

Policy and Procedure Framework Working Group (PPFWG)

Terms of Reference

1. Background and Definitions

UMSU Inc. (UMSU) is an incorporated association under the *Incorporated Association Reform Act (Vic)*. UMSU has a Constitution, which broadly sets out the rules of the organisation. These rules also contemplate the creation of both *regulation* and *policy* by the governance bodies of UMSU, Students' Council being empowered to create the former and both Students Council and Departmental Committees being empowered to create the latter. All UMSU Policy must be approved by Students' Council.

Broadly speaking Regulations are rules created by UMSU that govern the implementation of powers or functions described in the UMSU Constitution. For example, the UMSU *Electoral Regulations* govern the operation of UMSU elections.

Currently, UMSU uses the term "Policy" to refer to:

- A set of ideas or principles that inform decision making; and,
- UMSU's official position in relation to a particular issue.

Both Regulations and Policy support the management and operation of UMSU at both a detailed and broad level, in line with the UMSU Constitution.

The creation of Regulations and Policy to govern areas of UMSU has been patchwork throughout the organisation's history. Currently, there are five public regulations, concerning Clubs and Societies, elections, finances, student representatives and the conduct of meetings (the latter being known as the Standing Orders). There are nine public policies, concerning student-staff Advisory Groups, electronic tablets owned by UMSU, grievances in Clubs and Societies, the Student Representative Network, Farrago, acceptable conduct, communication and marketing, drugs and alcohol and privacy. There are also several policies that are not published, which cover a variety of areas.

There are several areas not currently covered by policies, nor is there a wider framework governing or guiding the creation of policy. This working group is an instrument to begin the development of such a framework, to provide greater certainty and guidance to stakeholders.

In these Terms of Reference:

- *Policy* refers to a succinct, formal statement which outlines UMSU's position on key matters, consisting of broad statements which inform stakeholders of the principles applying to UMSU, and will identify the procedures underpinning a *policy*. The current use of policy shall here apply, except for that which governs decision making, which shall be incorporated into procedure.
- *Procedure* refers to a document outlining the mandatory processes, practices and actions required to implement and/or comply with policies, including clear instructions, processes and/or organisational rules, while also specifying roles and responsibilities for action and decision-making.
- *Guideline* refers to a document that assists in the implementation of and compliance with policies and procedures, that may be duplicated for different audiences to suit stakeholders' needs, but that will always be consistent with the relevant procedure.

2. Role of the Working Group

The role of the Policy and Procedure Framework Working Group (PPFWG) is:

- To clearly delineate the role of regulations, policies, procedures and guidelines in UMSU and as per the Constitution, and to establish within a potential framework that clear distinction to aid in document creation;
- To design a framework, and the guiding principles it follows;
- To appropriately designate policies, procedures and guidelines to specific areas within this framework, and to provide guidance to stakeholders as to the content of these documents;
- To identify areas of activity that are not currently covered by UMSU policy or regulation, for contemplation and inclusion in a framework;
- To enable current and future stakeholders to modify and update policy, procedure and guidelines as needed, in a planned, non-ad hoc way, including the ownership and oversight of specific policies, procedures and guidelines; and
- Other matters such that the PPFWG may see fit.

3. Membership

Membership of the PPFWG shall be open to all Members of UMSU, and all Members may attend meetings of the PPFWG and speak.

The following shall also be members *ex officio*:

- General Secretary (Chair)
- President
- Manager, Human Resources
- Chief Executive Officer

4. Term and Frequency

Meetings of the PPFWG shall occur at least monthly and shall be convened by the General Secretary. Meetings shall continue until such a time as the Policy and Procedure Framework can be completed to a satisfactory standard. At the commencement of Semester 2, 2018, and at the start of every Semester thereafter, these Terms of Reference shall be renewed as per the needs of the Working Group, with a view to its continuation by Students' Council.

5. Meetings

Meetings shall be conducted in a manner consistent with the practices established in the Constitution and Standing Orders. The agenda of each meeting shall be guided by the Role of the Working Group. All decisions made by the Working Group shall be agreed to by consensus. All members attending shall adhere to UMSU's Acceptable Conduct policy, and shall actively participate in the group's work. All members should consider the interests and needs of all students and staff, and actively promote the outcomes desired.

6. Reporting and Recommendations

The PPFWG shall report regularly to Students' Council, via the General Secretary, providing updates on progress. The PPFWG shall recommend to Students' Council a Policy and Procedures Framework that will enable the General Secretary to progress the finalisation of this Framework, and shall

enable the General Secretary and UMSU Management to begin the process of developing policies, procedures and guidelines in line with that framework.