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1. BIP Policy Consolidation Workstream Update

As part of the BIP Policy Consolidation Workstream the University’s policies and procedures are being reviewed and rewritten under a new framework to reflect the principles and revised responsibilities of the new operating model.

A key outcome of this process will be a clear and accurate distinction between policy (substantive principles), procedure (operating principles) and process (operational steps/instructions). The existing level of detail in University policies and procedures will be reduced by removing process information, which will be published and managed separately by the relevant business owner. This will allow business owners to effect process improvements more easily, reflecting the University's commitment to the principle of subsidiarity as its core organisational philosophy.

The review of University policies and procedures has been divided into six functional groupings outlined below. The project officer for each group is responsible reviewing and redrafting the policies/procedures under the direction of a lead or reference group with business expertise from the relevant functional area(s).

<table>
<thead>
<tr>
<th>Functional Group</th>
<th>Project Officer</th>
<th>Lead/Reference Group</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students &amp; Learning</td>
<td>Gloris Willoughby</td>
<td>Penelope Pepperell</td>
<td>In progress</td>
</tr>
<tr>
<td>Research &amp; Information Assets</td>
<td>TBC</td>
<td>TBC</td>
<td>Scoping/initiation</td>
</tr>
<tr>
<td>Employment</td>
<td>Emma Maslen</td>
<td>Penny Sharples, Phill Krins, Kate Deverall</td>
<td>In progress</td>
</tr>
<tr>
<td>Finance, Contracts &amp; Accounts</td>
<td>TBC</td>
<td>TBC</td>
<td>Scoping/initiation</td>
</tr>
<tr>
<td>Facilities, IT Systems &amp; OHS</td>
<td>Ray Wilson</td>
<td>Barry Inglis, Stefan Delaney, Susan Butler, Stephen Young</td>
<td>In progress</td>
</tr>
<tr>
<td>Governance &amp; Engagement</td>
<td>TBC</td>
<td>TBC</td>
<td>Scoping/initiation</td>
</tr>
</tbody>
</table>

Updates on progress of the workstream will be included in future bulletins to the Melbourne Policy Network. Please direct any enquiries about how specific groups of policies/procedures will be managed to the relevant project officer (where nominated). Any other enquiries should be directed to the workstream manager, Kate Deverall.

2. HR Policies and Procedures Updated for Compliance with Enterprise Agreement 2013

In February this year the Executive Director, Human Resources (HR) issued a notice that all of the HR policies and procedures published in the Melbourne Policy Library were being reviewed to ensure they reflect the provisions of the Enterprise Agreement 2013. As a result of this process, updated versions of the following documents have recently been published, with more to follow in the coming weeks:

- Academic Promotion Policy
- Academic Promotion Procedure
- Contractors and Consultants Policy
- Engaging Independent Contractors Procedure
- Equal Opportunity Policy
- Discrimination, Sexual Harassment and Bullying Procedure
Note: The changes in these documents are limited to changes that are required for compliance with the new enterprise agreement. In most cases, the only update has been to replace references to the Collective Agreement 2010 with references to the Enterprise Agreement 2013. However, where there are new or changed provisions in the new agreement compared to the previous agreement, these are also reflected in the updated policies/procedures. The Contractors and Consultants Policy and the Engaging Independent Contractors Procedure also include minor updates that reflect the University’s new procurement processes.

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3. Records Disposal Toolkit Now Available

Our collective responsibility to maintain accurate records of University business is particularly important as we transition to a new organisational structure under the BIP. Following the Melbourne Policy Presentation on records management in May, a Records Disposal Toolkit is now available on the Records Services website. The toolkit provides information, guidelines and instructions on how to identify records, determine how long they need to be kept and manage them accordingly. Staff are encouraged to refer to the toolkit for information on records disposal in the first instance. Further information (if required) is available from Records Services.

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4. Draft Policy and Procedure Consultation

There are currently no draft policies/procedures available for consultation.

Drafts of new policies/procedures under development, existing policies/procedures under review and other documents can be made available on the Draft Policy Consultation Notice Board to support consultation. Contact Tamara Jimenez to arrange publication on this page.

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5. Recently Published Policies and Procedures

The following policies/procedures have recently been published in the Melbourne Policy Library:

- Asset Management Policy (updated)
- Asset Management Procedure (updated)
- Placement, Redeployment and Redundancy Arrangements Policy – Professional Staff (updated)
- Placement, Redeployment and Redundancy Arrangements Procedure – Professional Staff (updated)
- Salaries, Loadings and Benefits Procedure – Schedule B (updated)

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