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1. Business Improvement Program Policy Consolidation Workstream

A policy consolidation workstream has been established as part of the Business Improvement Program (BIP). As part of this workstream, a new and more effective University policy framework will be developed and the existing University policies and procedures published in the Melbourne Policy Library will be streamlined and consolidated. To facilitate the objectives of the workstream, a moratorium on changes to University statutes, regulations, policies and procedures will be in effect from 1 Jun 2014 until the workstream is complete. Limited provision for exemptions to the moratorium will be made for urgent business needs, subject to approval. Enquiries about the workstream or the moratorium should be directed to the workstream manager, Kate Deverall.

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2. Melbourne Policy Library Update – 8am on Thu 17 June

ITS have scheduled an update to the Melbourne Policy Library at 8am on Tue 17 June. The update will require a brief system outage during which the Policy Library will be offline and policies and procedures will not be accessible. The outage is only expected to last a few minutes, however, in the unlikely event that there are complications with the update, it may be extended to a period of up to 30 minutes. Please plan ahead to minimise any disruption caused by this update.

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Thank you to those who attended the Melbourne Policy Presentation on records management on Thu 15 May. For those who weren’t able to attend, the Lecture Capture AV recording of the presentation is available on the Melbourne Policy Framework website. (Note that the audio is optimal when using headphones with PC volume and recording volume on maximum.)

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4. Draft Policy and Procedure Consultation

The documents listed below are available on the Draft Policy Consultation Notice Board. Interested parties are invited to review the drafts and provide feedback as indicated. Please note that provision of feedback is optional.

**Research and research training**
Please send any feedback on the following draft documents to research-integrity@unimelb.edu.au using the feedback form provided:

- **DRAFT Human Research Ethics Policy** (new)
- **DRAFT Melbourne Human Research Standards Procedure** (new)
- **DRAFT Animal Welfare and Ethics Policy** (new)
- **DRAFT Animal Welfare and Ethics Unexpected Adverse Event Procedure** (new)
- **DRAFT Melbourne Animal Care and Use Standards Procedure** (new)
- **DRAFT Biorisk Policy** (new)
- **DRAFT Melbourne Biorisk Standards Procedure** (new)
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 to arrange publication on this page.

5. Recently Published Policies and Procedures

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

- Access to Staff Email and Digital Storage Procedure (new)
- Admission and Selection into Course Policy (updated)
- Disaster Recovery Procedure (new)
- Graduate Research Progress Procedure (updated)
- Receipting Procedure (updated)
- Salaries, Loadings and Benefits Procedure, Schedule A – Academic Staff Salaries and Rates of Payment (updated)
- Salaries, Loadings and Benefits Procedure, Schedule B – Professional Staff Salaries and Rates of Payment (updated)
- Salaries, Loadings and Benefits Procedure, Schedule C – Loadings (updated)
- Selection and Admission into Graduate Research Courses Policy (new)

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