

**IN THE FAIR WORK COMMISSION**

**Fair Work Act 2009**

**s.156 - Four Yearly Review of Modern Awards - Education Group**

**HIGHER EDUCATION INDUSTRY - ACADEMIC STAFF - AWARD 2010 (AM 2014/229) and HIGHER EDUCATION INDUSTRY - GENERAL STAFF - AWARD 2010 (AM 2014/230)**

**WITNESS STATEMENT OF DAVID WARD**

I, DAVID WARD, High Street, Kensington in the State of New South Wales, Vice-President, Human Resources, STATE as follows:

1. I am Vice-President, Human Resources of the University of New South Wales (**UNSW or University**).
2. I make this statement in respect of claims made by the National Tertiary Education Union (**NTEU**) on 11 March 2016 for proposed variations to the Higher Education Industry - General Staff - Award 2010 (**General Staff Award**) and the Higher Education Industry - Academic Staff - Award 2010 (**Academic Award**).
3. I have been provided with a copy of extracts of the NTEU submissions. The matters set out in this statement respond specifically to the following parts of the NTEU submissions:
  - (a) Part A and the proposed variation to include a new clause 22 - Hours of Work in the Academic Work which seeks lengthy and detailed regulation of hours and overtime payments for Academic work for academic staff (**Academic Hours of Work Claim**);
  - (b) Part B and the proposed variation to provide casual academic staff with:
    - (i) a payment for "Policy familiarisation" (**Reading Policies Claim**);
    - (ii) a payment to "maintain currency in the employee's discipline and relevant pedagogy" (**Discipline Currency Claim**);
  - (c) Part E and the proposed variation to amend clause 23 - Overtime in the General Staff Award to impose an obligation on employers to "*take reasonable steps to ensure that employees are not performing work in excess of ordinary hours of work or outside the spread of hours..., except where the work has been authorised and compensated...*" through the payment of overtime or time off instead of overtime (**GS Overtime Claim**); and

- (d) Part J and the proposed variation to provide both academic and professional staff with an Information Technology Allowance, namely, reimbursement with respect to the "*actual costs incurred, up to the value of the monthly subscription cost of the cheapest service package...*" for using ICT facilities when workers are required to use their own telephone, mobile, email and internet to perform work (**ICT Allowance Claim**).
4. I make this statement in support of the position of the Group of Eight Universities (**Go8**), which comprises the University of Western Australia, University of Adelaide, University of Melbourne, Monash University, Australian National University, University of New South Wales, University of Sydney and University of Queensland. The Go8 are recognised as research intensive Universities.

#### **Employment and Knowledge of the University and the Sector**

5. I have been employed at the University for 19 years and have held my current role since 2008.
6. In my current role, my duties and responsibilities involve providing strategic and operational support in relation to Human Resources (**HR**) matters across the University, including in relation to recruitment, general HR advice, employee relations, client services, systems and reporting, records and administration, organisation and staff development, payroll and superannuation services.
7. I report to Mr Peter Noble, Chief of Staff and Vice-President of the University. I have approximately 65 staff who report directly and indirectly to me with responsibilities across all of the HR services referred to above, many of which are located within the various Faculties/Divisions across the University.
8. I have been employed in the higher education sector since I commenced employment with the University in 1996. Prior to my current role I have held the following roles at the UNSW:
- (a) 2007 - 2008 - Deputy HR Director;
  - (b) 2001 to 2007 - Manager of the Employee Relations team in the HR Division;
  - (c) 1997 to 2001 - Industrial Officer; and
  - (d) 1996 to 1997 - Personnel Officer.
9. All of these roles involved duties and responsibilities across a range of the University's HR services.
10. I am regularly involved in supporting senior management in the University's faculties and divisions across the full range of operational and human resources matters which has provided

me with a significant understanding of the University's operations, requirements and staffing (including both academic and professional staff).

11. In relation to industrial matters:

- (a) I have been involved in enterprise bargaining on behalf of the UNSW since 1999 and have led enterprise bargaining since 2005; and
- (b) In respect of industrial disputes and grievances, such disputes are managed by the employee relations team, the team which I previously led as Manager Employee Relations and which now reports to me.

12. In addition to my direct knowledge of the UNSW I have a general familiarity with the operational and HR issues across the sector. I am a participant in the Go8 HR Directors forum (and was Chair in 2014), which regularly meets and shares information concerning human resources and industrial matters affecting the sector. I also meet a couple of times a year with Sydney based University HR Directors to exchange ideas and discuss issues affecting the Universities. This includes the HR Directors from UTS, Macquarie University, Western Sydney University, University of Sydney as well as the Universities of Wollongong and Newcastle. In addition to these meetings, I will also regularly pick up the phone to these other HR Directors throughout the year to discuss similar matters.

13. Based upon my experience in the sector and my knowledge of other Universities the matters that I have set out below in relation to UNSW are typical of the Go8 Universities and at least the larger non-Go8 Universities.

### **Enterprise Bargaining and NTEU Claims**

14. The terms and conditions of employees at the UNSW and at all public Universities are governed by enterprise agreements that are negotiated with relevant Unions, particularly the NTEU. Across the sector, consecutive enterprise bargaining agreements have been in place since approximately 1993. These enterprise agreements were originally read in conjunction with the underlying industrial awards and in more recent rounds have been "closed and comprehensive".

15. During my employment at the UNSW, I have been involved in the negotiations with the NTEU for the UNSW enterprise agreements dating back to 1999 and, more recently for the following enterprise agreements:

- (a) the UNSW (General Staff) Enterprise Agreement 2000 and the UNSW (Academic Staff) Enterprise Agreement 2000;
- (b) the UNSW (General Staff) Enterprise Agreement 2003 and the UNSW (Academic Staff) Enterprise Agreement 2003;

- (c) the UNSW (General Staff) Enterprise Agreement 2006 and the UNSW (Academic Staff) Enterprise Agreement 2006;
  - (d) the UNSW (Professional Staff) Enterprise Agreement 2010 and the UNSW (Academic Staff) Enterprise Agreement 2011; and
  - (e) the UNSW Australia (Professional Staff) Enterprise Agreement 2015 (**2015 Professional Staff EA**) and the UNSW Australia (Academic Staff) Enterprise Agreement 2015 (**2015 Academic EA**).
16. Throughout this time, a number of claims that are now being sought by the NTEU in respect of both the General Staff Award and the Academic Award have formed part of the log of claims by the NTEU in enterprise bargaining (in varying forms), and have been the subject of negotiations with the UNSW. In particular:
- (a) In relation to the Academic Hours of Work Claim, the NTEU have made various claims relating to the allocation of academic work and academic workloads in each of the enterprise bargaining negotiations for agreements covering academic staff that I have been involved in. The Academic Workloads clause has been amended as agreed with the NTEU as part of negotiations since that time. In the most recent round of bargaining for the 2015 Academic EA, the NTEU sought in its log of claims a 12 hour cap on allocated teaching hours. This claim was not agreed to by the UNSW.
  - (b) In relation to the Reading Policies Claim, in the most recent round of bargaining for the 2015 Academic EA, the NTEU sought in its log of claims payment to casual academic staff members for 5 hours at the "other academic duties" rate for the purpose of acquainting themselves with policies of the UNSW. This claim was not agreed to by the UNSW.
  - (c) Similarly, the NTEU also sought in the most recent round of bargaining for the 2015 Academic EA a discipline currency allowance in similar terms to the present Discipline Currency Claim. Again, this clause was not agreed to by the UNSW.
  - (d) In relation to the GS Overtime Claim, in the NTEU's log of claims for the 2015 Professional Staff EA, the NTEU sought that the 2015 Professional Staff EA (amongst other things):
    - (i) provide that the UNSW "*take all reasonable steps to ensure that employees are not working hours in excess of the ordinary hours of work prescribed by the Agreement, except in circumstances where the employee is receiving the appropriate overtime as prescribed*". Such a

- clause was not agreed to by the UNSW and was not vigorously pursued by the NTEU; and
- (ii) improve the regulation of flex-time, hours of work, shift work and overtime. Part of this claim was to introduce overtime payments for staff who are not permitted to work flexible start and finish times but are required by their supervisor to work outside their normal start and finish time. The UNSW did not agree to all of the proposals sought by the NTEU, including in relation to overtime, but did negotiate and agree to some minor modification of the existing flex-time provisions.
- (e) In relation to the ICT Allowance Claim, the NTEU sought in its log of claims for the 2015 Academic EA (but not the 2015 Professional Staff EA) various things in relation to casual academic staff and the provision of facilities including ICT facilities, the use of email and an information technology allowance of \$40 per week or \$1,000 per year (whichever is the lesser). The UNSW did not agree to these claims and they were not vigorously pursued by the NTEU.
17. In relation to the Academic Hours of Work Claim, whilst the NTEU has pursued regulation around the allocation of academic work and academic workloads in the UNSW enterprise agreements they have never sought to include a provision in the form currently sought. Further, the NTEU has never sought overtime for academic staff, never sought to regulate/prescribe hours allocated to self-directed research or sought to impose a mechanism for recording academic staff time, work and activities within UNSW enterprise agreements.
- GS Overtime Claim**
18. In relation to the NTEU's GS Overtime Claim, as referred to above, the NTEU sought to include a similar clause in the 2015 Professional Staff EA. This claim was not vigorously pursued by the NTEU.
19. Notwithstanding the above, professional staff at the UNSW have overtime and time-off-in-lieu of overtime (**TOIL**) entitlements that apply to them and which have been in place for some time. These entitlements are set out in clause 28 of the 2015 Professional Staff EA. In relation to overtime, clause 28.1 relevantly provides that the UNSW may require an employee to work reasonable overtime at the applicable rates prescribed in the 2015 Professional Staff EA. An employee may refuse to work overtime if the employee satisfies UNSW that they cannot work that overtime. An employee may also refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable, having regard to:
- (a) any risk to the employee's health and safety;
- (b) the employee's personal circumstances including any family responsibilities;

- (c) the needs of the University;
  - (d) the notice (if any) given by the University of the overtime and by the employee of their intention to refuse it; and
  - (e) any other relevant matter.
20. In addition to overtime and TOIL entitlements, professional staff also have the opportunity under clause 23.2 of the 2015 General Staff EA to accrue flexi-time hours where, by agreement, they work flexible start and finish times and/or work more than the number of ordinary hours and take time off work at a later mutually agreed time, subject to operational requirements.
21. Some faculties and schools at the UNSW have their own additional policies and procedures (which supplement the provisions for professional staff in the enterprise agreement in relation to flexi-time). These matters are largely managed at the local level usually with relevant hours required to be recorded and formal requests for use of flexi-time submitted for approval by line management.
22. Professional staff at the UNSW make use of these mechanisms for claiming overtime, TOIL and flexi-time where they are entitled to do so. Based on payroll data that I have received from Ms Tanya Sgouras, HR Systems Analyst, the total amount of overtime paid to professional staff in 2015 was \$1,745,567 representing an average of \$3,443 paid to each employee that was paid overtime.
23. Whilst these mechanisms are available to professional staff, issues concerning overtime or TOIL are not significant issues that are raised by professional staff. To the extent that any questions are raised they generally concern their ability to access or claim flexi-time. The primary issues raised over the last 4 or 5 years in relation to flexi-time were essentially covered in the claims made by the NTEU in the last round of enterprise bargaining negotiations. The parties agreed to amendments to the GS Agreement to appropriately deal with these issues.

#### **ICT Allowance Claim**

24. At the UNSW, all staff are provided with a wide-range of ICT facilities and the necessary access to those facilities to enable them to perform the work required of them. Whilst these facilities may vary across faculties and schools, they generally include:
- (a) computers (either and/or desktops, laptops and tablets);
  - (b) Wi-Fi across the University campuses;
  - (c) printers;
  - (d) email accounts;

- (e) access to the intranet and other relevant systems and software;
  - (f) telephones (including mobile telephones if required).
25. In some faculties and schools, facilities such as computers and printers may be shared for sessional academic staff.
26. Staff are also given access to computer laboratories, libraries, media rooms and other similar facilities during hours of operation, which in some cases can extend beyond standard business hours. For example, staff and students have 24/7 access to designated study areas within UNSW libraries. In a number of faculties and schools, staff can also borrow laptops, iPads and other ICT equipment if required.
27. Staff are not generally directed or required to undertake work from home or be contactable after hours nor is it generally necessary for them to do so. Staff are provided with all the necessary facilities and equipment, and access to those facilities and equipment, to perform their duties at the University. If staff perform work from home it is because they choose to do so (particularly academic staff) and not because of any requirement or direction on the part of the University.
28. Whilst academic staff frequently perform work away from campus this is by choice and represents the significant flexibility available to them. While it is feasible for academic staff to perform work away from campus, it is also possible for academic staff to perform their entire job on campus with all ICT facilities and equipment provided by the University.

#### **Reading Policies and Discipline Currency Claims**

29. As referred to above, there have been bargaining claims by the NTEU in similar terms to the Reading Policies Claim and the Discipline Currency Claim. The NTEU agreed that those entitlements would not be included in the enterprise agreement.

#### ***Reading Policies Claim***

30. In relation to the Reading Policies Claim, there are many policies and procedures that apply at the UNSW. Casual academic staff are required to familiarise themselves with certain specified important policies and procedures. In particular, the casual academic staff contract at the UNSW only specifically asks casual academic staff to familiarise themselves with the ICT Resources Policy and Procedure. The Casual Staff Checklist, which is to be completed by Supervisors when inducting staff, identifies 7 important policies and procedures that they are required to draw to the attention of the casual academic staff member. These are:
- (a) the UNSW Australia Code of Conduct;
  - (b) Occupational Health & Safety policies;
  - (c) Emergency Procedures;

- (d) the Equity and Diversity Policy Statement;
  - (e) UNSW Australia Staff Complaint Procedures;
  - (f) Conflict of Interest Policy; and
  - (g) Intellectual Property Policy.
31. Attached to this statement and marked "DW-1" is a copy of the casual academic staff contract and the casual staff checklist.
32. Accordingly, whilst academic staff are required to familiarise themselves with those specified policies and procedures, they are not required to read and understand all policies and procedures that may apply to or be relevant to their employment. Instead, the UNSW policies and procedures are publically available on the UNSW websites as a reference to casual academic staff (and all other staff) as and when required. In addition to referring to the policies and procedures, staff also have access to a variety of other resources for assistance, advice and support where necessary. For example, staff can speak with their supervisors, with HR advisors, counsellors and other support services.
33. Notwithstanding the above, at the UNSW many faculties and schools have formal induction programs for casual academic staff for which they are paid at the 'Other Duties' rate specified in the 2015 Academic Staff EA. Some of the faculties and schools that run formal paid induction programs include:
- (a) UNSW Arts and Social Sciences - the School of Humanities and Languages and the School of Arts and Media;
  - (b) UNSW Science - the School of Physics;
  - (c) UNSW Law; and
  - (d) UNSW Canberra.

***Discipline Currency Claim***

34. Many of our casual academic staff are students, generally postgraduate students. Based on a review of the payroll and student databases, 54% of our casual academic staff in 2015 were students at the UNSW. They are offered casual teaching opportunities because they have usually completed an undergraduate degree and/or they are currently studying in the discipline. Other casual academic staff are industry practitioners who are currently practicing in the area. UNSW Law, UNSW Built Environment and UNSW Art & Design are all examples of faculties who make extensive use of industry practitioners to contribute to their teaching program.

### ***Estimated Cost Impact of Claims***

35. If the UNSW was required to apply both the Reading Policies Claim and the Discipline Currency Claim to casual academic staff it would involve significant additional costs to the UNSW. At my request, I have been provided with information from Ms Tanya Sgouras, HR Systems Analyst, that the estimated additional cost per annum to the UNSW of applying these claims, based upon the current number of casual academic staff at the UNSW, would be:

#### **The Reading Policies Claim**

Rate Type	Hourly Rate	Direct Cost	With (15.15%) On-costs
Award Rate	\$30.91	\$941,828	<b>\$1,084,515</b>
Award PhD Rate	\$35.10	\$1,069,497	<b>\$1,231,526</b>
UNSW Rate as at Jan 2016	\$46.79	\$1,425,691	<b>\$1,641,684</b>

#### **The Discipline Currency Claim**

Rate Type	Hourly Rate	Direct Cost	With (15.15%) On-costs
Award Rate	\$30.91	\$788,329	<b>\$907,760</b>
Award PhD Rate	\$35.10	\$895,190	<b>\$1,030,812</b>
UNSW Rate as at Jan 2016	\$46.79	\$1,193,332	<b>\$1,374,122</b>

36. I am informed by Ms Sgouras that in calculating whether a casual academic staff member had delivered 6 or more tutorials or lectures that a conservative assumption was made based on a lecture being 2 hours and a tutorial being 1 hour. This assumption was necessary because the UNSW HR information and payroll system only records the number of hours worked in lecturing and tutoring rather than the number of actual tutorials or lectures taken or the duration of specific lectures or tutorials and some lectures can be 2 hours. So, for example the system may record 8 hours of lecturing. This could be more than 6 lectures, but we have conservatively assumed all lectures are 2 hours (i.e. 4 lectures) and therefore have not included the staff member to receive the additional payments. Based on this assumption, 3,047 casual academic staff were identified as eligible to receive additional payments in accordance with the Reading Policies Claim and the Discipline Currency Claim, although this number is conservatively low as not all lectures are 2 hours. With respect to the estimate provided for the Discipline Currency Claim, a total of 25,504 additional paid hours were calculated based on each 4 hours of delivery (i.e. lecturing or tutoring).

**David Ward**

**Date: 6 June 2016**

# HR63 OFFER OF EMPLOYMENT FORM



**UNSW**  
AUSTRALIA

This form is to be completed before engaging casual academic staff. Submit the original of this form to the Salaries Unit together with the Taxation Declaration Form. A copy is to be provided to the employee and one copy kept for School/Unit records.

Human Resources Department  
1<sup>st</sup> Floor, The Chancellery  
Telephone: (02) 9385 2711  
Facsimile: (02) 9662 2832

## PART A - OFFER OF EMPLOYMENT

The University of New South Wales (UNSW Australia) offers to engage the services of \_\_\_\_\_ (the employee) in \_\_\_\_\_ (name of School) on a casual basis to perform the duties set out below.

The employee's conditions of employment are covered by the *UNSW Australia (Academic Staff) Enterprise Agreement 2015* (the Enterprise Agreement – available at <http://www.hr.unsw.edu.au/services/indrel/ea.html>)

### Employment period

Employment commences \_\_\_\_\_ (date) and is expected to cease by \_\_\_\_\_ (date).

### Duties

DUTIES	RATE PER HOUR	ENVISAGED NUMBER OF HOURS PER WEEK	ENVISAGED NUMBER OF WEEKS
Casual Lecture			
Casual Repeat Lecture			
Casual Tutorial			
Casual Repeat Tutorial			
Casual Marking			
Demonstration and Other Duties			
Clinical Supervision			
Music Accompanying			

	RATE PER HOUR (not mandatory as may be an agreed amount)	ENVISAGED NUMBER OF HOURS	AMOUNT TO BE PAID
One-off: Academic Duties Payment			

Current rates of pay for casual academic staff (including the rates applicable for any additional duties required during the term of appointment) are prescribed in 'the Enterprise Agreement'. The employee will be paid for any additional duties undertaken by the employee at the request of UNSW Australia.

## PART B – EMPLOYMENT DECLARATION AND AUTHORITY

- I accept this offer of employment.
- I have attached a Tax Withholding declaration.
- This employment does not contravene visa restrictions about paid employment in Australia that apply to me and I have provided proof of appropriate work rights to work within Australia.
- I have disclosed all other academic employment that I currently hold at UNSW Australia.
- I certify that by undertaking this employment I do not exceed the 37.5 hours of casual academic work (including associated working time) in any one week.
- If at any time during my employment I owe any monies to the University, I agree that the University may: withhold any monies owing by the University to me until I have repaid the monies owing or deduct any such monies owing to the University by me.
- I am aware of the Fair Work Information Statement (at: <http://www.fairwork.gov.au/Pay-leave-and-conditions/Conditions-of-employment/Documents/Fair-Work-Information-Statement.pdf>)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If you are not an Australian citizen your visa must be sighted by the University and a copy attached to this form

### Funding

NB: full chart field must be completed. This form is not to be used for Change of Funds

PROJECT	ACCT	FUND	DEPT

Establish encumbrance for casual?  Yes  No

Total amount including on costs (current year only): \$ \_\_\_\_\_

In which state will this work will be carried out? (For Payroll Tax purposes) STATE: \_\_\_\_\_

### Declaration by Head of School

School of \_\_\_\_\_ :In authorising this casual appointment I am satisfied that:

- The employee is appropriately qualified and/or experienced to carry out the proposed duties and is an Australian citizen, permanent resident or has visa authorisation allowing this employment. I have sighted proof of appropriate work rights to work within Australia.
- In taking up the position the employee will not breach 'the Enterprise Agreement'.
- This appointment will not breach the UNSW Australia Code of Conduct, particularly with regard to conflicts of interest due to significant relationships.
- Funds are available from the chartfield provided and I authorise payment for the specified work.
- The Orientation and Induction Checklist for Casual Staff has been completed.

\_\_\_\_\_  
Name of Head of School

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Immediate Supervisor

Name of immediate Supervisor: \_\_\_\_\_ Employee no: \_\_\_\_\_

Position: \_\_\_\_\_ Contact number: \_\_\_\_\_

### Sources of assistance and advice for casual academic staff and their supervisors include:

**Human Resources Department:** (02) 9385 2711  
**Equity and Diversity Unit:** (02) 9385 4734

**Salaries Unit:** (02) 9385 1706

**People & Culture Development:** (02) 9385 3111

In accordance with legislation the Superannuation Guarantee Levy is paid for casual academic staff to UniSuper's Accumulation Super 1 (previously called the Award Plus Plan). Staff receive individual statements each year from UniSuper. Further enquiries may be made by contacting the Superannuation Office on (02) 9385 2763 or 3194.

**This section is to be completed by the employee. All sections to be completed in full.**

### Employee Personal details

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Male  Female

Employee number (if known):

--	--	--	--	--	--	--	--

Date of Birth: \_\_\_\_\_ (compulsory for Superannuation Purposes)

Contact no : \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact: Name:

Contact Number:

### Financial Institution Details for Deposit of Pay

Institution Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Branch (BSB) Code: 

				-										
--	--	--	--	---	--	--	--	--	--	--	--	--	--	--

 Account Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Max (9 digits)

Name(s) in which account is held \_\_\_\_\_

## Academic qualifications and experience

Please give details of relevant qualifications and experience for this position. Attach a copy of your CV if available.

## Previous employment history at UNSW Australia:

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Further Information:

**Pay Claims:** Instructions on how to enter claims on-line can be found here:  
[http://www.hr.unsw.edu.au/services/salaries/Casual\\_Pay\\_Claims\\_brochure.pdf](http://www.hr.unsw.edu.au/services/salaries/Casual_Pay_Claims_brochure.pdf)

**Pay advices:** Pay advices are available to print or view online at <https://my.unsw.edu.au> **Login ID:** (ex: staff s1234567 or student z1234567) **UniPass:** (if you do not have a UniPass ring 9385 1333).

### Workplace Surveillance:

Under the *Workplace Surveillance Act 2005* the University is required to notify employees of the following matters.

#### Camera Surveillance

The University operates security cameras for the purpose of ensuring the safety and security of staff, students, visitors and the University's premises and facilities. Notices that the University's campuses are monitored by cameras are normally located at each of the entrances to the University's campuses or to selected buildings. Cameras are clearly visible and not disguised or secreted. Camera surveillance occurs on a continuous and ongoing basis.

#### Computer Surveillance

The use and operations of the University's Information and Communication Technology (ICT) Resources is governed by:

- [The Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Policy](#); and
- [The Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Procedure](#)

The Policy and Procedure contain important information and requirements in respect of the use of UNSW Australia ICT resources, including in relation to UNSW Australia monitoring of ICT usage and records, including how such monitoring is carried out. Copies of this Policy and this Procedure are available at <http://www.gs.unsw.edu.au/policy/findapolicy/policylist.html>. Please read and familiarise yourself with this Policy and Procedure before you commence work. Monitoring of ICT usage and records will be conducted by the University in accordance with the Policy and Procedure, on a continuing and ongoing basis.

# Casual Staff Checklist



**UNSW**  
AUSTRALIA

Employee Name:	School/Work Unit:	Faculty/Division:
Activities to be completed by Supervisor or appropriate delegate		
✓ n/a	<b><u>Important Policies and Procedures</u></b>	
<input type="checkbox"/> <input type="checkbox"/>	UNSW Australia <a href="#">Code of Conduct</a>	
<input type="checkbox"/> <input type="checkbox"/>	Occupational Health & Safety policies	
<input type="checkbox"/> <input type="checkbox"/>	Emergency procedures	
<input type="checkbox"/> <input type="checkbox"/>	<a href="#">The Equity and Diversity Policy Statement</a>	
<input type="checkbox"/> <input type="checkbox"/>	UNSW Australia Staff Complaint Procedures	
<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Conflict of Interest Policy</a>	
<input type="checkbox"/> <input type="checkbox"/>	Intellectual Property Policy	
✓ n/a	<b><u>Work Area Orientation</u></b>	
<input type="checkbox"/> <input type="checkbox"/>	Introduced to the person they report to on a day to day basis and immediate co workers	
<input type="checkbox"/> <input type="checkbox"/>	Keys/swipe card to office given (if applicable)	
<input type="checkbox"/> <input type="checkbox"/>	Parking permits have been provided (if applicable)	
<input type="checkbox"/> <input type="checkbox"/>	Tour of work area provided including whereabouts of amenities	
<input type="checkbox"/> <input type="checkbox"/>	Emergency evacuation procedures explained	
<input type="checkbox"/> <input type="checkbox"/>	First Aid information explained	
<input type="checkbox"/> <input type="checkbox"/>	Key Health and Safety information explained	
<input type="checkbox"/> <input type="checkbox"/>	Introduced to personal work space	
<input type="checkbox"/> <input type="checkbox"/>	Shown how to operate computer and other key equipment (photocopier, fax, printer)	
<input type="checkbox"/> <input type="checkbox"/>	Informed of internal/outgoing mail procedures	
<input type="checkbox"/> <input type="checkbox"/>	Identify and discuss essential operating policies and who to ask for help	
✓ n/a	<b><u>Job performance</u></b>	
<input type="checkbox"/> <input type="checkbox"/>	List of duties given	
<input type="checkbox"/> <input type="checkbox"/>	Responsibilities and objectives of role explained	
<input type="checkbox"/> <input type="checkbox"/>	Deadlines set (if applicable)	
Initial on the job coaching is provided (allow some time for supervised practice prior to leaving the casual staff member or temp to get on with the job if necessary)		
✓ n/a	<b><u>Employee organisations at UNSW Australia</u></b>	
<input type="checkbox"/> <input type="checkbox"/>	Provided with access to membership forms to employee organisations at UNSW Australia.	
Membership forms for the NTEU, CPSU and AMWU are available at the following links respectively: <a href="http://www.nteu.org.au/join/forms">http://www.nteu.org.au/join/forms</a> ; <a href="https://membership.psa.asn.au/join/">https://membership.psa.asn.au/join/</a> <a href="http://amwu.org.au/join-us/12/join-now/">http://amwu.org.au/join-us/12/join-now/</a>		

The information as outlined in the above checklist has been provided.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be retained by the supervisor in the staff members file.

# Casual, Temporary and Sessional Staff Orientation Checklist



**UNSW**

Employee Name:	School/Work Unit:	Faculty/Division:
<b>Activities to be completed by Supervisor or appropriate delegate</b>		
<p>✓ n/a <b><u>Important Policy and Procedure</u></b></p> <p><input type="checkbox"/> <input type="checkbox"/> UNSW <a href="#">Code of Conduct</a></p> <p><input type="checkbox"/> <input type="checkbox"/> Occupational Health &amp; Safety policies</p> <p><input type="checkbox"/> <input type="checkbox"/> Emergency procedures</p> <p><input type="checkbox"/> <input type="checkbox"/> <a href="#">The Equity and Diversity Policy Statement</a></p> <p><input type="checkbox"/> <input type="checkbox"/> <a href="#">Discrimination and Harassment Grievance procedures</a></p> <p><input type="checkbox"/> <input type="checkbox"/> <a href="#">Conflict of Interest Policy</a></p> <p><input type="checkbox"/> <input type="checkbox"/> Intellectual Property Policy</p>		
<p>✓ n/a <b><u>Work Area Orientation</u></b></p> <p><input type="checkbox"/> <input type="checkbox"/> Introduced to the person they report to on a day to day basis and immediate co workers</p> <p><input type="checkbox"/> <input type="checkbox"/> Keys/swipe card to office given (if applicable)</p> <p><input type="checkbox"/> <input type="checkbox"/> Parking permits have been provided (if applicable)</p> <p><input type="checkbox"/> <input type="checkbox"/> Tour of work area provided including whereabouts of amenities</p> <p><input type="checkbox"/> <input type="checkbox"/> Emergency evacuation procedures explained</p> <p><input type="checkbox"/> <input type="checkbox"/> First Aid information explained</p> <p><input type="checkbox"/> <input type="checkbox"/> Key Health and Safety information explained</p> <p><input type="checkbox"/> <input type="checkbox"/> Introduced to personal work space</p> <p><input type="checkbox"/> <input type="checkbox"/> Shown how to operate computer and other key equipment (photocopier, fax, printer)</p> <p><input type="checkbox"/> <input type="checkbox"/> Informed of internal/outgoing mail procedures</p> <p><input type="checkbox"/> <input type="checkbox"/> Identify and discuss essential operating policies and who to ask for help</p>		
<p>✓ n/a <b><u>Job performance</u></b></p> <p><input type="checkbox"/> <input type="checkbox"/> List of duties given</p> <p><input type="checkbox"/> <input type="checkbox"/> Responsibilities and objectives of role explained</p> <p><input type="checkbox"/> <input type="checkbox"/> Deadlines set (if applicable)</p> <p>Initial on the job coaching is provided (allow some time for supervised practice prior to leaving the casual staff member or temp to get on with the job if necessary)</p>		
<p>✓ n/a <b><u>Sessional Staff</u></b></p> <p><input type="checkbox"/> <input type="checkbox"/> Refer employee to additional Academic policies and procedures relating to their work</p> <p><input type="checkbox"/> <input type="checkbox"/> Refer to Sessional Teaching Staff Strategic Action Plan which contains a checklist for sessional staff.</p> <p>Discuss relevant workplace training for sessional staff</p>		

**The information as outlined in this checklist has been provided.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor or Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be retained by the supervisor in the staff members file.