

# Organisational Unit Reviews - Operational Policy

## 1. Purpose of policy

1.1 This policy identifies the requirements for and the purpose, scope and nature of external cyclical reviews of organisational units at the University.

## 2. Policy scope and application

2.1 This policy applies to external reviews of designated organisational units of the University.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to the effectiveness of it:

Organisational unit means the operational support areas of the University approved by the Vice-Chancellor and President for review.

Portfolio Manager means the Vice-Chancellor and President or the Deputy Vice-Chancellor or the Pro Vice-Chancellor to whom the Director of an organisational unit is responsible.

## 4. Policy Statement

4.1 The University undertakes organisational unit reviews as part of its commitment to quality assurance and quality improvement, contributing to its compliance with the Higher Education Standards Framework 2015.

## 5. Principles

### 5.1 Requirements for external organisational unit reviews

5.1.1 External reviews of organisational units as defined above are required at least every five years.

5.1.2 Each review will be undertaken by a panel appointed by the Portfolio Manager of the organisational unit to be reviewed.

5.1.3 The review panel must be comprised of persons with no formal association with the relevant organisational unit or the University.

5.1.4 Each organisational unit review will be conducted in accordance with the latest version of the Organisational Unit Reviews Procedures associated with this policy.

### 5.2 Purposes, scope and nature of organisational unit reviews

5.2.1 External reviews of organisational units are intended to contribute to identification and implementation of changes, developments and improvements that could be made in relation to an organisational unit in order to strengthen its effectiveness.

5.2.2 There are no standard terms of reference for these reviews, however, it is expected that they would at a minimum require the review panel to undertake an evidence-based evaluation of the extent to which, and the effectiveness of the means by which:

- (i) an organisational unit's operations and outcomes contribute to achievement of the University's strategic priorities and objectives;
- (ii) an organisational unit's practices and processes are consistent with higher education sector norms and expectations;
- (iii) an organisational unit contributes to the University's ongoing compliance with relevant legislation.

5.2.3 The review panel will provide independent advice and recommendations through evaluation of evidence provided in a review portfolio and through site visit interviews, to assist each organisational unit and the University in identifying:

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Deputy Vice-Chancellor (Academic)

### FIRST APPROVED

3 December 2013

### LAST AMENDED

6 May 2021

### REVIEW DATE

29 May 2024

### STATUS

Active

(i) the organisational unit's strengths, good practices, positive outcomes and productive improvements in performance in recent years, and ongoing compliance with relevant legislation; and

(ii) areas in which the organisational unit's practices, performance, and outcomes should be enhanced or improved, including in relation to comparable practices, performance and outcomes elsewhere, approaches to assuring and improving quality, and maintaining compliance with relevant legislation.

5.2.4 Each review will result in an organisational unit developing a response and action plan to the review findings, and providing progress reports on implementation of the plan, consistent with the Organisational Unit Review Procedures associated with this policy.

## 6. Authorities/Responsibilities

The following authorities are delegated under this policy:

| ACTIVITY                                       | UNIVERSITY OFFICER  |
|--|---|
| Approve procedures associated with this policy | Vice-Chancellor and President   |
| Approve terms of reference for review          | Deputy Vice-Chancellor or Pro Vice-Chancellor responsible for the organisational unit |
| Appoint members of panel for each review       | Deputy Vice-Chancellor or Pro Vice-Chancellor responsible for the organisational unit |

END

### RELATED DOCUMENTS

- Governance Framework - Governing Policy
- Organisational Unit Reviews - Procedures
- Planning and Reporting Framework - Governing Policy
- Policy Framework - Governing Policy
- Risk Management - Governing Policy

### LINKED DOCUMENTS

- Organisational Unit Reviews - Procedures

### RELATED LEGISLATION / STANDARDS

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth)