Operational Policy Development and Review Policy CORP 1.1

Relevant UTas Ordinance and/or Rule Reference No. | Ordinances No 1 (Role of Council); 3 (The Vice-Chancellor); 6 (Council Delegations); 13 (Academic Senate) and Governance Level Principle No 1 (University Governance)
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Relevant State/Federal Govt. Legislation | University of Tasmania Act (1992)
Commencement Date | 1 May 2006
Review Date | 1 May 2007

POLICY STATEMENT

1 Intent

To ensure that University Operational Policies are necessary, current, relevant and useful by providing a framework for their design, development, approval, implementation, monitoring and review.

2 Scope

All University of Tasmania Operational Policies. There will be no exclusions.

3 Objective(s)

To ensure that all Operational Policies and related procedures, guidelines and standards are:
- written, presented, approved and implemented using uniform formats and processes; and
- promulgated, recorded, monitored and reviewed within properly constituted and managed systems.

4 Definitions and Acronyms

Operational Policy is a statement defining the position of the University on a certain matter and by which the University, its work units and members are required to conduct the activities of the University.

It has the following characteristics:
- It is a general statement of intent that mandates or constrains actions.
- It has institution-wide application.

Approved 31 March 2006
• It will change infrequently and sets a course for the foreseeable future.
• It helps ensure compliance, enhances the University’s mission or reduces institutional risk.
• It is usually approved by the Vice-Chancellor

**Policy Delegate**
University officer within a University work unit charged by the Policy Maker to take responsibility for drafting and/or reviewing Operational Policies, Procedures, guidelines and standards.

**Policy Maker**
Senior University officer delegated with the authority to develop and endorse Operational Policies and approve Operational Procedures, Guidelines and Standards and Policy Implementation Plans. They includes the Vice-Chancellor and the Senior Management Team (Deputy Vice-Chancellor, Pro Vice-Chancellor (Research), Pro Vice-Chancellor (Teaching and Learning), Executive Director Finance and Administration (EDFA) and Executive Director, Planning and Development (EDPD), Chair of Academic Senate and Deans of Faculties); and Heads of Schools, Administrative Sections or other university work units.

**Policy Stakeholder**
Members or work unit(s) of the University on which the Operational Policy will impact.

**University Members**
Academic and general staff, students and associates of the University.

**University Work Unit**
Faculty, School, administrative division or section or other institution, centre or business enterprise of the University.

5 **Policy Maker**
Director, Governance and Legal.

6 **Policy Provisions**

**Operational Policy Framework:** there is to be one level of Operational Policy – university wide.

**Approval Authority:** the Vice Chancellor is responsible for approving all Operational Policies except in those cases where there may be legal requirements for the policy to be expressed as an Ordinance, Rule or By-Law, or the policy is particularly far-reaching for the University and its operations. In these cases the approval authority will be the University Council.

The **Policy Maker** oversees and is responsible for the policy development and review process in their areas of responsibility.
**Minor changes** or clarifications of wording may be approved by the Director, Governance and Legal.

**Areas covered** by operational policies include (but are not restricted to);

- Teaching and Learning Policies:
  - teaching and learning;
  - student administration and services;
  - academic standards and course approvals; and
  - external development (interstate and overseas).
- Research Policies
  - research and development;
  - consultancy and commercialisation; and
  - intellectual property management;
- Corporate Policies:
  - policy development and review;
  - risk management;
  - code of conduct implementation;
  - public relations and communications; and
  - community engagement;
- Human Resources Policies:
  - occupational health and safety management;
  - equity and diversity; and
  - personnel management;
- Financial Policies:
  - accounting and financial management; and
  - procurement and contracting;
- Physical and Technical Infrastructure Policies:
  - asset management;
  - environmental management;
  - campus development;
  - information management; and
  - accommodation services.

Operational Policies are to be **drafted consistently** with Federal and State legislation, the University of Tasmania Act (1992), and University Ordinances, Rules, By-Laws, Governance Level Principles and University Plans.

The **Policy Maker** will nominate a **Policy Delegate** who will be responsible for drafting new or revised operational policies.

The Policy Delegate shall be **responsible for** conducting any required consultations with **Policy Stakeholders** during the development of an
Operational Policy. The Governance and Legal Section will provide advice on the Policy Review and Development Process.

Operational Procedures: shall describe the components of a policy and how they shall be applied. Procedures shall be approved by the Policy Maker and shall be linked to a specific policy.

Where possible, Operational Procedures should be attached for information when the related Operational Policy is submitted to the Vice-Chancellor (or Council) for approval.

Operational Guidelines and Standards: suggest ways in which policies will be applied where the procedure is not prescriptive. Standards are developed when policies need specific technical or detailed information to be applied. Both Guidelines and Standards are approved by the Policy Maker.

Following approval by the relevant authority, each Operational Policy, Procedure, Guideline and Standard will be given a unique identifying number by the Governance and Legal Section.

Operational Policies, Procedures, Guidelines and Standards will be published on the University's web page by the Governance and Legal Section only after approval by the appropriate authority.

The Policy Implementation Plan describes the actions required to implement the policy and procedures. The Implementation Plan is to be developed by the appropriate Policy Delegate in consultation with relevant stakeholders. The Implementation Plan is approved by the Policy Maker and should be attached for information when the Operational Policy is submitted to the Vice-Chancellor for approval.

7 Supporting/Related Documents

University of Tasmania Act (1992)
Ordinances No 1 (Role of Council); 3 (The Vice-Chancellor); 6 (Council Delegations); 13 (Academic Senate) and Governance Level Principle No 1 (University Governance).

8 Key Words

- Policy development
- Policy review
- Operational Policies
- Operational Procedures

9 Supporting Procedures/ Guidelines

Procedure – No. CORP (1.1) Operational Policy Development and Review.
RESPONSIBILITIES

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WHO NEEDS TO KNOW THIS POLICY?

- Vice-Chancellor and Vice-Chancellor’s Executive
- Deans
- Heads of Schools, Administrative Sections or other University Work Units
- Faculty and Divisional Executive Officers

EFFECTIVENESS OF THIS POLICY

- Percentage of Operational Policies submitted for approval that comply with this policy.
- Number of queries/problems raised in regard to new policies.

POLICY HISTORY

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<td>Vice-Chancellor</td>
<td>Professor Daryl Le Grew</td>
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