

Policy and Delegations Newsletter

Welcome to the fresh 2024 edition of our revamped Policy and Delegations Newsletter. This version shares all of the latest information on:

- Highlights on revisions and releases of key policy documents
- New, amended and rescinded policy documents.

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 highly valued!

Enhancing Chemical Management: For a safer tomorrow

At the end of 2023, the Health and Safety team updated the governance documents for managing chemical safety at Griffith. The [Managing Chemicals Standard](#) introduces clearly defined accountabilities and minimum requirements for procuring, storing, using and disposing of chemicals. Key features and benefits of the new Standard include:

- The introduction of Chemical Custodians – this is a new role the Standard defines as personnel with operational control over chemicals at Griffith. This includes users of the chemicals, principal investigators and their supervisors.
- New supporting procedure – six procedures underpin the Standard, providing additional information, methods and expectations for managing chemical safety. Included is the Managing Regulated Chemicals Procedure, which explicitly addresses chemicals that have requirements under state and federal laws.

The new Standards and procedures are currently available within the Policy Library. More information can be accessed via the HSW Intranet page or by reaching out to our team of chemical and radiation specialists at CRS@griffith.edu.au

Redefining hospitality: A fresh chapter in responsible entertainment policy

This month the revised [Hospitality and Entertainment Policy](#) and new accompanying [Procedure](#) were approved and published to the Policy Library.

So... what's changed?

The following changes have been made to the Hospitality and Entertainment policy suite:

- The new policy highlights the importance of integrity, accountability, adherence to legal requirements, and protecting the university's reputation in the realm of hospitality and entertainment activities.
- The policy applies to all employees and others included within Griffith University's Code of Conduct. This includes University Council and Council Committee members.

- The thresholds are clearly defined:
 - Expenditure for staff-only events is limited to \$40 per head.
 - Expenditure for official functions is limited to \$120 per head.
 - All requests above these thresholds must be pre-approved by the relevant Head of Element.
- Clearly defined roles, responsibilities and delegations for the Chief Operating Officer, Head of Element, Approver and Requester.

New and Amended Policy documents

In addition to the policy documents that have changed due to the Vice Chancellor's instrument of sub-delegation, the following new and amended policy documents have been approved from December-February. You will find a brief summary of approved changes in the [Register of Policy Changes](#).

Academic:

Appointment of HDR Examiners and Chairperson of Examiners Guidelines
Assessment Procedure for Students
Conditions of Employment – Proctors Local Protocol
Higher Degree by Research Academic Decisions Schedule
Research Entity Procedure
Staff Direction: Identifying and Preventing Breaches of Academic Integrity Guidelines
Student Academy of Excellence Local Protocol
Student Breaches of Academic Integrity Procedure
Student Complaints Policy
Student Complaints Procedure
Student General Conduct Procedure
Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure
Student Review and Appeals Procedure
University and Chancellor's Medal Procedure

Governance/Operational:

Acquiring and Transferring in Chemicals Procedure
Appeals Against Non-Promotion of Academic Employees Procedure
Council Committees Procedure (Standing Orders)
Defence Security Policy (Excerpt Only)
Demonstrating Health Safety and Wellbeing Leadership and Commitment Standard
Direct Marketing Procedure
Distinguished Professors Procedure
Domestic and Family Violence Support Policy
Engaging Contractors and Consultants Procedure
Equity, Diversity and Inclusion Policy
Gifts and Benefits Policy
Gifts and Benefits Procedure
Griffith University Art Collection Acquisition Policy
Griffith University Art Collection Deaccession Policy

<u>Handling, Using and Disposing of Chemicals Procedure</u>
<u>Hospitality and Entertainment Policy</u>
<u>Hospitality and Entertainment Procedure</u>
<u>Hospitality Provided by the University Policy</u>
<u>Intellectual Property Policy</u>
<u>Maintaining a Chemical Inventory Procedure</u>
<u>Managing Chemicals Standard</u>
<u>Managing Critical Risks Standard</u>
<u>Managing Health Safety and Wellbeing Assurance Activities Standard</u>
<u>Managing Incidents Standard</u>
<u>Managing Regulated Chemicals Procedure</u>
<u>Micromobility Device Standard</u>
<u>Modern Slavery Grievance and Remediation Procedure</u>
<u>Modern Slavery Supplier Assessment and Management Procedure</u>
<u>Naming Policy</u>
<u>No Smoking Policy</u>
<u>No Smoking Policy</u>
<u>Performance Management of Academic Managers Policy and Procedures</u>
<u>Policy Governance Policy</u>
<u>Policy Governance Procedure</u>
<u>Professional Employee Educational Assistance Scheme Procedure</u>
<u>Promotion of Academic Employees Policy</u>
<u>Promotion of Academic Employees Procedure</u>
<u>Remuneration, Recognition and Benefits Policy</u>
<u>Risk Assessing Chemicals Procedure</u>
<u>Sexual Harm Prevention and Response Policy</u>
<u>Signing Sub-delegations - Guidelines on recommended consultation before a Contract is signed</u>
<u>Staff Harassment, Bullying and Discrimination Policy</u>
<u>Staff Sexual Assault and Sexual Harassment Policy</u>
<u>Talent Acquisition Policy</u>
<u>Transporting Chemicals Procedure</u>
<u>Work Location Policy</u>
<u>Workers' Compensation Procedure</u>
<u>Workers' Compensation Procedures</u>
<u>Workplace Rehabilitation Policy</u>
<u>Workplace Rehabilitation Procedure</u>
<u>Workplace Rehabilitation Procedures</u>

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

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.

The following policy documents have been rescinded from December-February:

Academic:

Academic Misconduct Policy - Higher Degree by Research Candidates
Institutional Framework for Promoting Academic Integrity among Students
Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination
Student Review and Appeals Procedures
Student Wellbeing and Safety Procedure

Governance/Operational:

Academic Staff Higher Duties Policy and Procedures
Appeals on Non-promotion of Academic and Research Only Academic Staff
General Staff On-Call Policy and Procedures
Griffith University Art Collection Acquisition Policy 2017-21
Guidelines for Chemical Management
Hospitality Provided by the University Policy
Personal Relationships in the Workplace Policy
Promotion of Academic and Research Only Academic Staff Policy
Promotion of Academic Staff Procedures
Promotion of Research Only Academic Staff Procedures
Reporting and recording procedures for incidents, injuries, illness, hazards or near misses
Secondment of General Staff within the University
Staff Sexual Assault and Sexual Harassment Policy
Student Sexual Assault, Harassment, Bullying & Discrimination Policy
Supplemented Superannuation Procedure

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.