



Organisational Unit Management / Administrative Reviews Procedure

UNDER REVIEW

Related Policy	Reviews Policy
Responsible Officer	Provost
Approved by	Provost
Approved and commenced	December, 2013
Review by	December, 2014
Responsible Organisational Unit	Office of the Provost

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1 Objective

The objectives of this Procedure are to:

- ensure a robust, efficient and effective system for the management and implementation of reviews of management / administrative matters as detailed in the *Reviews Policy*
- support organisational units in meeting the requirements of the *Reviews Policy*.

2 Scope

This procedure applies to all organisational units, all staff and all functions of the University with the exception of matters associated with appointment, probation, promotion and performance management of individual staff, although the policies and practices related to these matters are within scope.

3 Procedure

3.1 Organisational Unit Management / Administrative Reviews Procedure

All management/administrative reviews are approved by the Planning, Performance and Review Committee (PPRC). The PPRC either:

- approves review recommendations submitted by organisational units
or
- commissions reviews.

3.2 Submitting a Review Recommendation

An organisational unit, or more than one organisational unit conjointly, recommends a review of management / administrative matters to the PPRC using the Recommendation Template in the *Organisational Unit Management / Administrative Reviews Guidelines*.

3.3 Commissioning Reviews and Review Approvals

3.3.1 Management/administrative reviews are commissioned or approved by the PPRC in writing. On receipt of a PPRC directive to conduct a review, organisational unit(s) will develop a Review Proposal as outlined in the *Organisational Unit Management / Administrative Reviews Guidelines*.

3.3.2 The PPRC either:

- declines the proposal and informs the proposer(s) in writing
or
- approves the proposal in writing
or
- amends and/or returns the proposal to the proposer(s) with written instructions for amendment and subsequent re-submission.

3.4 Conducting a Review

- 3.4.1 Following approval by the PPRC, the organisational unit(s) implement the review proposal.
- 3.4.2 Any subsequent proposed changes to the approved review proposal are to be submitted to the PPRC for approval using the information required in the Changes to Review Proposals section of the *Organisational Unit Management / Administrative Reviews Guidelines*.

The PPRC either:

- declines the proposed changes and informs the proposer(s) in writing

or

 - approves the proposed changes in writing.
- 3.4.3 The relevant Deans, Institute Heads or Heads of Division are normally responsible for resourcing reviews of activities in his or her portfolio. However, where necessary, application may be made to the PPRC for an alternative funding model. For example, the sharing of resourcing across portfolios may be appropriate depending on the scope of the review. An application will be made as specified in the Resources Application section of the *Organisational Unit Management / Administrative Reviews Guidelines*.

3.5 Reporting and Follow-up

- 3.5.1 Unless otherwise specified by the PPRC, the relevant Deans, Institute Heads or Heads of Division will first receive the review report and provide to the PPRC their own assessment or commentary with a revised set of recommendations where considered appropriate using the Review Report Assessment section of the *Organisational Unit Management / Administrative Reviews Guidelines*.
- 3.5.2 The PPRC will subject the review assessments, conclusions and recommendations to careful scrutiny and may require further work or explanation. Any directives from the PPRC for further explanation or work will be carried out by the organisational unit(s) to a timeline agreed with the PPRC and the amended report and/or assessment re-submitted to the committee.
- 3.5.3 When review reports and assessments are accepted as finalised by the PPRC, the committee will:
- decide which recommendations and/or other conclusions arising from the review are to be acted upon
 - identify which organisational unit(s) will implement the approved recommendations and/or other actions
 - identify and resolve any resourcing implications
 - inform the organisational unit(s) in writing, specifying expected timeframes for completion.

- 3.5.4 Responsible organisational units normally resource the implementation of approved recommendations and other actions arising out of reviews. However, submission may be made to the PPRC for alternative funding models using Resources Application section of the *Organisational Unit Management / Administrative Reviews Guidelines*.
- 3.5.5 Unless otherwise specified by the PPRC, the relevant Deans, Institute Heads or Heads of Division are responsible for delivering on the approved recommendations and actions arising from reviews.
- 3.5.6 The relevant Deans, Institute Heads or Heads of Division develop a review outcomes implementation plan and submit this to the PPRC using the Outcomes Implementation Plan section outlined in the *Organisational Unit Management / Administrative Reviews Guidelines*.
- 3.5.7 Where reviews have been conducted by more than one organisational unit conjointly, those organisational units shall conjointly ensure the approved recommendations and actions are addressed.
- 3.5.8 Any requests for subsequent changes to approved review outcomes implementation plans are to be submitted to the PPRC using the Changes to Outcomes Implementation section of the *Organisational Unit Management / Administrative Reviews Guidelines*.
- The PPRC either:
- declines the proposed changes and informs the proposer(s) in writing

or

 - approves the proposed changes in writing.
- 3.5.9 The organisational unit(s) submit follow-up reports to the PPRC as approved in the review proposal using the Follow-up Report section of the *Organisational Unit Management / Administrative Reviews Guidelines*.
- 3.5.10 The PPRC will subject the follow-up reports to careful scrutiny and may require further work on or further explanation of those documents. Any directives from the PPRC for further explanation or work will be carried out by the organisational unit(s) to a timeline agreed with the PPRC and the amended reports re-submitted to the committee.
- 3.5.11 The final approval of the review follow-up report by the PPRC concludes the review process.

4 Definitions and Acronyms

Organisational Unit	Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
PPRC	Planning, Performance and Review Committee

5 Supporting Documentation

- Organisational Unit Management / Administrative Review Guidelines

6 Versioning

Current Version	Version 1 - Organisational Unit Management / Administrative Reviews Procedure (current document); approved December, 2013.
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