

Policy and Delegations Newsletter

Welcome to the second edition of the rebooted Policy and Delegations Newsletter. This version is bumper packed with all the latest information about:

- New and amended policy documents, delegations and sub-delegations,
- Resources and training materials,
- Updates on the major review of policies and delegations to align with the Policy Governance Framework and the Delegations Framework, and
- Policy Library changes.

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!

New Delegations Framework and Signing Sub-Delegations

Thank you to all those who attended the "Exploring the New Delegations Framework and Mastering Signing Sub-Delegations" Teams training sessions over the last couple of weeks. We had almost 300 staff join us for the sessions, and we've shared the training materials and recordings with over 400 staff who expressed interest in attending the sessions.

The two training sessions covered the same information; however, some different questions were asked during the Q&A at the end of the presentation. You can access both sessions and the training material below:

- [training session 1](#)
- [training session 2](#)
- [training guideline](#)

For more information, please visit the [Delegations Framework](#) webpages, or if you have any questions please contact the Delegations team at delegations@griffith.edu.au.

Vice Chancellor approved Instrument of Sub-Delegation

On 8 November 2023, the Vice Chancellor approved an Instrument of Sub-delegation for policy document approval, which gives Senior Executive and Senior Management:

- (a) The powers to approve the establishment, amendment or rescission of policies and procedures (or other policy documents subordinate to policy) in their area of responsibility (other than those that the Council or Vice Chancellor has retained).

This was the next step following Council delegating 'Management Authority' to the Vice Chancellor at the August 2023 Council meeting. The Strategic Plan goal to empower and trust our people also supports this change. This sub-delegation took effect immediately upon execution and continues until revoked in writing by the Vice Chancellor.

A list of the policy documents retained for approval by the Vice Chancellor is recorded in Annexure A of the [Policy Governance Procedure](#) together with the broad sub-delegations to Senior Executive and Senior Management, and the principles underpinning these sub-delegations. A list of those policy documents retained by Council and Council Committees for approval can be found in Schedule A of the [Delegations Register](#).

What this means for Policy Advisors

Aligned with the Strategic Plan intent, this change is intended to increase efficiency and enable Policy Advisors to seek approval for policy document updates by devolving the approving authority where appropriate. This modification supports our commitment to fostering a responsive and agile governance framework that adapts to the evolving needs of the University.

As a result of this change, 164 policies (60 Academic and 104 Governance and Operational policies) have been devolved to the appropriate Approving Authority, as per below. This table can also be found in Annexure A of the [Policy Governance Procedure](#).

TABLE B: VICE CHANCELLOR SUB-DELEGATIONS FOR POLICY DOCUMENT APPROVAL	
Sub-delegate	Policy documents
Provost	All in area of responsibility (including structure and requirements of the University's programs, including delivery with other party procedures) other than those below (in reporting line)
Deputy Vice Chancellor (Education)	Learning, teaching, the conduct of assessment, student experience, and delivery of curricula, including work integrated learning procedures
Registrar	Student administration procedures
Vice President (Global)	International and transnational procedures
Vice President (Marketing and Communication)	Marketing and communication procedures
Chief Operating Officer	All in area of responsibility other than those below (in reporting line)
Chief Digital Officer	Information technology standards and procedures
Chief Financial Officer	Finance procedures
Director, Campus Life	Campus and facilities procedures
Director, Human Resources	Staffing procedures (excluding those related to academic staff only which the Provost will approve)
Director, Health Safety and Wellbeing	Health and safety standards and procedures
General Counsel	Corporate governance, fraud, integrity, risk, legal procedures
Deputy Vice Chancellor (Indigenous, Diversity & Inclusion)	All in area of responsibility (including IDI policies and procedures that cover both staff and students)
Deputy Vice Chancellor (Research)	All in area of responsibility (including HDR examination, scholarship, and supervision procedures) other than those below (in reporting line)
Dean, Griffith Graduate Research School	Higher degree by research (HDR) procedures, including admission, enrolment and variation to candidature, and progression procedures
Vice President (Advancement)	All in area of responsibility

Further details of these changes are listed in the [Register of Policy Changes](#) for Governance and Operational policies, and [Student Credentials Register of Policy Changes](#) for Academic policies. Policy advisors have been contacted directly if the approving authority for their policy has changed.

Policy approval information is now available on the [Policy Library](#) webpage, alongside templates, guides, and resources.

POLICY APPROVAL INFORMATION

Policy approval is determined through delegated authority. Only Council can delegate this authority. Only the Vice Chancellor can sub-delegate authority to approve policy documents that have been delegated to her.

This delegated or sub-delegated authority includes the approval of new policy documents, and amendments to, or rescission of, existing policy documents.

[For Policy Approval Information >](#)

Council and Committee Policy Approval

[Policy Approval Process >](#)

Vice Chancellor Policy Approval

[Policy Approval Process >](#)

[Submission to VC >](#)

Other University Officer Policy Approval

[Policy Approval Process >](#)

[Submission to University Officer >](#)

If you have any questions about these changes or suggestions for improvements or resources, for Academic policy documents please contact: polycyservices@griffith.edu.au and for Governance and Operational policy documents please contact policies@griffith.edu.au.

A revamped Policy Governance Policy and Procedure

At the 6/2023 (December) meeting, Council approved a revised [Policy Governance Policy](#). Subsequently, on 5 December 2023, the General Counsel provided approval for a revised [Policy Governance Procedure](#).

So... what's changed?

The following changes have been made to the **Policy Governance Policy**:

- The inclusion of standards and removal of plans from the policy document hierarchy. Standards were added at the request of the Health, Safety and Wellbeing team, and Digital Solutions to align with industry ISO standards. Plans are not policy documents and so have been removed and will be retained elsewhere.
- Reference to the new delegations approved by Council at the August Council meeting, and the new sub-delegations for policy approval approved by the Vice Chancellor in early November.
- The introduction of a quality requirement that pertains to the oversight of policy effectiveness and efficiency by Policy Advisors, as well as the maintenance and improvement of policy documents.
- Updated inclusive and accessible language and alignment with current practices.
- Clarification of the improved policy document review process and requirements.
- Inclusion of an annual policy report to Council given its authority and the governing body's responsibility to ensure transparency, accountability and informed decision making in the policy implementation process.
- Clarification of the role of the Policy Advisor and their designation by the responsible Executive Group member. This includes stronger emphasis on the Policy Advisor's responsibility for complying with the policy review cycle.

- Clearly defined roles, responsibilities, and delegations.

The following changes have been made to the **Policy Governance Procedure**:

- Structural changes to better align with the logical policy document review and development process.
- Alignment with changes made to the Policy Governance Policy.
- Updated to reflect new delegations and sub-delegations, and the new processes to support this.
- Updated inclusive and accessible language and alignment with current practices.

A refreshed approach to Gifts and Benefits Policy and Procedure

Following a major review, at the 6/2023 (December) meeting Council approved an amended [Gifts and Benefits Policy](#) and [Gifts and Benefits Procedure](#) and rescission of the existing policy.

What's been modified?

In undertaking the review, the following revisions were made:

- Removed procedural content from the policy and created a new separate procedure as per the Policy Governance Framework and simplified the language to make it more accessible.
- Inclusion of some underpinning principles in relation to gift giving and acceptance, and what University officers must do, in addition to what they must not do.
- Incorporated the giving and receiving of gifts and benefits into the same table in the policy. This simplifies the policy to avoid duplication, and ensures it is easier to follow and understand.
- Clarified the approval pathways and removed distinctions of specific gifts, such as “farewell” or “bereavement gifts” or “IT equipment” from the policy and instead introduced a threshold amount for all gifts and benefits received or given.
 - \$150-300: Approval is required, right up to the Chancellor requiring approval by the Chair, Audit and Risk Committee (ARC).
 - For staff members receiving gifts and benefits, approval is required by their relevant Executive Group head (i.e. PVC, VP, or DVC for their School, Centre, Institute, or Element).
 - \$300 and over: Prior approval is required by the ARC for the giving of gifts or benefits to external parties. Gift recipients require approval in accordance with the following delegations:
 - For all staff members, gifts and benefits approval is required by the Vice Chancellor.
 - For Vice Chancellor, Council members, and Committee members gifts and benefits, approval is required by the Chancellor.
 - For Chancellor, gifts and benefits approval is required by the Chair, ARC.

- All gifts and benefits received over \$300 will be reported to the CFO for FBT purposes and shared with ARC for noting.
- Added in that if the gift or benefit is received during overseas travel, a declaration must be submitted within 14 days of the recipient's return to the university.
- For the Vice Chancellor and Chancellor, registers will be kept for gifts and benefits received, which will be reviewed and approved before being sent to the Manager, Accounting, Tax and Treasury in Financial Control.
- Included a section in the new procedure about specific cases to assist staff, Council and Committee members in understanding appropriate gift and benefit giving and acceptance.
- Included a section in the new procedure about the Right to Information Act 2009 as per good governance.

For more information about the Gifts and Benefits Policy and Procedure please speak with your Finance Business Partner.

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 September-December. You will find a brief summary of approved changes in the [Register of Policy Changes](#).

Academic:

Aboriginal and Torres Strait Islander: Selection and Admissions Guidelines for Griffith Health Programs
Academic Progress Procedure
Admission Policy
Assessment Procedure for Staff
Assessment Procedure for Students
Code of Practice for the Supervision of HDR Candidates
Equivalent Qualifications for Higher Degree by Research Program Admission Schedule
Fees and Charges Schedules
Framework for Quality Assurance
Higher Degree by Research Academic Progress Procedure
Higher Degree by Research Admission Procedure
Higher Degree by Research Enrolment and Variations to Candidature Procedure
Higher Degree by Research Examination Procedure
Higher Degree by Research Policy
Higher Degree Research Policy
Managing Assessment of HDR Applicants: Sanctions and Export Controls Compliance Procedure
Managing Assessment of University Appointments: Sanctions and Export Controls Compliance Procedure
Procedure for Approval of New Programs and Changes to Programs
Quality Assurance Policy
Research Centres and Institutes Policy
Research Entity Policy
Role Statement HDR Convenor
Role Statement Program Director

Support for Students Policy

Governance/Operational:

Adjunct, Honorary & Visiting Appointments Procedure
Cloud Hosting Policy
Contractor Health, Safety and Wellbeing Management Standard
Delegations Procedure
Electrical Safety Procedure
Fraud and Corruption Control Policy
Fraud and Corruption Control Procedure
Health Safety and Wellbeing Policy
Industry Exchange Fellowships Policy
Internal Mobility Procedure
Modern Slavery Supplier Assessment and Management Procedure
Overpayments Recovery Procedure
Performance Reviews and Professional Development (Professional and Support Staff) Policy
Policy Governance Policy
Policy Governance Procedure
Pre-Employment Screening Procedure
Procurement and Supply Policy
Signing Sub-delegations - Guidelines on recommended consultation before a Contract is signed

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 September-December:

Academic:

Admission Process for the Graduate Entry Medical Program
Assessment Policy Pre 2021
Assessment Procedure for Staff_T1-2023
Assessment Procedure for Students_T1-2023
Assessment Procedure for Students_T2_3-2021
Assessment Procedure for Students_T2-2023
Credit for Prior Learning Policy
Griffith Credentials Planning Approval and Review Procedure
New Program Proposal
New Program Strategic Brief

Process for Managing Assessment of HDR and Other Applications International Sanctions and Controls
Sanctions Compliance Policy
Student Critical Incident Management Procedures

Governance/Operational:

Absence on Official University Business Policy
Adjunct, Honorary & Visiting Appointments Policy and Procedure
Cessation of Employment Policy
Clinical Privileging Application Form
Emergency Management Plan
Energy or Water Supply Failure on university Campuses Policy
Fraud Investigation Procedure
General Staff Educational Assistance Scheme
General Staff Performance Review
Industry Exchange Fellowships Policy and Procedures
Motor Vehicle 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: polycyservices@griffith.edu.au

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