1. INTRODUCTION

1.1. The Melbourne Policy Framework is the operational structure for describing, ordering, developing and maintaining University policy instruments. The purpose of the Framework is to provide clarity and a model for good practice in an environment of devolved decision making.

1.2. The University Secretary is responsible for the administration of the Melbourne Policy Framework and for ensuring that approved policies and procedures are published in the Melbourne Policy Library.

2. HIERARCHY OF PRECEDENCE

2.1. The University of Melbourne governs its operations through a hierarchy of instruments as follows:

- University of Melbourne Act 2009 (Vic)
- University statutes
- University regulations
- University policies
- University procedures
- Guidelines, local and supporting documents

* University of Melbourne Act 2009 (Vic)

2.2. Where two documents in the hierarchy conflict, the document higher in the hierarchy takes precedence.

3. POLICY INSTRUMENTS

3.1. University policy instruments consist of:

- policies
- procedures

3.2. University staff and students must comply with University policies and procedures.

3.3. A schedule to a policy or procedure forms part of the relevant document and is subject to the same approval and review processes.

3.4. Each policy and procedure has an approval authority and implementation officer.

3.5. Guidelines, local and supporting documents outline good practice and support the implementation of University policies and procedures.

4. CATEGORISATION OF POLICY INSTRUMENTS

4.1. There are two categories of University policy instruments:

- governance
- management

4.2. Governance policy instruments address the University’s broad decision making and accountability processes in institutional governance and academic areas.

4.3. Management policy instruments address the University’s management and administrative processes in academic and professional areas.
5. UNIVERSITY POLICIES AND PROCEDURES - APPROVAL AUTHORITIES

5.1. Council is the approval authority for University policies and procedures relating to governance of the University. The Vice-Chancellor is authorised to act on behalf of Council in the exercise of this authority.

5.2. Under authority from Council or the relevant statutes, the Academic Board is the approval authority for University policies and procedures relating to governance of academic matters. The President of the Academic Board is authorised to act on behalf of the Academic Board in the exercise of this authority.

5.3. The Vice-Chancellor is the approval authority for University policies and procedures relating to management of the University. The Provost is authorised to act on behalf of the Vice-Chancellor in the exercise of this authority in relation to management of academic functions. The Senior Vice-Principal is authorised to act on behalf of the Vice-Chancellor in the exercise of this authority in relation to management of administrative functions.

5.4. The approval authority for an academic University policy or procedure that is not clearly either governance or management will be determined in consultation between the President of Academic Board and the Provost.

6. IMPLEMENTATION OFFICERS

6.1. The approval authority will nominate an implementation officer for each policy/procedure.

6.2. Implementation officers are responsible for:
   • promulgating policies/procedures to stakeholders
   • developing and carrying out an implementation plan for policies/procedures
   • responding to enquiries about interpretation of policies/procedures.

7. DEVELOPMENT, REVIEW AND PUBLICATION OF UNIVERSITY POLICIES AND PROCEDURES

7.1. The approval authority may, as required, assign a senior officer of the University to carry out the following responsibilities:
   • developing, or preparing amendments to, policies/procedures and obtaining necessary endorsements and approvals
   • evaluating the implementation of policies/procedures
   • ensuring that University guidelines developed in support of a policy/procedure are required and are consistent with the policy/procedure
   • monitoring compliance with policies/procedures
   • conducting formal reviews of policies/procedures (at least triennially).

7.2. University policies and procedures must be developed and reviewed in accordance with the Policy Development and Review Procedure.

7.3. The Melbourne Policy Library is the official repository for University policies and procedures.

7.4. The University Secretary will maintain and publish a list of University policies and procedures and associated University guidelines, including the names of the bodies or University officers with responsibility for each document.
8. **DEFINITIONS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>approval authority</td>
<td>A body or position that has authority to approve, amend or revoke a University policy, procedure or guideline.</td>
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<tr>
<td>guideline</td>
<td>A guideline is a statement that provides guidance to support the implementation of, and ongoing compliance with a policy or procedure.</td>
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<td>local document</td>
<td>A document that does not have University-wide application, but instead applies only to the organisational unit for which it was developed.</td>
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<td>policy</td>
<td>A policy is a statement of principle that articulates and aligns with legislative, regulatory or organisational requirements.</td>
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<tr>
<td>procedure</td>
<td>A procedure is a statement that provides information or step-by-step instructions to implement a policy.</td>
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<tr>
<td>supporting document</td>
<td>A document developed to support the implementation of a University policy or procedure. Supporting documents may have University-wide application (e.g. forms developed by Human Resources that enable staff to manage their employment) or local application (e.g. a flowchart developed by a staff member in the Department of Chemistry).</td>
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<tr>
<td>University guideline</td>
<td>A guideline with University-wide application.</td>
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<tr>
<td>University policy</td>
<td>A policy with University-wide application.</td>
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<tr>
<td>University procedure</td>
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9. **RELATED DOCUMENTS**

- Guidelines for Drafting Policy and Procedure
- Melbourne Legislative Framework
- Melbourne Policy Framework website
- Policy Development and Review Procedure

10. **VERSION HISTORY**

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<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>Senior Executive</td>
<td>15 Sep 2010</td>
<td>15 Sep 2010 - 28 Apr 2013</td>
<td>Replaced by Policy on Policy (MPF1251) and Policy Development and Review Procedure (MPF1252) on 29 April 2013.</td>
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