Policy and Delegations Newsletter

Welcome to the first edition of the rebooted Policy and Delegations Newsletter. Every quarter we will provide you with the latest information about:

- New and amended policy documents, delegations and sub-delegations,
- Draft policy documents open for consultation,
- 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
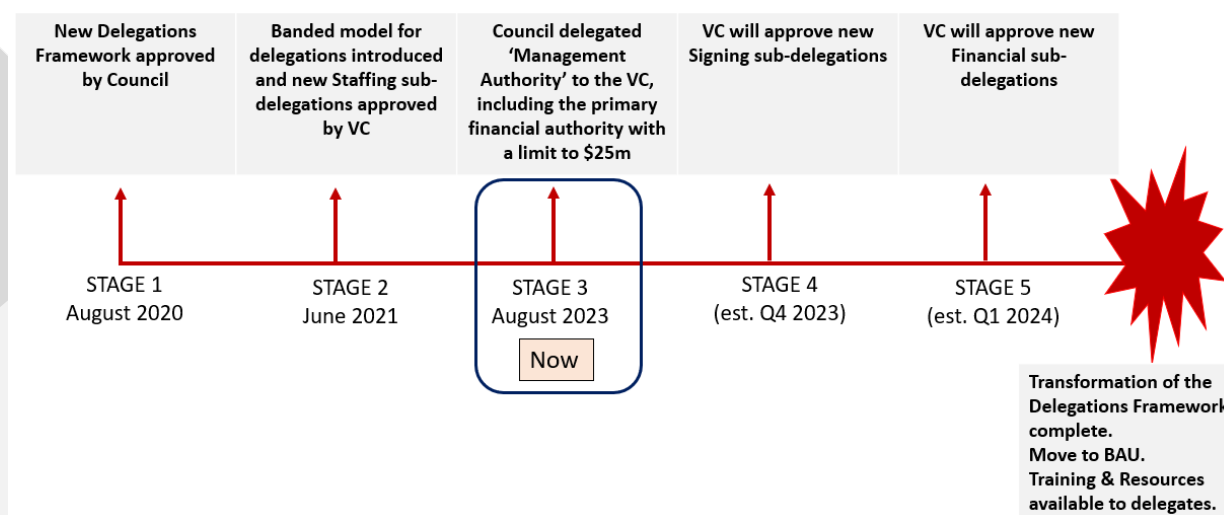- Policy Library changes.

Changes to Delegations set forth!

A core commitment of the *Strategic Plan 2020-25* is to recast our thinking around **delegations**, **policies**, **processes** and **systems** by placing 'a high value on trust and accountability' in order to reduce complexity and increase efficiencies.

The *Griffith University Act 1998*, together with University policies and procedures, establish the conditions under which delegations and other authorities are exercised within the University. The **Delegations Framework** supports the University's governance arrangements, objectives and principles for decision making that align responsibility, accountability and capability.

In response, a major review of the Delegations Framework, including financial and signing delegations, is underway. This is to enable people to undertake their roles more efficiently and effectively.

We want to share with you the changes to delegations that were approved by Council on 14 August and give you a quick recap on the changes that have already been made and those still to come as part of this staged program of work.

Transformation of the Delegations Framework

STAGE 1 August 2020	STAGE 2 June 2021	STAGE 3 August 2023	STAGE 4 (est. Q4 2023)	STAGE 5 (est. Q1 2024)
New Delegations Framework approved by Council	Banded model for delegations introduced and new Staffing sub-delegations approved by VC	Council delegated 'Management Authority' to the VC, including the primary financial authority with a limit to $25m	VC will approve new Signing sub-delegations	VC will approve new Financial sub-delegations
		Now		

Transformation of the Delegations Framework complete.
Move to BAU.
Training & Resources available to delegates.

STAGE 3 – TRANSFORMATION OF THE DELEGATIONS FRAMEWORK

Overview of key changes approved by Council on 14 August:

- Schedule A of the Delegations Register was further refined to clarify those matters that Council has chosen to retain and that Council may not delegate.

- Delegation of 'Management Authority' to the Vice Chancellor, which means delegation of all powers and functions, other than those reserved to Council, to support the efficient and effective day to day management, operation and administration of the University. This includes the primary financial authority, with a limit to $25m. This also includes authority to approve all policy documents other than those reserved to Council, or which Council has delegated to a Council Committee.

- Rescission of Schedule B: Authority to Approve Policy Documents. Apart from those policies reserved to Council, or which Council has delegated to a Council Committee (in Schedule A) policy documents are no longer listed in the Register. The Policy Library is the source of truth.

- Schedule H: Procurement and Supply Thresholds was removed from the Register and is now incorporated as an annexure to the Procurement and Supply Policy. These thresholds remain an important part of the procurement process.

- The Delegations Policy and the Delegations Procedure were reviewed, and amendments approved.

STAGES 4 AND 5 – TRANSFORMATION OF THE DELEGATIONS FRAMEWORK

A major review of financial and signing sub-delegations is underway to better support business efficiency and remove pain points. Consultation is almost complete and once finalised the new sub-delegations will be approved by the Vice Chancellor and then published in the Delegations Register. We will keep all staff, especially delegates, informed of these changes as we move to stages 4 and 5 of the Delegations Framework transformation. Resources and training materials are being developed that will support the changes as they are implemented.

What this means for Policy Advisors

Aligned with the Strategic Plan intent, this change is intended to increase efficiency and enable Policy Advisors to more quickly seek approval for policy document updates by devolving the approving authority where appropriate.

Some policies where the approving authority was University Council, or a Council Committee have been delegated to the Vice Chancellor or Academic Committee as the new approving authority.

Of the 31 policy documents that have changed:

- Six Academic policies have moved from University Council to Academic Committee as approver.

- Six Academic policies have moved from University Council to Vice Chancellor as approver.

- Six Governance and Operational policies have moved from Finance and Infrastructure Committee to Vice Chancellor as approver.

- 13 Governance and Operational policies have moved from University Council to Vice Chancellor as approver.

Further details of these changes will be 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.

It should be noted that Council Committees cannot sub-delegate their approving authority. Changes to and delegation of approving authorities of any Council Committee approved policy document needs to be approved by Council. However, the Vice Chancellor can sub-delegate approving authority, and Policy Advisors can make recommendations and seek Vice Chancellor approval for such sub-delegations where appropriate. This is captured in the new process outlined below.

Due to the increase in policies that will now require Vice Chancellor approval, a new process has been developed to ensure it is managed both efficiently and effectively. You can access a high-level overview of this process on the Policy Governance Framework website. We will also provide a link to this process from the Policy Governance Procedure. Please follow this process when you are ready to review your policy documents and/or if you are ready to seek approval for changes.

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

Changes to Elections Policy Suite

On 14 August, Council approved the refreshed Elections Policy, Elections Procedure, and the new Electoral Code. The Electoral Code was introduced to promote the fairness and integrity of University elections, and as aligned with good practice. The Council delegated the Vice Chancellor as approving authority for this new Code.

What's changed?

- The two previous elections policies, one for elected Council member positions and one for elected University Committee member positions, were consolidated into one overarching Elections policy. This supports our goal to reduce the number of policies we have and is aligned to the principles of the Policy Governance Framework.

- A Code was established to assist candidates and to better support a fair and transparent process, particularly given that elected Council members are now remunerated.

- We've also updated the language, by using plain English, and we have removed the use of a gender binary prescription for elected academic staff positions, for inclusivity.

- Following the Council meeting, the Vice Chancellor approved a change (as authorised by Council) to section 3.3.1 of the Elections Policy for persons eligible to vote (and therefore also be nominated) for elected positions on Group Promotions Committee to align with the new EA - the academic staff of the University of the Group at Level D or above, on current contracts of six months or more and who are employed at 50% or above (previously this was 'at Level C or above').

What's the new Electoral Code all about?

- The Code sets out the expected standards of behaviour during election campaigns, and the requirements for campaign materials. This includes the use of email, digital messaging, social media, and website use.

- The purpose of the Code is to promote fairness and preserve the integrity of Council and University elections and election campaigns.

- All staff and students are required to comply with the Electoral Code (the Code).

New and Amended Policy Documents

The following new and amended policy documents have been approved from June-August:

Academic:

Academic Delivery with Other Parties – Domestic Coursework Procedure
Academic Delivery with Other Parties Policy
Assessment Procedure for Staff
Assessment Procedure for Students
Code of Practice for the Supervision of HDR Candidates
Equivalence to a Doctoral Qualification HDR Supervisor Registration Guideline
Overseas Student Extension of Study Policy and Procedure
Grade Point Average Protocol
HDR Scholarship Procedure
HDR Supervision Procedure
Micro-credential and Digital Badge Approval and Review Procedure
Program and Course Review Procedure
Schedule of Abbreviations for University Awards
Student Administration Policy
University and Chancellors Medals Procedure

Governance/Operational:

Academic Studies Program Procedures
Asset Disposal Built Infrastructure Policy
Casual Staff Time Recording Procedure
Council and Committees Remuneration Policy
Council and Committees Remuneration Procedure
Delegations Policy

Delegations Procedure
Elections Policy
Elections Procedure
Electoral Code
Electrical Safety Procedure
Environmental Sustainability Policy
Professor Emeritus Guidelines
Structure and Governance of Academic Groups of the University Policy
University Reviews Policy

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 June-August:

Academic:

Assessment Procedure for Staff_T1-2023
Assessment Procedure for Students_T1-2023
Calculation of GPA
Calculation of GPA_Prior_T2-2023
Calculation of GPA_T2-2023
COVID-19 Adjustments Procedure
Framework for Program Review
HDR Supervisor Accreditation Policy
Higher Degree Research Scholarship Policy
In-depth Program Review Report - template
Procedure for Program and Course Review
Student Administration Policy_T2-2022
Student Administration Policy_T2-2023
Student Administration Policy1

Governance/Operational:

Donations Received - Deductible Gift Recipient Requirements policy
Election of Members to Council Policy
Election of Members to University Committees Policy
Electrical Safety Procedure Test and Tag

| Special Payments Policy |
| Sustainability 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.