This Bulletin includes information regarding the following:

- Request for advice from Schools, Institutes and Centres delivering courses, units and/or other activities which require prospective or current university students to undertake a police records check;
- the University of Tasmania Policy Development Cycle;
- revised Information Sheet (#4) outlining Key University Committees;
- recently approved Work Health and Safety Policy;
- recently approved Recovery Team Policy;
- recently approved UTAS Visiting Fellows and Visiting Scholars Policy and attendant Procedure;
- draft Casual Teaching Staff Policy (attached) available for comment by 29th April, 2011;
- draft Police Check Policy (Staff) (attached) available for comment by 29th April, 2011;
- draft Revolving Energy Fund Procedure (attached) available for comment by 29th April, 2011;
- advice regarding current policy projects, and timeframes for transfer of documentation to UTAS Policy Framework;
- advice regarding future consultation timeframes for all draft policies, procedures and guidelines circulated to the UTAS Policy Network.

REQUEST FOR ADVICE - Police Check Policy (Students)

Mark Dixon (Lawyer, Governance and Legal) is currently drafting a Police Check Policy (Students). This policy will:

- outline University of Tasmania responsibilities in relation to obtaining police record checks from prospective and current students; and
- outline requirements for University of Tasmania prospective and current students to provide police records checks; and
- establish processes by which the University will act upon the contents of police records checks.

Schools, Institutes and Centres delivering courses, units and/or other activities which require prospective or current university students to undertake a police records check are invited to provide information to assist with this policy project. Where your School, Institute or Centre requires police record checks from prospective or current students please contact the Policy Delegate (Mark.Dixon@utas.edu.au or telephone: 6226 2048) by COB Friday, 15th April 2011 providing:

- the name of your School/Institute/Centre
- the title(s) of relevant course(s).

Mark will ensure that your School/Institute/Centre is then involved in the consultation process.
INFORMATION ITEM - UNIVERSITY OF TASMANIA POLICY DEVELOPMENT CYCLE

As outlined in the Policy Development and Review Policy, University of Tasmania policy development is undertaken in accordance with the University Policy Development Cycle, which involves the following key stages:

1. Identification of policy requirements
2. Nomination of Responsible Officer and Policy Delegate
3. Drafting
4. Benchmarking
5. Consultation
6. Revision
7. Endorsement
8. Quality control
9. Approval
10. Promulgation
11. Implementation
12. Implementation and compliance monitoring
13. Implementation and compliance evaluation
14. Review and
15. Records management.

Whilst the University Policy Development Cycle is staged, it is not necessarily intended to be completely sequential. Completion of the cycle is intentionally iterative, and may involve repetition of some cycle stages. Implementation of the University Policy Development Cycle is outlined in the Policy Development and Review Procedure and further information is provided in the Guidelines. For more information about this cycle, please contact the Manager, Policy and Delegations (Brigid Freeman) (email: Brigid.Freeman@utas.edu.au; telephone: (03) 6324 3651).

INFORMATION ITEM - REVISED INFORMATION SHEET #4 – KEY UNIVERSITY COMMITTEES

INFORMATION SHEET #4 has been updated to provide support for University staff involved in policy development and review projects. This Information Sheet may also be useful for other staff, as it provides information regarding terms of reference, membership and secretariat details for the following University committees:

University Council
University Council Committees
- AMC Integration Committee
- Audit and Risk Committee
- Built Environment Committee
- Ceremonial and Honorary Degrees Committee
- Finance Committee
- Legislation Committee
- Nominations Committee
- Remuneration Committee

Senior Management Team
- Planning, Performance and Review Committee
  o Strategic Human Resources Sub-Committee of PPRC
- Budget Review Committee
- ICT Committee
- Infrastructure, Planning and Management Committee
- Web Services Steering Committee

**Academic Senate**

**Academic Senate Sub-Committees**
- University Teaching and Learning Committee (UTLC)
- Admissions Policy Committee
- Research College Board
- Board of Graduate Research
- Standing Academic Committee
- Academic Senate Legislation Committee

**Other Peak University Committees**
- Quality Committee
- Internationalisation Committee

It is noted that in addition to these key University committees, Faculty/School/Centre/Institute Committees may include:
- Executive Committees
- Teaching and Learning Committees
- Research Committees
- Boards (for Institutes)

It is also noted that corporate organisational units also operate a number of key committees.

This information effectively provides a ‘snapshot’ as at April, 2011, and it is understood that the terms of reference for a number of committees are under review.

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**APPROVED – WORK HEALTH AND SAFETY POLICY**

The new *Work Health and Safety Policy*, developed through the Work Health and Safety Unit of Human Resources, has been approved by the Vice-Chancellor. Progressively, all University work health and safety policies are being redrafted under the auspices of this overarching policy statement. It is noted that this new policy will be reviewed in light of anticipated new work health and safety legislation.

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**APPROVED – RECOVERY TEAM POLICY and attendant local RECOVERY TEAM PROCEDURE**

The new *Recovery Team Policy*, developed by Iona Vialle (Support and Equity Unit) has been approved by the Vice-Chancellor, and the local *Recovery Team Procedure* has been approved by the Responsible Officer (Manager, Support and Equity). The Policy aims to ensure that a Recovery Team and related interventions are efficiently activated when needed. The Policy and Procedure operate in concert with the *Crisis Management and Recovery Plan*.

(Note: All Policy documents, and University-wide Procedures and University-wide Guidelines are housed in the UTAS Policy Repository. Local Procedures and local Guidelines are housed by the respective document owner).

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**APPROVED – UTAS VISITING FELLOWS AND VISITING SCHOLARS POLICY and attendant PROCEDURE**

The new *UTAS Visiting Fellows and Visiting Scholars Policy*, developed through the Office of the DVC(A)&P, has been approved by the Vice-Chancellor, and the attendant *Procedure* has been
approved by the Responsible Officer (the Deputy Vice-Chancellor [Academic] and Provost). These documents outline arrangements for the UTAS Visiting Fellows and Visiting Scholars Program.

**DRAFT Casual Teaching Staff Policy for comment**

The draft *Casual Teaching Staff Policy* (attached) is available for comment. This policy, drafted by Dr Jo Kelder (via the Centre for Advancement of Learning and Teaching), articulates the University’s position in relation to casual teaching staff: recruitment and employment; professional development; evaluation and recognition; and integration and communication.

Comments are invited before **COB Friday, 29th April 2011**. All comments should be forwarded directly to the Policy Delegate (Dr Jo Kelder). Once finalised, the document will be submitted for endorsement, then submitted to the Approval Authority (Vice-Chancellor). For more information contact the Policy Delegate: Jo Kelder, email: Jo.Kelder@utas.edu.au.

**DRAFT Police Records Check Policy (Staff) for comment**

The draft *Police Records Check Policy (Staff)* (attached) is available for comment. This policy, drafted by Pip Rose from Human Resources, seeks to minimise any risk associated with staff appointments where the appointment’s inherent requirements are such that it would be unwise to appoint an applicant unsuitable due to the nature of prior offences. **Please note that this Police Records Check Policy (Staff) explicitly deals with current and prospective staff (as opposed to UTAS students).**

Comments are invited before **COB Friday, 29th April 2011**. All comments should be forwarded directly to the Policy Delegate (Pip Rose). Once finalised, the document will be submitted to the Approval Authority (Vice-Chancellor). For more information contact the Policy Delegate: Pip Rose, Executive Officer, Strategic Human Resources, HR; telephone: 6226 1807; email: Pip.Rose@utas.edu.au.

**DRAFT Revolving Energy Fund Procedure for comment**

The draft *Revolving Energy Fund Procedure* (attached) is available for comment. This Asset Management Services (AMS) procedure, drafted by Mark White from AMS, details the procedure for applying for funds from the Revolving Energy Fund administered by AMS. Whilst this is a section-specific procedure, this document is being circulated to seek comment from, and provide information to, potential applicants to the Revolving Energy Fund.

Comments are invited before **COB Friday, 29th April 2011**. All comments should be forwarded directly to the Policy Delegate (Mark White). Once finalised, the document will be submitted to the Approval Authority (Director, AMS). For more information contact the Policy Delegate: Mark White, Energy Officer, AMS; telephone: 6226 6640; email: mark.white@utas.edu.au.

**OTHER POLICY PROJECTS**

The University is currently developing a comprehensive suite of academic and administrative policy in line with the Policy Development and Review Policy (and attendant Procedure and Guideline). ‘Old’ policy documents are progressively being transferred to the UTAS Policy Framework (i.e. being redeveloped in accordance with the Policy Development and Review Policy) to ensure:
• contemporary, good practice content;
• compliance with approval authorities stated in the Policy Development and Review Policy; and
• compliance with application (i.e. University-wide Policy documents, University-wide OR section-specific Procedure and Guideline documents).

In some instances, ‘new’ policy documents are being developed (where gaps have been identified). Details regarding current policy projects are available online (refer: Policies Under Development and Review). The full listing of policy documents (including ‘old’ ones, titles for new ones under development and approved ones) is available online (see: here - UTAS Policy Repository - By Category (as at March, 2011)). These lists are updated regularly.

Transitional clause

Existing policies, procedures and guidelines yet to be transferred to the University Policy Framework in accordance with the Policy Development and Review Policy will remain in force until 31st December, 2011 where:

• there is no breach of Commonwealth or State legislation, the University of Tasmania Act 1992 (Tasmania) or University By-Laws 1993;
• there is no conflict with Ordinances, Rules, Governance Level Principles or Council Approved Plans; or
• there is no conflict with Policy, Procedures or Guidelines approved in accordance with this Policy Development and Review Policy.

For more information about this process, please contact the Manager, Policy and Delegations (Brigid Freeman) (email: Brigid.Freeman@utas.edu.au; telephone: (03) 6324 3651).

TIMEFRAMES

Thank you for your feedback regarding timeframes required for consultation regarding drafts circulated. In response, timeframes for consultation will be between 3-4 weeks for all documents circulated through the UTAS Policy Network, unless there are exceptional circumstances where a shorter timeframe is required and extensive consultation has already occurred. Timeframes may still be extended where additional consultation is required, and in such instances staff are requested to contact the Manager, Policy and Delegations and Policy Delegate.

UNSUBSCRIBE or SUBSCRIBE?

To unsubscribe or subscribe, please email the Manager, Policy and Delegations (Brigid.Freeman@utas.edu.au).

MORE INFORMATION

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