SELF REVIEW PROCESS: GUIDELINES

1. The purpose of the self review process is to encourage and facilitate feedback from areas within the Facilities and Services Division during the change management consultation process. It is essential that all individuals/teams/sections remain engaged to obtain meaningful and accurate information. The process of self review allows managers and their teams to take time to reflect on previous and current performance, and future planning issues (in line with the F&S Strategic Plan 2010-2015).

2. The information gathered from the self review process will be used to gather information about strengths and achievements as well as any gaps. It is also an opportunity to pick up solutions and ideas generated by managers and teams throughout the process.

3. The Manager of each area below is encouraged to facilitate a meeting(s) with staff to assist in developing their self review document. Some teams may wish to meet once whilst others may hold multiple meetings in order to prepare the document.

   Finance  
   Human Resources/                           
   Client Services                           
   Business Solutions                        
   Space Planning                            
   Heritage                                   
   Drawing Office                             
   Engineering Services                       
   Capital Works                              
   Facility Operations                        
   Maintenance Planning                      
   Maintenance Operations                     
   Environment and Sustainability             
   Gardens and Grounds                        
   Security and Parking                       
   NARU, SSO and Kioloa

4. Managers should attend the meeting on **27 October 2010 at 9.30** in the John Yencken Conference Room to discuss the change management program and ask any questions about the self review process before beginning a dialogue with staff. Meetings to complete the self review process may take place any time after 27 October 2010.

   a. Areas should use the space indicated in the template as a guide. The document should not be more than 6 pages (excluding appendices);
   b. A list of those staff present at the meeting should also be recorded, and attached to the template;
   c. The template should be saved in Word format as: [name of area – self review - date of submission];
   d. Templates should be sent to Karen.Hill@anu.edu.au or Shirley.Winton@anu.edu.au by 12 November 2010; and
   e. Additional information after the mandatory questions are addressed is also welcome.

6. The deadline for the self review document is **12 November 2010 (Close of Business)**.


8. For questions and enquiries, please contact Karen Hill (x56479).

Karen Hill   
General Manager, Corporate Services   
Facilities and Services Division   
26 October 2010