



Policy and Delegations Newsletter

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The Policy and Delegations Newsletter is released on a quarterly basis and includes a detailed summary of policy related information such as delegations and policy documents, consultations, training materials, resources and more.

Policy and Delegations Newsletter

Welcome to the mid-year edition of the Policy and Delegations Newsletter. We're excited to bring you a bumper-packed issue filled with the latest updates and essential information:

- **New and amended policy documents:** get the scoop on our latest updates, including:
 - Code of Conduct
 - Equity, Diversity, and Inclusion
 - Student Disability Policies
 - Philanthropy and Fundraising
 - Guidelines on Outgoing Sponsorships
- **A six-month anniversary update on signing delegations:** a brief reflection on the changes over the past six months.
- **Our new Governance Framework:** Learn about the new framework guiding the University's governance practices.
- The **Privacy Plan** has gone through a rebrand and is now the **Privacy Statement**.

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.

Building on a culture of excellence: the new staff Code of Conduct

We're excited to announce that the University Council approved a new [Code of Conduct](#) (the Code) for Griffith University at their April 2024 meeting. This update is the result of consultations with staff, including the Executive Group and the National Tertiary Education Union (NTEU). The Code continues to be a key governance document aligned to our Strategic Plan and mirrors our values. It acknowledges the evolving personal and behavioural obligations of our employees that goes beyond their employment contract and links to key legislative requirements external to the University.

What's changed?

The new Code brings a fresh, contemporary update to the previous version. It outlines the expectations, obligations, and standards all Griffith University employees are required to meet and maintain. This revision also allows us to explicitly address and anticipate a range of conduct issues beyond the scope of the previous Code, ensuring the Griffith community remains a respectful and safe place for everyone.

Key updates

- **New format:** the content is now organised under three themes: The Way We Work Together, Integrity, and Everyone is Safe.
- **University principles:** the Code now better reflects our values, vision and mission.
- **Modern language:** we've updated the language to better reflect our contemporary workforce.
- **New sections:** added to include core policies introduced since 2020, such as foreign interference, health, safety and wellbeing, working with children, human rights, and sustainability.

Where to find it

The new [Code of Conduct](#) is now available in the Policy Library. If you have any questions, please reach out to your HR Business Partner. Thank you to everyone

who played a part in this important update. Your input and collaboration are highly valued.

Embracing equity, diversity and inclusion: enhancements to our policy suite

The Vice Chancellor, with the endorsement of the Executive Group, has approved the latest Equity, Diversity and Inclusion policy suite.

What's changed?

Griffith has revised our Equity, Diversity and Inclusion policy and Domestic and Family Violence Support Procedure. We have introduced two new procedures on:

- staff disability access and inclusion and
- staff and student gender affirmation.

Key updates

- **Revised Equity, Diversity and Inclusion Policy:** this [Policy](#) has been revised to be principles-based and modernised to comply/align with legislation. Principles include intersectionality, leadership, dignified, safe and respectful environments, strengths approach, evidence informed practice, embedded strategic and operational planning, transparency, monitoring and reporting, equitable and inclusive representation recognition and reward, and flexibility.
- **Revised Domestic and Family Violence Support Procedure:** this [Procedure](#) has been revised to provide updates on support available to people experiencing domestic and family violence and staff leave entitlements in our Enterprise Agreements.
- **New Procedure on Staff Disability Accessibility and Inclusion:** this [Procedure](#) operationalises principles in the Equity, Diversity and Inclusion Policy and outlines how the University promotes inclusion for staff with disability, including the provision of Workplace Adjustments.
- **New Procedure on Gender Affirmation Inclusion and Support:** this [Procedure](#) assists the university community to understand Griffith's approach and supports related to gender affirmation inclusion. These include information on principles, gender affirmation plans, how to update details in our systems, facilities, gender expression, staff leave entitlements, special considerations and counselling services.

Thank you to everyone who contributed to the development and revision of these important policy documents.

Student disability access and inclusion: new policy and procedure

Academic Committee has approved the new Students with Disabilities Policy and Disclosure Procedure.

What's changed?

Aligned with the new Policy Framework, the new suite:

- better separates policy from procedure and process
- more clearly sets out roles and responsibilities
- replaces the old disclosure form with an easier to follow disclosure procedure.

Key updates

- **Revised Students with Disabilities policy:** this [Policy](#) has been revised to include a table that outlines the roles, responsibilities and delegations for supporting and enabling students with disabilities access and succeed at University. It highlights Griffith's commitment to 'community development' of best practice and opportunity for all to acquire and understand the competencies to support students with disabilities.
- **New Students with Disabilities Disclosure procedure:** this [Procedure](#) replaces the previous Griffith University Disability Disclosure Statement form, which was in limited use, with a user-friendly procedure document. The new procedure better recognises the pathway and journey of different career level students, including HDR candidates.

The policy and procedure documents are currently available in the [Policy Library](#).

Updated Philanthropy and Fundraising Policy: key changes and new procedure document

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

What are the updates?

In following the review, the below revisions were made:

- The Gift Acceptance Advisory Group (GAAG) was established as the new referral entity for gift reviews, replacing the Donation Acceptance Committee.
- The Campaign Council has been included in place of the Griffith University Foundation Board, which has been disestablished.
- The Policy now references the new Griffith University Delegations Register to outline signing delegations related to gift documentation for philanthropic funding.
- Gift Acceptance Principles have been integrated into the policy document.
- Acceptable sources of funding have been identified, aligning with exemplar university practices.
- A Philanthropy and Fundraising Procedure document has been introduced to outline the process and requirements for philanthropic fundraising activities and administration of philanthropic funding.
- Requirements for the acceptance and management of gifts from Griffith University staff or staff-affiliated organisations have been integrated into the procedure document.

These changes have been implemented in response to significant changes in philanthropic practices at Griffith University, including the University's greater tolerance for risk and the imperative to enhance policy effectiveness, scalability and flexibility in adapting operational processes.

The policy and procedure documents are currently available in the [Policy Library](#). For any questions, please reach out to the Advancement Gift Administration team at ADVgiftadmin@griffith.edu.au.

Unveiling the new Outgoing Sponsorship Guidelines

This month, a new [Sponsorship \(Outgoing\) Guideline](#) was approved and published to the Policy Library.

What are the main features?

- The Sponsorship (Outgoing) Guidelines aims to specify the principles for outgoing sponsorship agreements and ensure that sponsorships are considered in the context of the university's strategic objectives, represent value for money and a clear return on investment, set out the conditions that should be met when approving sponsorship agreements, and mitigate sponsorship related risks.
- The Guidelines advise:

- how to assess the value of a sponsorship to Griffith and the benefits you should seek to include in an agreement
- how to arrange and seek approval for an outgoing sponsorship
- recording of agreements in line with university policy
- best practice for effective delivery of a sponsorship agreement and measuring reporting on the effectiveness of a completed sponsorship.

The Guidelines are available in the [Policy Library](#). For any questions, please reach out to the Industry and External Engagement (IEE) team at ieepartnerships@griffith.edu.au.

Happy (six-month) anniversary—signing delegations!

A big thank you to all staff for rolling with the changes to signing delegations and for all your great questions! We recognise that it's a continuous learning journey, and we appreciate your patience and understanding as we work towards the most efficient way of doing things.

A quick recap

If you don't use the signing delegations very often, you may be unsure about how to get a contract signed at Griffith. There is plenty of support material available:

- Visit the [Contracts Support Centre](#). This site contains information on the contracting process.
- Consult the [Guidelines](#) to see whether other areas of the University should be consulted about the proposal before the contract is approved for signing.
- Read through the information pages on the University's [Signing sub-delegations](#) which explains where to find the signing sub-delegations and how to use them.
- Read the fact sheet on [who can sign contracts at Griffith](#).
- Once you have identified the authorised signatory for a General Contract, you need to complete a [Contract Approval & Signing Request Form](#) and send it (with the contract) to the appropriate signatory.
- After the contract has been fully signed, the contract owner must lodge a copy in the [Converge Point Contract Register](#).
- For quick answers, you can also check [Ask Us](#)—search "contracts".

Things to remember

- If the contract is a "*Special Contract*" then you must refer it to the listed Subject Matter Expert for negotiation and signing.

- If the contract is a “*General Contract*” then it can be signed by an authorised signatory in the responsible academic group or administrative area.

Approval by someone other than the signatory

Contract signatories are expected to fully inform themselves about the transaction before they sign the contract. This includes seeking an assurance from the contract owner that all necessary ‘operational’ approvals have been obtained.

Many (but not all) of these operational approvals are set out in the Guidelines, which provide recommendations about who should be consulted about a transaction before negotiations are finalised and the contract is signed. It’s a good idea to bookmark the Guidelines and check them at an early stage.

Sometimes, additional approvals are required as a temporary measure. For example, throughout 2024, approval is required from the relevant Executive Group (EG) member for:

- recruitment of staff, including establishment, contingent and contract positions—if a position is externally funded, evidence will be required of this funding
- travel, hospitality (above \$100) and professional development expenditure
- engagement of consultants requires approval from both the relevant EG member and also from the Provost or COO.

The contract owner should obtain all necessary operational approvals before they provide the contract to the person who has been given signing authority under the delegations.

If you have any questions about the temporary financial approval measures, please either contact the Staff Service Team on 55444 or email the Finance Service Centre at finance@griffith.edu.au.

Most frequently asked question for the Delegations team:

How do I know what band I am in?

1. Log into the [staff portal](#)
2. My Staff Page
3. About Me
4. My position details—shows “Delegation Band” towards the right-hand side of the screen.

Lastly, if you have any questions, please contact the team at delegations@griffith.edu.au.



Introducing our new Governance Framework

We are pleased to share an important update regarding our governance practices. At their 15 April meeting, Council approved the new [Griffith University Governance Framework](#). This is an important document to ensure transparency and accountability across various decision-making processes.

The newly outlined Governance Framework details the core functions, responsibilities, and membership of the University's key governance bodies, and their relationship to each other. It is University-wide and spans corporate governance (with the Council as the peak decision-making body), academic governance (via the Academic Committee), and management (led by the Vice Chancellor as the Chief Executive Officer). Controlled Entities are also included.

The Governance Framework reflects the current policies, processes, structures, systems, and practices that support good and effective governance at Griffith University. It is underpinned by the authority and obligations derived from the *Griffith University Act 1998*, other Legislation and the [Voluntary Code of Best Practice for the Governance of Australian Universities](#). It demonstrates the mechanisms by which Standard 6 of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) are met.

This is especially relevant as the University prepares for TEQSA re-registration, with our application due in December this year. This framework, along with other policy documents, will serve as essential evidence in our application.

Privacy Plan goes through a rebrand

Griffith's Privacy Plan is now called the [Privacy Statement](#). Links to the Privacy Plan will still work, but they will take you to the Privacy Statement. Staff should update their resources to refer to the Privacy Statement by its new name. The Privacy Statement also provides improved navigation and more clarity to readers. Review the update to refresh yourself on how we collect and use personal information at Griffith, and make sure you and your team are following the Statement.

New and amended policy documents

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

Academic:

Academic Delivery with Other Parties - Transnational Coursework Procedure
Academic Delivery with other Parties Policy
Academic Progress Procedure
Academic Records Procedure
Admission Schedule: English Language Proficiency
Biodiscovery Compliance Procedure
Dissertation Management Procedure
Enrolment Procedure
Fees and Charges Schedules
Graduations Procedure
Higher Degree by Research (HDR) Policy
Program Approval Procedure
Program Structure Design Principles Schedule
Research Integrity Breach Investigation Procedure
Research Quality Framework
Responsible Conduct of Research Policy
Schedule of High Risk Biological Materials monitored by the University Biosafety Committee
Student Academy of Excellence Local Protocol
Student Breaches of Academic Integrity Procedure
Student Complaints Procedure
Student Financial Requests Procedure
Student General Conduct Procedure
Student with Disabilities Policy
Transition and Teach Out Procedure
Work Integrated Learning Policy

Governance/Operational:

Academic Titles Policy
Academic Titles Procedure
Casual Staff Time Recording Procedure
Child Risk Management Procedure
Closed Circuit Television and Surveillance Procedure
Code of Conduct
Consultancy and Commercial Research Policy
Domestic and Family Violence Support Procedure
Elections Procedure
Equity, Diversity and Inclusion Policy

<u>Gender Affirmation Inclusion and Support Procedure</u>
<u>Griffith University Governance Framework</u>
<u>Honorary Degree Procedure</u>
<u>Information Security Policy</u>
<u>Information Technology Code of Practice</u>
<u>Internal Mobility Procedure</u>
<u>Linked Classification Procedure</u>
<u>Managing Psychosocial Hazards and Risks Standard</u>
<u>Philanthropy and Fundraising Policy</u>
<u>Philanthropy and Fundraising Procedure</u>
<u>Policy Governance Procedure</u>
<u>Public Interest Disclosure Policy</u>
<u>Sexual Harm Prevention and Response Policy</u>
<u>Staff Disability, Accessibility and Inclusion Procedure</u>
<u>Talent Acquisition Procedure</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 March-May:

Academic:

Due Diligence for Transnational Program Partnerships Policy
Griffith University Disability Disclosure Statement
Planning, Developing and Approving Transnational Programs Procedure
Program Concept Proposal for Transnational Programs
Review of Transnational Program Providers Checklist
Staff Guidelines on Decision-Making in Student Cases
Transnational Program Audit Proforma
Transnational Program Business Plan Template
Work-Integrated Learning at Griffith

Governance/Operational:

Academic Staff Reimbursement of Course Fees Policy
Domestic and Family Violence Support Policy
Griffith Archive Collection Policy
Linked Classification Policy and Procedures

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.

Griffith is committed to the [UN Sustainable Development Goals](#).

More recent news

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New draft Consultanc...

Read the new Consultancy and...



Rooftop Solar Proje...

Energex has approved the use of the ne...



Creating brighter...

Support students in need by...



Test your fitness limits

Griffith Sport will host their inaugural...