 - New Declaration of Interest Procedure: Promoting Integrity at Griffith.

In the realm of University governance, policies and delegations act like a compass, guiding us towards collective success. Thank you for staying informed about these important updates. Your ongoing engagement and commitment to understanding the University's governance landscape are greatly appreciated.

Empowering Excellence: A New Era in HR Policy and Procedure



Over the past 12 months, the HR Team have completed a significant review of the entire range of policy and procedures that relate to the workforce or employment at Griffith University.

The aim of the new policy framework aims to significantly simplify the volume of policy and procedures, provide a contemporary approach to the management of a range of workforce issues as well as improving processes and practices that provide clarity and transparency for our employees and people managers.

The new policy framework simplifies the extensive library of policies and procedures under the following themes:

- Workplace Obligations and Compliance
- Remuneration and Benefits
- Performance and Development
- Diversity, Equity and Inclusion
- Response to Sexual Harm and Sexual Assault

Significant work has been undertaken to refresh our foundational Policies, for example, the Code of Conduct has been redesigned to reflect the range of expectations and obligations that apply to our organisation, employees and leaders and is supported by a comprehensive training module. In addition, a number of our procedures have been revised to provide employees and people managers clarity and transparency on the process to raise and resolve workplace issues or manage and support team members.

This framework and content have been developed in collaboration with the Provost, General Counsel, Human Resources with consultation across the University and with the NTEU.

For further information, please reach out to the designated Policy Advisor responsible for the specific policy document.

Theme	Policy	Procedures
Workplace Obligations and Behaviours	Code of Conduct (new)	Declaration of Interest Procedure (new)
	Conflict of Interest Policy (updated)	Individual Grievance Resolution Procedure (updated)
	Secondary Employment and Outside of Work Policy (new)	Relocation to a Primary Work Location Procedure (updated)
	Staff Bullying, Harassment and Discrimination Policy (updated)	Secondary Employment and Outside of Work Procedure (updated) Staff Harassment, Bullying and Discrimination Procedure (updated)
Remuneration and Benefits	Remuneration, Recognition and Benefits Policy (new)	Linked Classification Procedure (updated) Remuneration, Recognition and Benefits - Leave Procedure (new) Remuneration, Recognition and Benefits - Salary Loading Procedure (updated)
	Academic Staff Career Development Policy (under consultation)	Academic Employee Probation Procedure (updated)
	Academic Studies Program Policy (updated) Performance Reviews and Professional Development (Professional and Support Staff) (new)	Academic Staff Career Development Procedures (under consultation) Academic Studies Program Procedures (updated) Probation (Professional and Support Staff) Procedure (updated) Professional Employee Educational Assistance Procedure (updated)
Talent Acquisition	Academic Titles Policy (updated)	Academic Titles Procedure (updated)
	Industry Exchange Fellowships Policy (updated)	Adjunct, Honorary or Visiting Academic Appointments Procedure (new)
	Talent Acquisition Policy (updated)	Internal Mobility Procedure (new) Relocation Assistance Procedure (new) Secondment of Staff to Other Institutions Procedure (updated)

Theme	Policy	Procedures
		Talent Acquisition Procedure (updated)
Equity Diversity and Inclusion	Equity Diversity and Inclusion Policy (new)	Domestic and Family Violence Support Procedure (new) Gender Affirmation, Inclusion and Support Procedure (new) Staff Disability, Accessibility and Inclusion Procedure (new)
Sexual Assault and Sexual Harm	Sexual Harm Prevention and Response Policy (new)	Staff Sexual Harm Response Procedure (new) Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure (new)

Updated Resources: Welcome to Country and Acknowledgement of Country Guidelines

The existing Welcome to Country and Acknowledgement of Country Policy was due for scheduled review. As part of Griffith's Policy Review Project, it was reviewed and in accordance with the Policy Governance Framework, the Deputy Vice Chancellor (Indigenous) approved the document to be more appropriately categorised as a guideline rather than a policy. It was rescinded from the Policy Library and replaced by the [Welcome to Country and Acknowledgement of Country Guidelines](#). These guidelines are published on Griffith's [Brand Hub](#) and accessible via the [First Peoples webpage](#).



So... what's changed?

- **Aligned with Reconciliation:** The updated guidelines now include reference to [Griffith's Reconciliation Statement](#).
- **Clear Guidance:** The guidelines offer clear instructions on when a Welcome to Country or Acknowledgement of Country is appropriate, ensuring cultural protocols are followed.
- **Practical Implementation:** With detailed advice on how to deliver or host these ceremonies, the guidelines empower the University community to incorporate them into events and activities, reflecting Griffith's values of inclusivity and respect.

These guidelines ensure that Griffith University events, ceremonies, and meetings properly recognise and respect Aboriginal and Torres Strait Islander cultural protocols. The review included consideration of published materials from other universities and Aboriginal and Torres Strait Islander organisations. By following these guidelines, staff and students can engage in culturally respectful practices that honour the Traditional Custodians of the land.

Refined Guidelines on Aboriginal and Torres Strait Islander Terminology

As part of the University's continuous efforts to foster a culturally respectful and inclusive environment, the [Guidelines for Aboriginal and Torres Strait Islander Terminology](#) have undergone review. These guidelines, now updated and published on Griffith's [Brand Hub](#) and accessible via the [First Peoples webpage](#), provide guidance to all staff and students on appropriate terminology to enable them to work in a culturally appropriate manner with Aboriginal and Torres Strait Islander colleagues, students and the wider community, both internal and external to the University.



Key features:

- **Enhanced Respect:** The guidelines reinforce the importance of respectful language, acknowledging the rich diversity and history of First Peoples.
- **Clarity on Language:** Updated terminology offers clear advice on appropriate and inappropriate language, with a focus on empowering, strengths-based communication.
- **Guidance for all Contexts:** Whether in meetings, presentations, or for publications, the guidelines help ensure that all communications within the University uphold cultural sensitivity and awareness.

During NAIDOC Week, the Welcome to Country and Acknowledgement of Country Guidelines and the Guidelines for Aboriginal and Torres Strait Islander Terminology were published on Griffith's [Brand Hub](#) and are available to staff. These Guidelines, along with the [Framing Indigenous Knowledges and Perspectives in Curriculum Guide](#) and [Reconciliation in Action Guide](#), are also available on Griffith's [First Peoples webpage](#).

Future workshops on the new Guidelines will be available for staff and dates will be advised. For more information, please contact the Deputy Vice Chancellor (Indigenous) office at DVCI-office@griffith.edu.au



New Declaration of Interest Procedure: Promoting Integrity at Griffith

We are excited to announce the introduction of a new procedure aimed at enhancing transparency and integrity within the University community. The [Declaration of Interest Procedure](#) has been developed to ensure that any potential, perceived, or actual conflicts of interest are identified, disclosed, and managed effectively.



What does this mean for you?

- **New Requirements:** All staff are now required to declare their private interests through the University's Declaration of Interest system. This includes submitting a declaration upon commencement of employment and on a yearly basis. For casual and sessional staff, as well as Honorary and Adjunct appointments, declarations are required only when a conflict of interest arises.
- **Tailored Management Plans:** If a conflict of interest is identified, staff will work with their supervisors to develop a tailored management plan. This ensures that any conflicts are appropriately handled, maintaining the University's commitment to ethical decision-making.
- **Clear Responsibilities:** The procedure outlines specific roles for staff, supervisors, and senior management in the declaration process, providing clear guidance on how conflicts should be managed and monitored over time.

In following this new procedure, Griffith aims to uphold the highest standards of integrity and accountability in all of its operations. For more information, please contact Zoe Winch, Manager Integrity at integrity@griffith.edu.au

New and Amended Policy documents

The following new and amended policy documents have been approved from June-August. You will find a brief summary of approved changes in the [Register of Policy Changes](#).

Academic:

Academic Awards Schedule
Admission Schedule: First People Pathways
Admission Schedule: International - Academic Entry Requirements by Country
Assessment Policy
Assessment Procedure for Students
Assessment Procedure for Students
Conditions of Employment - Proctors
DSSP Interpreter and Live Captioner Local Protocol
Elite Athlete Support Policy
Enrolment Procedure
HDR Scholarship Procedure
Interpreting and Live Captioning for Students Local Protocol
Program and Course Review Procedure
Student Complaints Procedure
Student General Conduct Procedure
Student Lifecycle Communication Policy
Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure
Student Scholarships Prizes and Awards Procedure

<u>Work Integrated Learning Procedure</u>

Governance/Operational:

<u>Academic Employee Probation Procedure</u>
<u>Academic Studies Program Policy</u>
<u>Adjunct, Honorary or Visiting Academic Appointments Procedure</u>
<u>Campus Access and Use Procedure</u>
<u>Child Risk Management Procedure</u>
<u>Children in the Workplace Policy</u>
<u>Code of Conduct</u>
<u>Guidelines for the Prevention and Control of Communicable and Notifiable Diseases</u>
<u>Individual Grievance Resolution Procedure</u>
<u>Information Technology Code of Practice</u>
<u>Naming Policy</u>
<u>Privacy Management Policy</u>
<u>Privacy Management Procedure</u>
<u>Procurement and Supply Policy</u>
<u>Remuneration, Recognition and Benefits - Salary Loading Procedure</u>
<u>Risk and Resilience Management Policy</u>
<u>Secondary Employment and Outside Work Policy</u>
<u>Secondary Employment and Outside Work Procedure</u>
<u>Signing Sub-delegations Guidelines</u>
<u>Special Approver Procedure</u>
<u>Sponsorship (Outgoing) Guidelines</u>
<u>Staff Harassment, Bullying and Discrimination Policy</u>
<u>Staff Harassment, Bullying and Discrimination Procedure</u>
<u>Staff Sexual Harm Response Procedure</u>
<u>Travel Policy</u>

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

Rescinded documents

The following policy documents have been rescinded from June-August:

Academic:

Course Improvement Plan
Student Communication Policy
Student Communication Policy - Schedule A: SMS for Current Student Guidelines
Student Communication Policy - Schedule B: Broadcast Email for Current Students Guidelines
Student Communication Policy - Schedule C: myOrientation Guidelines
Student Communication Policy - Schedule D: myGriffith Guidelines

Governance/Operational:

Academic Staff Probation and Confirmation Procedures
Guidelines for Aboriginal and Torres Strait Islander Terminology
Private Practice Policy
Reporting and Resolution of Staff Sexual Assault, Harassment, Bullying and Discrimination Procedures.
Special Approver Guidelines
Staff Members as Directors of External Entities Policy
Welcome to Country and Acknowledgement of Country Policy

Contact us!

For more information about Governance and Operational policies please contact the Corporate Governance Team at: policy@griffith.edu.au

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

For more information about delegations please contact delegations@griffith.edu.au.