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The new Policy on Policy and Policy Development and Review Procedure were approved by Council on 29 April and are now published in the Melbourne Policy Library. Staff involved in policy/procedure development and review should familiarise themselves with the new documents and ensure that they adhere to the requirements outlined therein.

2. New Policy and Procedure Approval Form

The Policy and Procedure Approval Form has been updated and the new version is now available on the Melbourne Policy website. This form must accompany final drafts of policies and procedures that are submitted for endorsement and/or approval. Following final approval, the form must be signed by the responsible officer and submitted with the approved policy/procedure to Tamara Jimenez, University Policy Officer for publication in the Melbourne Policy Library.

3. Reminder: Compliance Review Requirements

A reminder to policy/procedure drafters that compliance reviews are a critical part of the policy/procedure development and amendment process. Final drafts of all new and significantly amended* policies/procedures must be reviewed as follows BEFORE being submitted for endorsement and/or approval:

- Review by Tamara Jimenez, University Policy Officer to ensure compliance with the Policy on Policy, Policy Development and Review Procedure and Guidelines for Drafting Policy and Procedure.
- Review by Chris Penman, University Compliance Officer to ensure compliance with internal and external legislation, the Melbourne Legislative Framework and the Register of Authorities and Responsibilities (RoAR).

* A significant amendment is any amendment that is not minor. A minor amendment is an amendment that does not otherwise affect document content, such as a change to a title, name, structure, reference or hyperlink.

4. Updates to Melbourne Policy Templates

In response to feedback from users, all of the Melbourne Policy templates now allow for an alpha-indexed list within the second level of numbering as an alternative to a bullet list. This allows individual list items to be identified. A new style called ‘List Level 3 – Alpha’ has been added to the templates for formatting purposes. The list of categories in the ‘POLICY LIBRARY REQUIREMENTS’ section of the templates has also been updated.
5. 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.

NEW Date/time: Tue 25 June 2013, 12.30 – 2pm
Topic: From rules to principles: reviewing the Code of Conduct for Research at Melbourne
Presented by: Paul Taylor and Daniel Barr, Office for Research Ethics and Integrity
Venue: Dulcie Hollyock Room, Baillieu Library (ground floor)

Suggestions for topics to be covered in future policy lunches are welcome and should be sent to Tamara Jimenez, University Policy Officer. Presentations from previous Melbourne Policy Lunches are available on the Melbourne Policy website.

6. Draft Policy and Procedure Consultation

The following documents are now available on the Draft Policy Consultation Notice Board:

Managing buildings and IT

- DRAFT Information Security Policy (new)
  - DRAFT Computer Operations Procedure (new)
  - DRAFT Data Centre Physical Security Procedure (new)
  - DRAFT Information Classification and Handling Procedure (new)
  - DRAFT Logging and Monitoring Procedure (new)
  - DRAFT Network Security Procedure (new)
  - DRAFT Service Development Procedure (new)
  - DRAFT User and System Access Procedure (new)

Please send any feedback on these documents to Wayne Tufek by 4 Jul 2013.

Studying at the University

- DRAFT Deceased Students Procedure (new)
  - DRAFT Deceased Students Guidelines (new)
- DRAFT Examinations Procedure (updated)
  - DRAFT Schedule A – Examinations (updated)
  - DRAFT Schedule B – External Examination Arrangements (new)
  - DRAFT External Exam Supervisor Declaration (new)

Please send any feedback on these documents to Sarah Purnell by 22 Jun 2013.

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

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7. Recently Published Policies and Procedures

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

- Academic Progress Review Procedure (updated)
- Academic Statements Procedure (updated)
- Access for Equity Groups Policy (updated)
- Annual Leave Procedure (updated)
- Assessment Procedure (updated)
- Authorship Dispute Resolution Procedure (new)
- Authorship Policy (new)
- Authorship Procedure (new)
- Dean’s Honours List Procedure (updated)
- Leave Policy (updated)
- Long Service Leave Procedure (updated)
- Policy Development and Review Procedure (new)
- Policy on Policy (new)
- Student Communications Procedure (new)
- Supervision of Research Higher Degree Students Policy (updated)

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