1. Melbourne Policy Library
The Melbourne Policy Library is a comprehensive repository of approved policies and procedures with University-wide application, managed by the University Secretary’s Department (http://policy.unimelb.edu.au).

New policies and procedures should follow a specific structure and editorial style. Policy developers should use the policy templates available on the Melbourne Policy website to ensure compliance with Melbourne Policy. The Melbourne Policy website provides a range of resources to support policy development such as information sheets regarding new policy development and policy benchmarking. Any queries or support requirements involving policy development can be directed to policy-help@unimelb.edu.au.

The Melbourne Policy website at www.policy.unimelb.edu.au has a number of resources to support navigation and use of the Melbourne Policy Library. Please send any queries or comments to policy-help@unimelb.edu.au

2. Melbourne Policy Lunches
Melbourne Policy Lunches provide an opportunity to network and share information about university policy. Everyone is welcome to attend (BYO lunch; tea and coffee provided). Melbourne Policy Lunches are held in the Dulcie Hollyock Room, Ground Floor, Baillieu Library (turn left when you enter the ground floor).

19 February 2013
Steve Halliwell, Deputy Privacy Officer, will discuss the Privacy Policy and Procedure. In his presentation he will discuss the policy and procedure, including a recent important addition about privacy breaches. Tuesday 19 February, 12.30 – 2pm.

27 March 2013
Mary-Louise Huppatz and members of the Local Documentation Working Party. ‘Where can I find that? Sharing generic local documents to support policy implementation’. Wednesday 27 March, 12.30 – 2pm.

Presentations from previous Melbourne Policy Lunches are available online.

3. Policy development

3.a University Freezer Management Procedure
The University Freezer Management Procedure has been published in the Policy Library. The procedure relates to University Fridge/Freezers and Freezer Farm Rooms used for the storage of Biomedical Samples and the alarm management systems associated with this equipment. The procedure identifies the alarm installation and monitoring process to protect important substances that have temperature specific requirements.
3.b Commercial Activities and Joint Undertakings Policy and Procedures
The Commercial Activities and Joint Undertakings policy and procedure have been approved by Council in October 2012. The policy, procedure and related compliance with the Commercial Activities Guidelines, applies across the whole University.

3.c Legal Policy Working Party draft documents
The following draft policies, procedures and schedules reviewed by the Legal Policy Working Party, describe the hierarchy of legislative and policy instruments, approval authorities and represent key elements of the University’s framework for delegations.

- Policy on Policy
- Policy Development and Review Procedure
- Contracts Policy
- Contracts Procedure
- Delegations Policy
  - Schedule A - Financial Delegations
  - Schedule B - Building Works Delegations
  - Schedule C - Research Related Agreements Delegations
  - Schedule D - Human Resources Delegations
  - Schedule E - Other Contract/Document Delegations
- Financial Delegations Procedure

Please refer to the policy consultation notice board for the documents.

The draft policies, procedures and schedules were considered by the Administrative Business Advisory Group (ABAG) on 29 November 2012 and were endorsed by Senior Executive. These document will be submitted for approval to Council on 4 March 2013. Any comments can be directed to policy-help@unimelb.edu.au

3. d Draft templates for ‘local documentation’
The Local Documentation Working Party has developed some draft templates for ‘local documentation’. The aim of these documents is to assist local documentation development e.g. policy and procedure development.

The Working Party is seeking feedback on the generic templates. Please refer to the policy consultation notice board for the documents. Please forward feedback to Mary-Louise Huppatz (Faculty of Architecture, Building and Planning) by Monday 15 February 2013.

Once feedback has been received and generic templates amended as appropriate, the documents will be formatted and made available for any staff interested in accessing generic templates for local adaptation as required.

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