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1. Updates to HR Policies and Procedures to Align with New Enterprise Agreement

Human Resources are currently undertaking a project to review and amend their policies, procedures and supporting documents to align with the new Enterprise Agreement 2013. Revised policies and procedures will be published in the Policy Library following approval. In the interim, staff should contact their local human resources consultant for guidance on human resources matters.

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2. Melbourne Policy Presentation – Student Travel

A new Student Travel and Transport Policy and Student Travel and Transport Procedure have been approved and published in the Melbourne Policy Library.

The University Secretary’s Department will be hosting a staff briefing on student travel and we encourage interested staff, particularly those who may be advising students on enrolment-related travel, to attend the briefing. The briefing details are as follows:

Date/Time: Tue 25 March, 10-11am
Venue: Dulcie Hollyock Room, Baillieu Library (ground floor)
Presenters: Sarah Purnell
Manager, Policy and Projects, Office of the Deputy Vice-Chancellor (Academic)
Amanda Davis
Policy and Projects Officer, Melbourne School of Graduate Research

Refer to the schedule for full details of other Melbourne Policy Presentations including date, time, venue, presenter(s) and related documents. Suggestions for topics to be covered in future Melbourne Policy Presentations should be sent to Tamara Jimenez.

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3. 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.

Studying at the University
Please send any feedback on the following draft documents to Sarah Purnell by 19 Mar 2014:

- DRAFT Handbook Procedure (updated)
- DRAFT Over-Enrolment Procedure (updated)

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.
4. Recently Published Policies and Procedures

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

- Child Protection for Australian Aid Projects Procedure (new)
- Course Fees and Charges Policy (updated)
- Defence Reservists and Emergency Volunteers Procedure (updated)
- Elite Athletes and Performers Procedure (updated)
- Fees and Charges for Commonwealth Supported Places Procedure (updated)
- Fees and Charges for Domestic Fee Places Procedure (updated)
- Fees and Charges for International Fee Places Procedure (updated)
- Fees and Charges for Research Training Scheme Places Procedure (updated)
- Flexible Work Arrangements Procedure (updated)
- Student Equitable Adjustment Procedure (updated)
- Student Travel and Transport Policy (new)
- Student Travel and Transport Procedure (new)
- Theft, Fraud and Corrupt Conduct Procedure (updated)

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