

POLICY ON POLICIES
Information Services Policy Library,
University of Melbourne

IS Policy Library number A01
Policy Category Administration

Contact Officer Manager, Information Policy
Commencement date 30 September, 2006
Review date 30 September 2007
Revision no

Web address <http://www.unimelb.edu.au/infostrategy/policies/policies.html>

PART 1 POLICY STATEMENT

Information Services (IS) policies follow a common process for development, presentation, approval and review. They are consistent in format and, following approval by IS Executive, all policies are incorporated into the IS Policy Library. Policies in the IS Policy Library are widely disseminated from a single centrally managed IS website. All persons and program groups responsible for the development of IS policies should comply with the procedures set out in this document regarding format, presentation and approval.

1.1 Objectives of policy

1. IS policies are developed and presented according to a standard protocol.
2. IS policies are approved and reviewed according to a standard protocol.
3. IS policies are current and readily accessible to all stakeholders from a single website.

1.2 Policy rationale

Information Services policies contribute to:

- Ensuring organisational compliance with regulatory or legislative requirements
- Achieving consistency of IS services to the University
- Minimisation of risk
- operational efficiency and accountability.

In order to achieve these ends, it is essential that they are kept up to date and made readily available to those persons and work groups who are responsible for executing the policy objectives, and to stakeholders affected by the policy. The development of a coherent Policy Library is based upon the principles embedded in the IS Information Management Principles and the IT Management Principles.

1.3 Scope

This Policy on Policies applies to all official IS policies created by individuals and groups who are responsible for relevant policy areas.

An IS Policy that within the scope of this policy is a document that:

- Has broad application across IS in its entirety
- Require approval from IS Executive
- Represent the position of IS to the University regarding a key service or operation
- Assist compliance with legislative requirements and University regulations
- Further the achievement of Information Services organisational objectives
- Enhance the efficiency of Information Services

This Policy on Policies does not apply in instances where policy is determined at a University level. It does not apply to a policy determined by a work group and that need not be visible beyond that work group.

1.4 Related legislation, policies and other documents

Information Management Principles

Information Technology Management Principles

1.5 Authority Statement

University Regulation 8.1.R1 - The University of Melbourne Information Division, provides in paragraph 3 (a) that the Vice-Principal (Information) " is responsible to the Council for the affairs and management of the Information Division." One part of the affairs and management of the Information Division (now known as Information Services) is development, approval and publication of IS Policies. Authority to approve this Policy thus rests with the Vice-Principal (Information).

1.6 Definitions

Impact Statement: A document prepared by the Manager of the policy area that outlines the ways in which the policy will affect this operational area and others within IS or the University.

Plain English: English language writing style that most intended readers can understand in one reading. It tries to avoid obscurity, inflated vocabulary, discipline-specific acronyms, and convoluted sentences. The intent is to let readers concentrate on the message instead of complicated [language](#)

Policy: **A policy is a document that** mandates actions and/or constrains actions to attain required organisational outcomes and/or meet legislative or regulatory requirements

Policy Area: The organisational group within IS that owns a policy

Policy Rationale: Outlines the reason for the policy and the problems that will be resolved by the policy

Policy Statement: Gives a concise overview of what is mandated by the policy and the level of compliance required.

Procedures: Procedures outline the means by which policies are implemented.

Protocol: Conventions for development, approval and publication of policy documents to which adherence is required.

PART 2. RESPONSIBILITY

- All IS staff are responsible for compliance with this policy
- Vice-Principal (Information) is responsible for final approval of IS policies, consulting as he or she sees fit with the IS Executive.
- Director of relevant program is responsible for initiating policy approval
- Relevant Directors, Managers and Team Leaders are responsible for initiating policy development
- Manager, Information Policy is responsible for the policy approval process and maintenance of the IS Policy Library

PART 3 PROCEDURES SUPPORTING POLICY ON POLICIES

3.1 Information Policy Group

The Information Policy group is located within the Information Management (IM) program of IS. The Manager, Information Policy has oversight of the policy development process and the IS Information Policy Library. The Information Policy group will provide assistance with development of policy and will guide the document through the approval process. The Information Policy group ensures that the approved policy is placed on the Information Policy Library website and communicates the content of the policy to IS and any other interested parties.

If the Information Policy group ceases to exist, the Vice-Principal (Information) may designate another group as having the responsibilities of the Information Policies Group under this policy.

3.2 Steps for developing and approving policy

1. Responsible Director or Manager of policy area contacts Manager, Information Policy to advise initiation of a policy.

2. Manager of policy area drafts Policy Statement, Policy Rationale, Authority Statement and an impact statement outlining potential impact on other groups or individuals.
3. Documents submitted to IS Executive for preliminary approval
4. Manager initiating policy seeks input from any groups or individuals affected by the policy.
5. If required, Manager initiating policy seeks advice from other groups who may contribute expertise to the review process. Eg Legal Services, IT-Security
6. Director of program initiating policy appoints a person or working group to draft the policy in accordance with the standard template for policies as detailed in Appendix A.
7. Completed policy is submitted to Information Policy group for review for conformity to conditions of Information Policy Library.
8. Information Policy Office submits policy to IS Executive for final approval

3.3 IS Policy Library

All IS Policies that fall within the scope of this policy should be lodged in the IS Policy Library. This can be viewed at

All policies are included within a category of the IS Policy Library:

- Legislative and regulatory compliance
- Risk Management
- Students
- Teaching and learning
- Research
- Facilities
- Services
- Collections
- Operational
- Administration
- IT Services

3.4 Standard format for policies

Policies in the IS Information Policy Library will be created in the standard format as detailed in Appendix A. This ensures consistency and promotes clarity to users of policy documents.

Policies in the IS Information Policy Library will be written in plain english.

Policies in the IS Information Policy Library will be made available in both PDF and HTML form.

Policies in the IS Information Policy Library will have unrestricted access.

3.5 Policy Revision

All policies in the Policy Library should be reviewed every 2 years by the Manager responsible for the creating and implementing the policy. Any amendments that have a substantial impact upon the policy must be approved by IS Executive. Minor amendments can be approved by the relevant program Director in consultation with the Information Policy group.

PART 4 REVISION HISTORY

Revision no	Approved/ Removed	Date	Document	Revision approved by

Appendix A Required Format for Policies

All policies within the Information Policy Library will conform to the following format.

Paragraphs should be numbered sequentially

A template is available here for download to guide general presentation and formatting

Title and Header information

Title (Descriptive title assists accessibility of policy to users and may be searched using keyword search)

The **Header** area identifies the policy within the Information Policy library and also identifies the owner of the policy. This section includes:

IS Policy Library number

Policy Category

Contact Officer (This person is responsible for the *content* and operation of the policy)

Commencement date

Review date (All policies must be reviewed after 2 years)

Revision no (Note first version is 1.1)

Web address (Url of Information Policy Library)

Part 1. Description of the Policy

This section will include the following information:

1 Policy statement A very concise overview of what is mandated by the policy and the level of compliance required. This should not exceed one short paragraph and could be limited to one sentence only.

1.1 Objectives of policy Brief outline of the outcomes that will be met by the implementation of this policy. What will the policy achieve?

1.2 Policy rationale Outlines the reason for the policy and the problems that will be resolved by the policy

1.3 Scope Define the groups or areas to whom the policy applies.

1.4 Related legislation, policies and other documents. For example, this could include relevant legislation, University statutes and regulations, other policies from policy library

1.5 Authority statement A short explanation of how it is that the approving parties have authority to do so. This will usually be by reference to University Statutes or Regulations, particularly Regulation 8.1.R1 - The

University of Melbourne Information Division, . Regulation 8.1.R6 - Library Rules, or Regulation 8.1.R7 - Computing and Network Facilities Rules
1.6 Definitions Give definitions of key terms as they are used in the document

Part 2. Responsibility

This section identifies:

- Group responsible for approving the policy
- the persons responsible for ensuring compliance with the policy
- persons responsible for developing the policy
- persons responsible for reviewing the policy
- persons/groups affected by the policy

Part 3 Procedures

There could be more than one set of procedures that correspond to a particular policy.

Procedures include details of the means by which the policy is to be implemented.

Procedures may also include Codes of Practice, or Best Practice statements that IS has mandated through a policy decision.

Part 4 Revision history

This should be appended to Policy documents so that the history of the document can be traced at any one time.