

This is the redacted version of the witness statement provided in the NTEU consolidated materials - Research Institutes (matters AM2014/229, AM2014/230 and AM2014/281) - 13 October 2016.

*Fair Work Act 2009*

s.156 - 4 yearly review of modern awards

**4 yearly review of modern awards—Award stage**  
(AM2014/229 and AM2014/230)

**Consolidated NTEU Materials Regarding Research Institutes**

**Witness Statement of David Trevaks**  
**lodged 11 March 2016**



**Witness Statement  
David Trevaks**

I **David Trevaks** of \_\_\_\_\_ declare as follows:

1. I am employed as a Senior Technical Officer and Laboratory Supervisor at the Florey Institute of Neuroscience and Mental Health, University of Melbourne; (“the Institute”).
2. I have worked at the Institute for 25 years in five different groups. These groups are the Large Animal Surgery (Core Animal Services), Adrenal Transplants (Endocrinology Group), Central Control of Cardiovascular Physiology (Systems Neurophysiology Group) and now the Autonomic Neuroscience (Systems Neurophysiology Group) and Laboratory Services (Administration Group).
3. My job classification is Higher Education Worker (HEW) Level 7-4 under the *Howard Florey Institute Union Enterprise Agreement 2014-2017*.
4. I am responsible for the on-going maintenance and budgeting for the Autonomic Neuroscience Division’s laboratories of the Systems Physiology Group at the Florey Institute. I also provide laboratory support service.
5. My other duties include:
  - writing computer programs to analyse experimental data and computer based graphic
  - manipulation;
  - training post-doctoral students in laboratory and analysis techniques;
  - maintaining and ordering electrophysiology equipment;
  - assisting in grant submissions;
  - fulfilling regulatory requirements; and
  - laboratory management services primarily at the Howard Florey Laboratories (Parkville Campus) and Melbourne Brain Centre (Austin Campus).
6. Given my years of experience and interaction with academics over a long period, I have taken on more and more work over time. Unlike most other technicians, I actually produce research outcomes and am the co-author of seven peer reviewed publications.

7. Prior coming to the Institute over 25 years ago, I worked in the hospital sector as a Theatre Technician. I received all of my training on the job on equipment and in laboratories.
8. I have never been employed by a University but I am situated on the University of Melbourne Parkville campus and the Melbourne Brain Centre Heidelberg campus and have closely collaborated with many University colleagues. The Institute is recognised as the Florey Department of Neuroscience and Mental Health as part of Melbourne University. We are pretty much integrated with the University; for example, we are on and fully integrated into the University of Melbourne computer and parts of the payroll systems.
9. My key project at present is a project which is funded for 4 years (2015-18), looking at the role of the nervous system in gut inflammation. My responsibilities are to assist in the experiments and conduct analysis of results. I will do some minimal writing up of results. I am also involved in another project which is funded for 3 years (2016-19) from the National Health and Medical Research Council (NHMRC).
10. A key part of my role at Florey Institute occurs in conjunction with the senior academic researchers. We train all new post-doctoral staff and students in our division. This involves testing and using scientific equipment, experimental technique and analysis, animal husbandry, result presentation and grant submissions. For example, I train PhD students and new staff members involved in the projects and I will be assisting them in using the equipment and the recording and analysis software. I am currently setting up a "Rig" for a new staff member; this is the term we use for the equipment needed and how it fits together. I purchase the equipment and make sure the staff member knows how to build his Rig and use it.
11. The Florey Institute has around 400 staff and 100 PHD students.
12. Since the second half of 2012 I have held the new position of President, Research Institutes' Branch at NTEU. I have slowly been trying to get data on the Research Institute workforce to help me connect with other NTEU members in Research Institutes.

13. It is difficult to isolate data on the workforce as from my experience, every employer likes to lay claim to everyone else. What I mean by this is that the amount of collaboration between Universities and Research Institutes means that someone may be funded via money to a University, but working in a Research Institute on a project. They could be a 'Visiting Fellow' of a Research Institute but be an academic in a University; there are many joint appointments. Then there are the number of students working in a Research Institute at any time, but not actually being paid.
14. The Institute and the University of Melbourne have recently integrated further and enabled us to benefit from University infrastructure and resources. For example, a PHD student at Florey Institute is now enrolled at the "Florey Department of Neuroscience, University of Melbourne"; we have in many ways become a fully integrated department of the University.
15. This just builds on what has always been an integrated relationship with the Institute; for example, Institute staff have full library rights at the University and University staff oversee our car park. We use a University of Melbourne parking permit and the University's tradespeople work in our department.
16. The Florey Institute Information Technology area is connected with and run from the larger University of Melbourne Information Technology department and network.
17. Over 25 years of working at the Florey Institute, I have collaborated with colleagues at other research institutes, universities and hospitals. Examples include as part of a human functional MRI (Magnetic Resonance Imaging) study at the Brain Research Institute (BRI) which involved setting up specialised equipment with BRI general staff, refining of imaging sequencing with BRI academic staff, and conducting all experiments at BRI. (The BRI was situated at Austin Hospital (Heidelberg) and it has now merged with the Florey but we had no formal ties when the study was conducted in 2004).
18. I was also responsible for conducting experiments a few years ago in the MRI at the Murdoch Children's Research Institute (MCRI), Royal Children's Hospital. I worked with hospital radiographers as well as MCRI staff.

19. Staff at the Florey Institute are constantly collaborating with University staff. Another project I've worked on involved a National Health and Medical Research Council grant divided between Chief Investigators at the Florey Institute, the Department of Anatomy at the University of Melbourne and James Cook University. The experiments occurred in the Florey laboratory and analysis in the Department of Anatomy at the University of Melbourne. The grant is to investigate how the brain controls infection. This is basic neuroscience work which can hopefully be applied in the health industry in future.
20. Another study I was involved in was looking at a virus which was imported by the University of Melbourne, but examined and used at the Florey Institute.
21. The Florey and the University of Melbourne share facilities at the Melbourne Brain Centre at the University of Melbourne's Parkville campus and the Austin Hospital site in Heidelberg. This includes Institute and Florey staff working side-by-side in laboratories and sharing equipment and building services.
22. Over the years I have regularly provided specialised IT support for a now Professor in the Physiology department at the University of Melbourne. This work has led me to interact with University technical staff and students and post-doctoral staff in his laboratory.
23. I have also assisted in providing animal samples to the University's Medical school to be used in undergraduate studies. This work required me to interact with non-research only technical staff in the Physiology department.
24. In the early 2000's a whole group including academics and general staff moved to the Florey from Monash Department of Pharmacology with a new NHMRC program grant. We did not have to create any 'new' position descriptions to accommodate the new staff as they all fitted in to the Florey descriptors of that time. In August last year the Howard Florey Institute merged with the Victorian Stroke Research Institute, the Brain Research Institute and the Mental Health Research Institute, and once again we have not had to come up with any new types of positions that did not already exist.
25. Staff at the Florey Institute are covered by the **Howard Florey Institute Union Enterprise Agreement 2014-2017**, (AG2011/1753); ("the Agreement").

26. Staff at the Institute are members of the UniSuper Superannuation fund – the Higher Education Industry Fund. Our job titles are the same or similar to those used by the University of Melbourne. General staff are classified in the HEW (Higher Education Worker) levels used by the University and Research staff at the equivalent academic levels. To my knowledge in order to hold a more senior Fellowship you must supervise and train students.
27. Attached at **Attachment 1** and marked **Schedule 2: Salary Scales 2014-2017** are salary rates from the Agreement. Research roles range from Research Assistant roles, Research Officer roles, Senior Research Officer roles to Senior Research Fellows, Principal Research Fellows (equivalent to Associate Professor) and Senior Principal Research Fellow which would be the equivalent of a Professor at Level E. Attached at **Attachment 2** are extracts from the Agreement at **Schedule 4 Research Personnel Position Descriptors**, - Descriptors at 5. Principal Research Fellow (Associate Professor), and at 6. Senior Principal Research Fellow (Professor).
28. The Higher Education Worker (“HEW”) level descriptors for general staff such as myself are the same as in the University of Melbourne Collective Agreement, however the University calls their ‘general’ staff “Professional staff” and the Institute has maintained the “Higher Education Worker” title that has long been used in Higher Education awards. These job descriptors apply to staff who support the work of research staff. Attached at **Attachment 3** are the descriptors for Levels 3 and 4 staff – “Higher Education Worker” staff under the Florey Agreement, and “Professional” staff at the University of Melbourne. These are identical. Common occupations in these categories at the Florey Institute include:
- Technical Assistant
  - Technical Officer
  - Senior Technical Officer
  - Chief Technical officer
  - Animal House manager
  - IT manager and IT support roles
  - Accounts
29. I do not see a distinction between research which occurs at a University and that which occurs at the Florey Institute. I would describe our output at the Institute as new knowledge and a

researcher in science as someone who discovers new knowledge. Researchers at the Florey Institute conduct original research and publish in peer reviewed journals, just as their colleagues do at a University.

30. My work is in research and education. We don't interact with health patients or provide a health service. We publish research outcomes in scientific journals, not health journals. Down the track we hope our research assists in the health industry, but we are not applying a health service.
31. Support roles at the Florey, such as my own, I would define as providing general infrastructure and technical skill to facilitate experimentation and research. At the Florey Institute, this ranges from animal husbandry to histology (analysing tissue) and microscopy.
32. The one difference I can identify in being a Technical Officer at the Florey Institute with equivalent work at the University of Melbourne is that the University seems to have a pool of general staff employed to set up laboratories. In the Institute, most of the funding comes from grants without equivalent infrastructure money so this doesn't happen.
33. From my experience and research as President of the NTEU Research Institutes Branch, I am aware in very general terms that most medical research institutes are funded in a similar manner. All medical Research Institutes apply for competitive grants and these are awarded based on submitted budgets and formulas for different staffing levels. They are not adjusted whether they are granted for a Research Institute, University or collaboration. Research Institutes have different access to infrastructure funding and philanthropic funds, depending on their circumstances.
34. The Florey Institute receives approximately 70% of its funding from Government and statutory bodies in the form of peer-reviewed research grants and infrastructure monies. The rest of the income is made up of other peer-reviewed grants, donations, commercial collaborations and investment returns. The total income for year ended 2014 was \$54.2m.
35. The Autonomic Neuroscience laboratories currently hold 3 peer-reviewed research grants (2 NHMRC and 1 DARPA), and have a staff of six research scientists and two PhD student. The grant monies are directly tied to specific research projects. Some of our senior scientists

currently hold fellowships which pay their salaries. Prior to 2000 we were on block funding and moved to this current competitive grants process following the “Wills review” in 1999. This was the *Health and Medical Research Strategic Review* set up by the then Federal Government in 1998.

36. Some medical research institutes have closer ties to industry or philanthropic organisations. There are many full-time research staff employed at universities that hold competitive peer-reviewed grants which are exactly the same as ours. As the grants are portable I have witnessed many groups who have moved from University departments to research institutes and vice-versa and staff are simply placed on the same HEW level.
37. The University of Melbourne post all currently funded projects on their website, even where funding has gone direct to the Florey Institute. The more research the University have via their Research office, the more infrastructure funding they will attract to support this research.
38. I also have experience of the ethics approval process for receiving grant funding and collaborating with a University. For example, there is a Howard Florey Animal Ethics Committee and there used to be a Human Ethics Committee. The Institute now uses the Royal Melbourne Hospital Ethics Committee for research projects involving humans.
39. For project approval, one application covers the whole project. The process is that an application is submitted, the Ethics Committee considers the project, and they interview the Chief Investigator and sometimes other relevant staff, suggest any amendments or approve the project. Approval for a 3 year period is standard but a project team can ask for a different period.
40. I am also involved in writing grant applications. The grant applications were in the past submitted via the University of Melbourne as the administering body as this ensures that we can attract infrastructure funds. I have experience in navigating government databases and processes to write funding applications.

David Trevaks

11 March 2016

Redacted for objections, 12 October 2016

# Attachment 1

**SCHEDULE 2**

**SALARY SCALES 2014 - 2017**

		1-Jan-14	1-Jan-15	1-Jan-16	1-Jan-17
		3%	3%	3%	3%
<b>Research Staff Classification Level</b>					
LEVEL E - SENIOR PRINCIPAL RESEARCH FELLOW	SPRF	154,563	159,199	163,975	168,895
LEVEL D - PRINCIPAL RESEARCH FELLOW 4	PRF4	132,186	136,152	140,236	144,443
LEVEL D - PRINCIPAL RESEARCH FELLOW 3	PRF3	128,121	131,964	135,923	140,001
LEVEL D - PRINCIPAL RESEARCH FELLOW 2	PRF2	124,053	127,775	131,608	135,556
LEVEL D - PRINCIPAL RESEARCH FELLOW 1	PRF1	119,987	123,586	127,294	131,113
LEVEL C - SENIOR RESEARCH FELLOW 6	SRF-6	114,903	118,350	121,900	125,557
LEVEL C - SENIOR RESEARCH FELLOW 5	SRF5	111,848	115,203	118,659	122,219
LEVEL C - SENIOR RESEARCH FELLOW 4	SRF4	108,804	112,068	115,430	118,893
LEVEL C - SENIOR RESEARCH FELLOW 3	SRF3	105,752	108,924	112,192	115,558
LEVEL C - SENIOR RESEARCH FELLOW 2	SRF2	102,701	105,783	108,956	112,225
LEVEL C - SENIOR RESEARCH FELLOW 1	SRF1	99,649	102,639	105,718	108,889
LEVEL B - SENIOR RESEARCH OFFICER 6	SRO6/RF3	96,601	99,499	102,484	105,559
LEVEL B - SENIOR RESEARCH OFFICER 5	SRO5/RF2	93,549	96,356	99,246	102,224
LEVEL B - SENIOR RESEARCH OFFICER 4	SRO4/RF1	90,500	93,215	96,012	98,892
LEVEL B - SENIOR RESEARCH OFFICER 3	SRO3	87,448	90,071	92,773	95,557
LEVEL B - SENIOR RESEARCH OFFICER 2	SRO2	84,399	86,931	89,539	92,225
LEVEL B - SENIOR RESEARCH OFFICER 1	SRO1	81,346	83,786	86,300	88,888
LEVEL A - RESEARCH ASSISTANT 8/RESEARCH OFFICER 3	RA8/RO3	77,280	79,599	81,987	84,446
LEVEL A - RESEARCH ASSISTANT 7/RESEARCH OFFICER 2	RA7/RO2	74,635	76,874	79,181	81,556
LEVEL A - RESEARCH ASSISTANT 6/RESEARCH OFFICER 1	RA6/RO1	71,992	74,151	76,376	78,667
LEVEL A - RESEARCH ASSISTANT 5	RA5	69,348	71,428	73,571	75,778
LEVEL A - RESEARCH ASSISTANT 4	RA4	66,704	68,705	70,766	72,889
LEVEL A - RESEARCH ASSISTANT 3	RA3	63,449	65,353	67,313	69,333
LEVEL A - RESEARCH ASSISTANT 2	RA2	60,194	62,000	63,860	65,776
LEVEL A - RESEARCH ASSISTANT 1	RA1	56,945	58,653	60,413	62,225

<b>General Staff Classification Level</b>		1-Jan-14	1-Jan-15	1-Jan-16	1-Jan-17
Higher Education Worker Level 1	HEW 1-1	39,985	41,185	42,420	43,693
Higher Education Worker Level 1	HEW 1-2	40,783	42,007	43,267	44,565
Higher Education Worker Level 1	HEW 1-3	41,601	42,849	44,135	45,459
Higher Education Worker Level 2	HEW 2-1	43,389	44,690	46,031	47,412
Higher Education Worker Level 2	HEW 2-2	44,257	45,584	46,952	48,360
Higher Education Worker Level 2	HEW 2-3	45,141	46,496	47,890	49,327
Higher Education Worker Level 3	HEW 3-1	45,386	46,748	48,150	49,595
Higher Education Worker Level 3	HEW 3-2	46,293	47,682	49,113	50,586
Higher Education Worker Level 3	HEW 3-3	47,219	48,635	50,094	51,597
Higher Education Worker Level 3	HEW 3-4	48,163	49,608	51,096	52,629
Higher Education Worker Level 3	HEW 3-5	49,127	50,601	52,119	53,683
Higher Education Worker Level 3	HEW 3-6	50,111	51,614	53,162	54,757
Higher Education Worker Level 4	HEW 4-1	52,465	54,039	55,660	57,330
Higher Education Worker Level 4	HEW 4-2	53,515	55,120	56,774	58,477

Higher Education Worker Level 4	HEW 4-3	54,585	56,223	57,910	59,647
Higher Education Worker Level 4	HEW 4-4	55,679	57,350	59,070	60,842
Higher Education Worker Level 5	HEW 5-1	56,733	58,435	60,188	61,993
Higher Education Worker Level 5	HEW 5-2	57,866	59,602	61,390	63,231
Higher Education Worker Level 5	HEW 5-3	59,021	60,792	62,615	64,494
Higher Education Worker Level 5	HEW 5-4	60,207	62,013	63,874	65,790
Higher Education Worker Level 5	HEW 5-5	61,409	63,251	65,149	67,103
Higher Education Worker Level 5	HEW 5-6	62,640	64,519	66,455	68,448
Higher Education Worker Level 5	HEW 5-7	63,890	65,806	67,780	69,814
Higher Education Worker Level 5	HEW 5-8	65,169	67,124	69,138	71,212
Higher Education Worker Level 6	HEW 6-1	65,808	67,782	69,815	71,910
Higher Education Worker Level 6	HEW 6-2	67,124	69,138	71,212	73,348
Higher Education Worker Level 6	HEW 6-3	68,467	70,521	72,637	74,816
Higher Education Worker Level 6	HEW 6-4	69,840	71,935	74,093	76,316
Higher Education Worker Level 6	HEW 6-5	71,235	73,372	75,573	77,841
Higher Education Worker Level 7	HEW 7-1	72,616	74,795	77,039	79,350
Higher Education Worker Level 7	HEW 7-2	74,068	76,290	78,579	80,936
Higher Education Worker Level 7	HEW 7-3	75,552	77,819	80,153	82,558
Higher Education Worker Level 7	HEW 7-4	77,063	79,375	81,756	84,209
Higher Education Worker Level 7	HEW 7-5	78,604	80,962	83,391	85,893
Higher Education Worker Level 8	HEW 8-1	81,691	84,142	86,666	89,266
Higher Education Worker Level 8	HEW 8-2	83,331	85,830	88,405	91,058
Higher Education Worker Level 8	HEW 8-3	84,997	87,547	90,174	92,879
Higher Education Worker Level 8	HEW 8-4	86,696	89,297	91,975	94,735
Higher Education Worker Level 8	HEW 8-5	88,427	91,080	93,812	96,627
Higher Education Worker Level 9	HEW 9-1	95,314	98,174	101,119	104,153
Higher Education Worker Level 9	HEW 9-2	97,218	100,134	103,138	106,232
Higher Education Worker Level 9	HEW 9-3	99,162	102,137	105,201	108,357
Higher Education Worker Level 10	HEW 10-1	103,630	106,739	109,941	113,239
Higher Education Worker Level 10	HEW 10-2	118,645	122,204	125,870	129,646
Higher Education Worker Level 10	HEW 10-3	129,837	133,732	137,744	141,877
Higher Education Worker Level 10	HEW 10-4	143,268	147,566	151,993	156,553
Higher Education Worker Level 10	HEW 10-5	154,460	159,093	163,866	168,782
Higher Education Worker Level 10	HEW 10-6	168,361	173,411	178,614	183,972

<b>Casual Hourly Rates</b>		<b>1-Jan-14</b>	<b>1-Jan-15</b>	<b>1-Jan-16</b>	<b>1-Jan-17</b>
HEW Level 1	CW 1	26.5160	27.3114	28.1308	28.9747
HEW Level 2	CW 2	28.7729	29.6361	30.5252	31.4409
HEW Level 3	CW 3	30.0977	31.0006	31.9306	32.8886
HEW Level 4	CW 4	34.7916	35.8353	36.9104	38.0177
HEW Level 5	CW 5	37.6219	38.7506	39.9131	41.1105
HEW Level 6	CW 6	43.6398	44.949	46.2975	47.6864
HEW Level 7	CW 7	48.1588	49.6036	51.1091	52.6245
HEW Level 8	CW 8	54.1731	55.7983	57.4723	59.1964
HEW Level 9	CW 9	63.2072	65.1035	67.056	69.0683
HEW Level 10	CW 10	68.7214	70.7831	72.9066	75.0938

# Attachment 2

- Contributions to the research culture of the Research Group through membership of relevant committees and contributions to the Group's research outputs.

## **5. PRINCIPAL RESEARCH FELLOW (ASSOCIATE PROFESSOR)**

Note: In general, appointments to any fellowship based research positions are normally made in accordance with NHMRC guidelines and only for the duration of the external fellowship and/or funding that supports the position. They will be offered on a fixed-term basis until the period of consecutive years of service with the Institute reaches five years duration. From this time onwards, they will be classed as ongoing Employees, although employment will continue to be tied to available fellowship funding.

### **5.1 General Standard**

A Principal Research Fellow is expected to make major original and innovative contributions to his or her field of research, which are recognised as outstanding nationally or internationally.

A PRF will play an outstanding role within both the Institute and his or her discipline and profession in fostering the research activities of others and in research training. He/she will demonstrate leadership qualities and the ability to supervise staff in accordance with the Institute's policies and procedures. Researchers at this level may be appointed in recognition of distinction in their area of research.

A researcher at this level will generally be supported by external funding granted to them which supports their position. Such external funding may provide for other support (eg technical, staff resources, consumables) to be given to the PRF

Progression through the Steps within the PRF classification, however, will only occur automatically after the passing of each full calendar year of service if this is provided for in the external grant. In any other case, the PRF's progression through the Steps is subject to both the HFI salary scales specified in this Enterprise agreement, and as specified with the EB, such incremental progression is subject to funding constraints and the performance of the PRF.

### **5.2 Qualifications**

A Principal Research Fellow will normally have the same skill base as a Senior Research Fellow, but with a greater level of experience. In addition there is a requirement for academic and research excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

The Senior Principal Research Fellow would normally possess at least 10 years of postdoctoral research with a requirement for academic results and a profile of international excellence in the relevant research field recognised by peers.

### **5.3 Specific Duties**

Specific duties required of a Principal Research Fellow would normally include:

- Adherence to the policies and procedures of the Institute, acting as a role model for others.

- The preparation and delivery of materials which promote the activities of the Research Group and their research findings eg lectures posters, talks and seminars, etc.
- Attendance and direction of Research Group meetings.
- A major role in all aspects of major research projects including management and/or leadership of large research projects or teams.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise; membership of disciplinary panels, mentoring of younger scientists, etc.
- Occasional contributions to the teaching program within the field of the employee's research.
- Supervision of postgraduate research projects.
- Higher level research-related administrative function.
- Significant contribution to the discipline in which the research efforts of the employee are undertaken.
- Conduct of independent research activities and a capacity for and performance of research team leadership of a large research team and the production of published works in refereed journals, books, conference and seminar papers, reports and publications from that research team and the production of creative works.
- Supervision of staff (research, administrative and technical) associated with relevant research programs.
- Financial and administrative management of research teams and responsibility for the oversight and financial management of grants.
- Responsibility for the maintenance and renewal of funding in the relevant research area.
- Promotion of research links which enhance the profile of the discipline in the scientific and general community and provide opportunities for the application of research findings.
- Supervision of postgraduate students and their programs (particularly PhD students), examination postgraduate theses and occasional contribution to the design of postgraduate teaching and research programs (where appropriate).
- Contribution to the research policy and management of the Institute.
- Contribution to the research culture of the Institute through membership and chairing of relevant committees and a major role in planning and committee work.

## **6. SENIOR PRINCIPAL RESEARCH FELLOW – PROFESSOR**

Note: In general, appointments to any fellowship based research positions are normally made in accordance with NHMRC guidelines and only for the duration of the external fellowship and/or funding that supports the position. They will be offered on a fixed-term basis until the period of consecutive years of service with the Institute reaches five years duration. From this time onwards, they will be classed as ongoing Employees, although employment will continue to be tied to available fellowship funding.

## **6.1 General Standards**

A Senior Principal Research Fellow will typically have achieved international recognition through original, innovative and distinguished contributions to his or her field of research, which is demonstrated by sustained and distinguished performance and has the capacity to promote research activities at this Level.

An SPRF will provide leadership in his or her field of research, within his or her institution, discipline and/or profession and within the scholarly and/or general community. He or she will foster excellence in research, research policy and research training in their research field within the Institute and within the community, both scholarly and general.

She or he will make a commensurate contribution to the work of the Institute and will demonstrate leadership qualities and the ability to supervise staff in accordance with the Institute's policies and procedures.

A researcher at this Level will generally be supported by external funding granted to them which supports their position. Such external funding may provide for other support (technical, consumables, support staff salaries) to be given to the Level E researcher.

## **6.2 Qualifications**

A Senior Principal Research Fellow will be recognised as a leading authority in the relevant field of research, normally at an international level.

A researcher at this level must have a position of international leadership in his or her field of expertise and a distinguished record of research and scholarly contributions as evaluated by peers.

## **6.3 Specific Duties**

Specific duties required of an SPRF may include:

- Management of all aspects of a research group or team within the Institute, including Oversight of staff and students, supervision and financial management of relevant research programs within the Research Group.
- The preparation and delivery of materials which promote the activities of the Research Group and their research findings eg lectures, posters, talks and seminars, etc.
- Developing policy and being involved in administrative matters within the Research Group/Team or other comparable organisational unit and within the Institute.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.
- Provision of a continuing high level of personal commitment to, and distinguished achievement in, a particular area of research or scholarship.
- Fostering the research of other groups and individuals within the Research Group and, more broadly, within the Institute and the discipline.
- Preparation of research proposal submissions to external bodies and success in obtaining grant support.

- The conduct of independent research activities in which the employee may provide leadership within a team and the preparation of conference and seminar papers, reports and publications from that research.
- Participating in community and professional activities related to a particular disciplinary area, including involvement in commercial and industrial sectors where appropriate.
- Occasional contribution to the teaching program in the field of the employee's research.
- Attendance at meetings associated with research or the work of the Research Group to which the research is connected, and/or other relevant meetings, and a major role in planning and committee work.
- Development of research policy and contributions to the strategic planning of the Institute's research program.
- Establishment of research links between the Institute and external bodies, including eminent societies.
- Contribution to the research culture of the Institute through leadership of relevant committees, especially as they relate to research and teaching.

# Attachment 3

Organisational knowledge:	Following training, may provide general information/advice and assistance to members of the public, students and other staff which is based on a broad knowledge of the Employee's work area/responsibility, including knowledge of the functions carried out and the location and availability of particular personnel and services.
Judgement, independence and problem solving:	<p>Solve relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives.</p> <p>An Employee at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.</p>
Typical activities:	<p>Clerical positions at this level may include duties involving the inward and outward movement of mail, keeping, copying, maintaining and retrieving records, straightforward data entry and retrieval.</p> <p>Security officers may be involved in a range of patrol duties, including responding to alarms, following emergency procedures and preparing incident reports.</p>

### **Higher Education Worker Level 3**

Training level or qualifications:	<p>Persons employed at Level 3 shall typically perform duties at a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:</p> <ul style="list-style-type: none"> <li>• completion of a trades certificate; or</li> <li>• completion of Year 12, with relevant work experience; or</li> <li>• equivalent relevant work experience or combination of relevant experience and education/training.</li> </ul> <p>Persons advancing through this level may typically perform duties which require further on the job training or knowledge and training equivalent to progress toward completion of an advanced certificate or associate diploma.</p>
Occupation equivalent:	Tradesperson, technical assistant/technical trainees, clerical/secretarial.
Level of supervision:	In technical positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other staff may be required.
Task level:	Some complexity. Apply body of knowledge equivalent to trade certificate, including diagnostic skills and assessment of the best approach to a given task.
Organisational knowledge:	Perform tasks/assignments which require knowledge of the work area processes and an understanding of how they interact with other related areas and processes.

Judgement, independence and problem solving:

Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures.

Typical activities:

In trades positions, apply the skills taught in a trade certificate, including performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases, this will involve familiarity with the work of other trades or require further training.

*In technical assistant positions:*

- assist a technical officer in operating a laboratory, including ordering supplies
- assist in setting up routine experiments
- monitor experiments for report to a technical officer
- assist with preparation of specimens
- assist with the feeding and care of animals.

Staff would be expected to perform a greater range and complexity of tasks as they progressed through the level and obtained further training.

*In clerical positions:*

Perform a range of clerical support tasks including:

- standard use of a word processing package (including store and retrieve documents, key and lay out correspondence and reports, merge, move and copy, use of columns, tables and basic graphics) or an established spreadsheet or database application • provide general clerical support to staff within a faculty, including work
- processing, setting up meetings, answering straightforward inquiries and directing others to the appropriate personnel
- process accounts for payment.

#### **Higher Education Worker Level 4**

Training level or qualifications:

Persons employed at Level 4 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of an associate diploma level qualification with relevant work experience or a certificate level qualification with post-certificate relevant work experience;
- completion of a post-trades certificate or advanced certificate and extensive relevant experience and on the job training; or
- an equivalent combination of relevant experience and/or education/training.

Occupation equivalent:

Technical officer or technician, clerical/secretarial above Level 3, advanced tradespersons.

Level of supervision:	<p>In technical positions, routine supervision to general direction depending upon experience and the complexity of the tasks. In other positions, general direction.</p> <p>May supervise or co-ordinate others to achieve objectives, including liaison with staff at higher levels. May undertake stand-alone work.</p>
Task level:	<p>May undertake limited creative, planning or design functions to a varied range of different tasks.</p>
Organisational knowledge:	<p>Perform tasks/ assignments which require proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions.</p>
Judgement, independence and problem solving:	<p>In trades positions, extensive diagnostic skills. In technical positions, apply theoretical knowledge and techniques to a range of procedures and tasks. In clerical/secretarial positions, provide factual advice which requires proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.</p>
Typical activities:	<p><i>In trades positions:</i></p> <ul style="list-style-type: none"> <li>• work on complex engineering or interconnected electrical circuits</li> <li>• exercise high precision trades skills using various materials and/or specialised techniques.</li> </ul> <p><i>In technical positions:</i></p> <ul style="list-style-type: none"> <li>• develop new equipment to criteria developed and specified by others</li> <li>• under routine direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations</li> <li>• demonstrate the use of equipment and prepare reports of a technical nature as directed.</li> </ul> <p><i>In library technician positions:</i></p> <ul style="list-style-type: none"> <li>• undertake copy cataloguing</li> <li>• use a range of bibliographic databases</li> <li>• undertake acquisitions respond to reference inquiries.</li> </ul>

6. Each of these Annexures is a true copy of a document which was downloaded from the website of the author, or from another reliable website. Having examined those documents with reasonable care, I have no reason to believe that insofar as they deal with questions of fact relevant to this application, they are not correct or substantially correct.

- (2) Nothing in this statute requires the University to bear any part of the cost of the provision of facilities for teaching or research work at any of the Institute's premises.
- (3) This affiliation ceases on the termination of the Agreement referred to in recital 3.



## Statute 10.1 - Affiliation

*Made by the Monash University Council*

*Version incorporating amendments as at 17 February 2012*

### PART I - GENERAL

- 1.1 Institutions may be affiliated to the university in accordance with and subject to the provisions of the parts of this statute which apply to such institutions and to the provisions of this part which shall apply to the affiliation of all institutions.
- 1.2 In this statute 'institution' means any educational, cultural, sporting or other institution, organisation or body
2. The rules of admission to any institution affiliated to the university shall not provide for any religious, racial or political test save that a residential institution sponsored by a religious or similar organisation may, when selecting entrants, give some preference to members of that organisation.
- 3.1 There shall be a standing committee of the Academic Board which shall consider all applications received for affiliation the continuance of any affiliation and all other matters related to affiliation and shall make recommendations thereon to the Academic Board.
- 3.2 A recommendation of the standing committee in relation to an application for affiliation must state which, if any, objects of the university the affiliation would assist in attaining.
4. Every application for affiliation shall contain such information in such form as the Academic Board may require. The governing body of any institution to be affiliated shall undertake that during its continued affiliation it shall supply such information and permit such inspection of its premises on behalf of the Academic Board as the Academic Board may from time to time require.
5. It shall be a condition of the affiliation or of the continued affiliation of any institution that its constitution shall be such as is approved by the Academic Board.
- 6.1 The Council, on the recommendation of the Academic Board, may -
  - 6.1.1 subject to subsection 6.2, grant an application for affiliation subject to any terms and conditions, not inconsistent with the provisions of this statute, the Council determines;
  - 6.1.2 refuse an application for affiliation; or
  - 6.1.3 terminate an existing affiliation subject to the conditions contained in the agreement for affiliation.

- 6.2 Before granting an application for affiliation the Council must be satisfied that the affiliation will assist in attaining one or more of the objects of the university.
7. The affiliation to the university of an institution shall be effected by an agreement for affiliation completed between the university and the institution or its governing body. Each such agreement shall provide that adequate notice of termination must be given by either party.

## **PART II - AFFILIATION OF RESIDENTIAL INSTITUTIONS**

8. The provisions of this part apply to the affiliation to the university of residential institutions which provide residence for members of the university.
- 9 Subject to section 10 it shall be a condition of the affiliation and continued affiliation of a residential institution that it:
- 9.1 shall not permit any person to become or continue to be a resident member unless that person is -
    - 9.1.1 enrolled for a course of study leading to a degree or a diploma of the university, or
    - 9.1.2 a member of the staff of the university, or
    - 9.1.3 engaged in research at the university, or
    - 9.1.4 a member of the staff of the institution;
  - 9.2 shall allow the institution to be used for residence only by -
    - 9.2.1 resident members,
    - 9.2.2 permanent or temporary members of the staff of the institution,
    - 9.2.3 distinguished visitors invited to reside temporarily at the institution, and
    - 9.2.4 members of the family of any such resident members, members of the staff and distinguished visitors;
  - 9.3 shall not permit any person to become or continue to be a non-resident member unless that person is -
    - 9.3.1 one of the persons referred to in paragraphs 9.1.1 to 9.1.4 of this section, or
    - 9.3.2 a graduate of the university, or
    - 9.3.3 a member of the governing body of the institution;
  - 9.4 has a substantial proportion of the members residing at the institution;

- 9.5 shall be wholly affiliated to the university and shall not reserve or exclude from affiliation any part or activity of the institution;
  - 9.6 shall not require any member, other than a member of its staff, to participate in any religious observance;
  - 9.7 shall inform the Academic Board of the rules or regulations for the maintenance of discipline within the institution which are from time to time in force;
  - 9.8 may establish and maintain a tutorial system for the benefit of resident and non-resident members who are students to complement the teaching of the university provided that the dean of the faculty or chairman of the department concerned, as the case may be, is consulted concerning the appointment of any member of the tutorial staff prior to the making of such an appointment;
  - 9.9 shall obtain the approval of the Academic Board to the facilities for and standards of accommodation, the facilities for study and the arrangements made for the maintenance of safety and health within the institution;
  - 9.10 shall keep the Academic Board informed of and obtain the approval of the Academic Board to any plans which the institution may prepare or propose for development from time to time to ensure that such plans are not inconsistent with the plans for the development of the university;
  - 9.11 shall, by its constitution, provide that one member of its governing body shall be a person representing the university and appointed from time to time by the Academic Board;
  - 9.12 shall not award any academic qualification of any kind whether by way of degree, diploma, licence, certificate or otherwise;
  - 9.13 shall not use the name of the university except as authorised by the Academic Board.
- 10.1 The Academic Board may at any time and from time to time if it thinks fit exempt a residential institution affiliated to the university from any of the provisions of section 9 to the extent, for the period or periods and subject to the conditions specified.
- 10.2 Notwithstanding the provisions of this part a residential institution affiliated to the university may, during periods on which the university is on vacation, permit the premises of the institution to be used for purposes which are otherwise not authorised or permitted by this statute.

### **PART III - AFFILIATION OF HOSPITALS**

- 11. This part applies to the affiliation of hospitals to the university.
- 12. It shall be a condition of the affiliation or of the continued affiliation of a hospital that it shall, to the satisfaction of the Academic Board, provide suitable accommodation or facilities or both for the clinical instruction or clinical examination or both of

undergraduate students of the university or suitable facilities for undergraduate or graduate students or members of the staff of the university to carry out research.

13. Any affiliation agreement entered into by the university with a hospital which is to be or has been affiliated to the university may provide for –
- 13.1 accommodation of members of the staff of the university or of a university department within the hospital;
  - 13.2 the offering of hospital appointments to members of the staff of the university;
  - 13.3 arrangements for conjoint recommendations in regard to certain hospital appointments;
  - 13.4 the maintenance of student discipline within the hospital;
  - 13.5 the payment of fees by students attending the hospital;
  - 13.6 the minimum period of notification on either side to be given of intention to terminate the agreement.

#### **PART IV - AFFILIATION OF RESEARCH AND OTHER EDUCATIONAL INSTITUTIONS**

14. This part applies to the affiliation to the university of research or other educational institutions, not being residential institutions or hospitals.
15. It shall be a condition of the affiliation and of the continuation of the affiliation of any research or other educational institution that it shall, to the satisfaction of the Academic Board, provide suitable accommodation or facilities or both for the teaching of or the carrying out of research by persons who are students or former students or members of the staff of the university.

#### **PART V - REGULATIONS**

- 16.1 The Council may make regulations for or with respect to any matter or thing necessary, expedient or permitted to be prescribed for the purposes of this statute.
- 16.2 Without limiting subsection 16.1, the regulations may prescribe –
- 16.2.1 the constitution and appointment of the standing committee on affiliation;
  - 16.2.2 the procedure of the standing committee on affiliation;
  - 16.2.3 the form of application for affiliation to the university.

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**End Notes**

1. Table of amendments from 1 November 2011 (as incorporated into this version):

Amendment	Sections Amended	Commencement Date (Promulgation)
Statute 1.4 – University Regulations (No. 7 of 2011)	Section 16	17 February 2012

## **Attachment 4: Research Institute Agreements with NTEU and other**

Baker IDI Heart and Diabetes Institute Enterprise Agreement 2011  
<http://www.fwc.gov.au/documents/agreements/fwa/AE886378.pdf>

The Lowitja Institute Collective Agreement 2011-2014  
<http://www.fwc.gov.au/documents/agreements/fwa/AE888391.pdf>

The Ludwig Institute for Cancer Research Workplace Agreement 2011  
<http://www.fwc.gov.au/documents/agreements/fwa/AE883528.pdf>

Menzies School of Health Research, Its Staff and the National Tertiary Industry Education Union 2012  
Enterprise Agreement  
<http://www.fwc.gov.au/documents/agreements/fwa/AE898500.pdf>

Howard Florey Institute Union Enterprise Agreement 2011-2012  
<http://www.fwc.gov.au/documents/agreements/fwa/AE887278.pdf>

Turning Point Alcohol and Drug Centre Inc Certified Agreement 2005  
<http://www.fwc.gov.au/awards/tracee/agreements/pdf/AG846834.pdf>

<http://www.fwc.gov.au/awards/tracee/agreements/pdf/AG842228.pdf>

<http://www.fwc.gov.au/documents/agreements/fwa/AE895360.pdf>

<http://www.fwc.gov.au/documents/agreements/fwa/AE899865.pdf>

## **Attachment 5: Research Institutes – link to Awards pre 2010 modern awards**

- *Universities and Affiliated Institutions Academic Research Salaries (Victoria and Western Australia) Award 1989 – Transitional Award*

[http://www.fwc.gov.au/consolidated\\_awards/AP/AP801440/asframe.html](http://www.fwc.gov.au/consolidated_awards/AP/AP801440/asframe.html)

- *Higher Education Workers Victoria Award 2005*

[http://www.fwc.gov.au/consolidated\\_awards/AP/AP844616/asframe.html](http://www.fwc.gov.au/consolidated_awards/AP/AP844616/asframe.html)

- *Heart Research Centre (Research Employees) (Interim) Award 2005 – Transitional Award*

[http://www.fwc.gov.au/consolidated\\_awards/AT/AT846290/asframe.html](http://www.fwc.gov.au/consolidated_awards/AT/AT846290/asframe.html)

- *Mental Health Research Institute of Victoria Employees (Interim) Award 2004 – Transitional Award*

[http://www.fwc.gov.au/consolidated\\_awards/AT/AT839123/asframe.html](http://www.fwc.gov.au/consolidated_awards/AT/AT839123/asframe.html)

- *Walter and Eliza Hall Institute of Medical Research General Staff Conditions of Employment Award 1999 – Transitional Award*

[http://www.fwc.gov.au/consolidated\\_awards/AT/AT803037/asframe.html](http://www.fwc.gov.au/consolidated_awards/AT/AT803037/asframe.html)

## Attachment 7

### RESEARCH AUSTRALIA:

#### All Members and Supporters

- [Alzheimers Australia Dementia Research Foundation](#)
- [ANZAC Research Institute](#)
- [Arthritis Foundation of Australia](#)
- [ATP Innovations](#)
- [Audiology Australia](#)
- [AusBiotech Ltd](#)
- [Australian Centre For Arts and Health Ltd](#)
- [Australian National University](#)
  - [Australian Centre for Economic Research](#)
  - [Australian Primary Health Care Research](#)
  - [John Curtin School of Medical Research](#)
  - [National Centre for Epidemiology and Population Health](#)
- [Australasian Research Management Society \(ARMS\)](#)
- [The Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists \(ASCEPT\)](#)
- [Australian Cancer Research Foundation](#)
- [Australian Catholic University](#)
- [Australian Dental Research Foundation](#)
- [Australian Red Cross Blood Service](#)
- [Australian Rotary Health](#)
- [Australian Society for Medical Research](#)
- [Baker IDI Heart and Diabetes Institute](#)
  - [Nucleus Network](#)
- [Beyondblue Ltd](#)
- [Bio21 Cluster](#)
- [Biogen Idec Australia Pty Ltd](#)
- [BioMelbourne Network](#)
- [Bionics Institute](#)
- [Bioplatforms Australia](#)
- [Blackmores](#)
- [Bowel Cancer Australia](#)
- [Brain & Mind Research Institute–Sydney University](#)
- [Brooker Consulting](#)
- [BUPA Health Foundation](#)
- [Burnet Institute](#)
- [Burns Trauma & Critical Care Research Centre](#)
- [Cancer Australia](#)
- [Cancer Council Queensland](#)
- [Cancer Institute NSW](#)
- [Centenary Institute](#)
- [Centre for Eye Research](#)
- [Cerebral Palsy Alliance](#)
- [Charles Sturt University](#)
  - [CSU Faculty of Science](#)
  - [CSU Centre for Inland Health](#)
- [Children's Cancer Institute Australia](#)
- [Children's Medical Research Institute](#)
- [Children, Youth & Women's Health Service](#)
- [Clifford Craig Medical Research Trust](#)

- [Cochlear Foundation](#)
- [Cook Medical Australia](#)
- [CSL Limited](#)
- [CSIRO](#)
- [Cure Cancer Australia Foundation](#)
- [Cure4cf](#)
- [Curtin University of Technology](#)
- [Cystic Fibrosis Australia](#)
- [Deakin University](#)
- [Diabetes Australia Research Trust](#)
- [DLA Phillips Fox](#)
- [DrinkWise Australia](#)
- [Ear Science Institute Australia](#)
- [Edith Cowan University](#)
- [Flinders University](#)
- [Florey Neurosciences Institute](#)
  - [Brain Research Institute](#)
  - [National Ageing Research Institute](#)
  - [National Stroke Research Institute](#)
  - [Howard Florey Institute](#)
- [Garvan Institute of Medical Research](#)
- [George Institute for Global Health](#)
- [Global Philanthropic](#)
- [Griffith University](#)
- [Hanson Institute](#)
- [Heart Foundation](#)
- [Heart Research Institute](#)
- [Hunter Medical Research Institute](#)
- [IBM](#)
- [Illawarra Health & Medical Research Institute](#)
- [Ingham Institute](#)
- [Institute for Breathing and Sleep](#)
- [James Cook University](#)
- [Juvenile Diabetes Research Foundation](#)
- [Kids Research Institute at The Children's Hospital at Westmead](#)
- [Kolling Institute of Medical Research](#)
- [KPMG](#)
- [Leukaemia Foundation of Australia](#)
- [Life Sciences Queensland Limited](#)
- [The Lowitja Institute](#)
- [Ludwig Institute for Cancer Research](#)
- [Lung Institute of Western Australia Inc.](#)
- [Macquarie Group Foundation](#)
- [Macquarie University](#)
- [Macular Degeneration Foundation](#)
- [Mater Medical Research Institute](#)
- [Medical Technology Association of Australia Ltd.](#)
- [Medicines Australia](#)
- [Medicines for Malaria Venture](#)
- [Melanoma Institute Australia](#)
- [Menzies Foundation](#)
- [Menzies Research Institute](#)
- [Menzies School of Health Research](#)
- [Monash University](#)
- [Motor Neurone Disease Australia](#)
- [MS Research Australia](#)

- [Murdoch Children's Research Institute](#)
- [National Ageing Research Institute \(NARI\)](#)
- [National Breast Cancer Foundation](#)
- [National Institute of Complementary Medicine](#)
- [National Stroke Foundation](#)
- [Neuroscience Research Australia](#)
- [Novartis](#)
- [O'Brien Institute](#)
- [Ogilvy PR Health](#)
- [Oracle](#)
- [Orygen Research Centre](#)
- [Osteoporosis Australia](#)
- [Pacific Strategy Partners](#)
- [Parks Forum](#)
- [Peter MacCallum Cancer Centre](#)
- [Prostate Cancer Foundation Australia](#)
- [Queensland Centre for Mental Health Research](#)
- [Queensland Government Office of Health and Medical Research](#)
- [Queensland Institute of Medical Research](#)
- [Queensland University of Technology - Institute of Health and Biomedical Innovation](#)
- [RACP Foundation](#)
- [Research Canada](#)
- [Research!America](#)
- [ResMed Foundation Limited](#)
- [RMIT University](#)
- [Roche Products Pty Ltd](#)
- [SA Pathology](#)
- [Sax Institute](#)
- [Schizophrenia Research Institute](#)
- [SMILE Foundation](#)
- [South Australian Health & Medical Research Institute \(SAHMRI\)](#)
- [St Vincent's Health with affiliates](#)
  - [Mater Hospital](#)
  - [St. Vincent's Hospital Melbourne](#)
  - [St. Vincent's Hospital Sydney](#)
- [St Vincent's Institute of Medical Research](#)
- [Sydney Business Chamber](#)
- [The HEARing CRC & HearWorks Pty Ltd](#)
- [The Skin & Cancer Foundation, Victoria](#)
- [Unicorn Foundation](#)
- [University of Adelaide](#)
- [University of Canberra](#)
- [University of Melbourne](#)
- [University of Newcastle](#)
- [University of New South Wales](#)
- [University of Queensland](#)
  - [Australian Institute for Bioengineering and Nanotechnology](#)
  - [Institute for Molecular Bioscience](#)
  - [Queensland Brain Institute](#)
  - [UQ Diamantina Institute for Cancer, Immunology and Metabolic Medicine](#)
  - [Faculty of Health Sciences](#)
  - [Faculty of Biological and Chemical Sciences](#)
  - [School of Pharmacology](#)

- University of South Australia
- University of Sydney
  - Bosch Institute
  - Menzies Centre for Health Policy
  - The Medical Foundation
  - NHMRC Clinical Trials Centre
  - Sydney Cancer Centre/Sydney Cancer Institute
  - Sydney Bioinformatics
  - School of Molecular and Microbial Biosciences
  - School of Psychology
  - School of Biological Sciences
  - Save Sight Institute
- University of Tasmania
- University of Technology Sydney
- University of Wollongong
- Victor Chang Cardiac Research Institute
- Virginia Rigoni Consulting Pty Ltd
- Walter & Eliza Hall Institute of Medical Research
- Western Australian Institute for Medical Research
- Westmead Millennium Institute
- Women's and Children's Health Research Institute
- Woolcock Institute



## Consolidated Trust Deed

*Working copy of Trust Deed consolidated as at  
23 November 2012 (including amendments up to  
and including Deed of Amendment No. 37 which  
amend the Trust Deed with effect from 23  
November 2012)*

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By a Deed of Trust dated 24 December 1982 (which deed as amended is referred to as the Trust Deed), the University of Tasmania as the Initial Participating Institution established a superannuation scheme now known as UniSuper (the **Scheme**)

Recitals	
A	The Initial Participating Institution determined to establish a superannuation scheme originally called "the Superannuation Scheme for Australian Universities" and which is now known as "UniSuper" ( <b>UniSuper</b> ).
B	UniSuper was established for the purpose of providing individual personal benefits, pensions, retiring allowances and death and disability benefits for the Initial Participating Institution's present and future employees and their dependants. Other eligible institutions and their employees are now also permitted to participate in UniSuper and to become members.
C	The Initial Participating Institution caused the company formerly known as SSAU Nominees Pty Limited (now known as UniSuper Limited) to be formed to act as the first trustee of UniSuper and that company agreed to as the first trustee of UniSuper.

**Now this Deed witnesses** for the purpose of carrying such determination into effect the Initial Participating Institution **hereby establishes** the Scheme and **hereby declares and covenants** with the Trustee that it will execute and deliver to the Trustee a Deed in or to the effect of the form set out in the First Schedule hereto and the Trustee **hereby declares and covenants** that it will hold all moneys paid to it in accordance with the Scheme upon trust to apply the same in the manner following, that is to say:

## 1. Definitions and Interpretation

### 1.1 Definitions

The following definitions apply unless the context requires otherwise.

**ACF** or **Average Contribution Factor** means in relation to a Member who has elected to reduce their Member Contribution rate under Clause 32.9 the time weighted average of the Member's Contribution Factors.

**Accrued Benefit Index** means the actuarial value of accrued benefits ratio calculated by the Actuary for Division A and Division B in accordance with the Professional Standard.

**Actuarial Investigation and Valuation** means an annual investigation and valuation of UniSuper by the Actuary, or any other investigation and valuation of UniSuper by the

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Actuary as determined to be relevant for the purposes of Clause 34 by resolution of the Trustee.

**Actuary** means the actuary or acting actuary for UniSuper for the time being appointed pursuant to Clause 23.2.

**Administration Amount** means, in relation to an Employer, an amount determined by the Trustee having regard to:

- (a) the number of Members employed by the Employer; and
- (b) the administration services provided to UniSuper by the Employer.

**Appropriated Sum** has the meaning given in Clause 28.2.

**Approved Fund** means:

- (a) a superannuation fund;
- (b) a pension scheme;
- (c) an approved deposit fund;
- (d) a deferred annuity fund; or
- (e) another similar fund or scheme,

which has been approved by the Trustee for the purposes of UniSuper.

**ASF or Average Service Fraction** means the time weighted average of a Member's Service Fractions during their Contributing Service.

**Auditor** means the auditor of UniSuper appointed pursuant to Clause 7 for the time being.

**Benefit Amount** in relation to a Member means an amount equal to the lump sum benefit which would have been payable to the Member had the Member ceased to be in the Service of the Employer at the date of calculation. For the purposes of Clause 38.1, Benefit Amount does not include any defined benefit component with the meaning of Superannuation Law.

**Benefit Salary** means a Member's average annual Equivalent Full-Time Indexed Salary:

- (a) for the last 3 years of Service as a Contributing Member before the date of calculation; or
- (b) during the period of Service as a Contributing Member if that period is less than 3 years.

**Benefit Service** means the period of a Member's Contributing Service plus:

- (a) in the case of a Contributing Member who dies, the period from the date of their death to the Member's 60th birthday; and
- (b) in the case of a Contributing Member who suffers Disablement, the period from the date of their Disablement to the Member's 65th birthday, expressed in years and days.

**Binding Nomination** means a nomination which:

- (a) has been given to the Trustee by a Member;

- (b) is in a form acceptable to the Trustee;
- (c) requires the Trustee to pay the Member's benefits to persons nominated in the nomination if the Member dies (the nominees must be Dependants or legal personal representatives of the Member); and
- (d) complies with Superannuation Law and any conditions specified by the Trustee from time to time.

**Category I Member** means a person who first became a Member prior to 1 January 1990.

**Category II Member** means a person who first became a Member after 31 December 1989.

**Child** in relation to a Member includes a child, an adopted child, a foster child, a ward or child within the meaning of the Family Law Act 1975 of the Member or of the Spouse of the Member.

**Consultative Committee** means the committee constituted in accordance with Clause 9.

**Contributing Member** means a Member who is for the time being contributing to UniSuper under Clause 32 in respect of benefits under Divisions A, B or C or is relieved of that obligation under Clause 32.7 or Clause 32.9.

**Contributing Service** means the period of a Member's Service as a Contributing Member, plus any period to be counted as Contributing Service pursuant to the Deed, expressed in years and days.

**Contribution Factor** means at any particular time in relation to a Member who has selected a reduced Member contribution rate under Clause 32.9 at that time a factor determined in accordance with the following table:

- (a) where the Employer contribution rate to UniSuper in respect of the Member is 17%:

Member Contribution Rate (after tax)	Contribution Factor
0%	74.5%
1%	80.2%
2%	86.0%
3%	91.7%
4%	97.4%
4.45%	100.0%

- (b) where the Employer contribution rate to UniSuper in respect of the Member is 14%:

Member Contribution Rate (after tax)	Contribution Factor
2.55%	74.5%
3.55%	80.2%
4.55%	86.0%
5.55%	91.7%
6.55%	97.4%
7.00%	100%

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**CPI Index** means the all groups figure of the consumer price index for the weighted average of the eight capital cities published by the Australian Statistician unless:

- (a) such index ceases to be published; or
- (b) in the opinion of the Trustee, such index no longer appropriately reflects general price increases,

in which case **CPI Index** will mean such other index reflecting general price increases selected by the Trustee. The operative CPI Index at any date will be that last adopted by the Trustee. The Trustee will adopt the CPI Index at the expiration of two months after the end of the quarter to which it relates.

**Deed** means the Deed establishing UniSuper as amended from time to time and includes any Division.

**Deferred Benefit Amount** in relation to a Member on the date of calculation means the amount that would have been payable had the Member entitled to deferred benefits under Clause 35.2 ceased to be in the Service of the Employer on the date of calculation after

- (a) taking into account the matters referred to in Clause 35.2(b) in respect of the period during which the Member was not a Contributing Member; and
- (b) adjusting the Member's Benefit Salary for the purposes of calculation having regard to any increase in the CPI Index as specified in the Regulations.

**Dependent Child** means a Child who, in the opinion of the Trustee, is substantially dependent upon a deceased Member at the date of the Member's death and who is:

- (a) under school age;
- (b) genuinely pursuing a regular course of school, college or university education on a full time day attendance basis, such course being approved for this purpose by the Trustee; or
- (c) a Disabled Child.

**Dependants** means:

- (a) the Spouse or surviving Spouse and each child;
- (b) any person in an interdependent relationship (as defined under Superannuation Law) with the Member at the date of the Member's death; and
- (c) any other persons (irrespective of age) who in the opinion of the Trustee are or were in any way financially dependent upon the Member at the date of the Member's death.

**Directors** means the directors for the time being of the Trustee acting as a Board.

**Disabled Child** means a Child of a Member who, in the opinion of the Trustee, is substantially dependent on the Member and is handicapped or disabled either mentally or physically to such an extent that they are unable to adequately maintain themselves and who was so dependent and handicapped or disabled at the time the Member became entitled to a Disablement benefit or at the date of the Member's death as the case may require.

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**Disablement** means, in relation to Divisions A, B and C, a state of health which in the opinion of the Trustee renders a Member permanently incapable of performing duties or engaging in employment for which they are reasonably qualified by training and experience where:

- (a) the Member has been absent from employment through injury or illness for three months within a period of twelve consecutive months immediately prior to ceasing to be in the Service; and
- (b) the Trustee is satisfied that the state of health is not due to or induced by any wilful action on the part of the Member to obtain a benefit.

**Eligible Institution** means a body corporate or unincorporate which is:

- (a) a university or a university college;
- (b) a body which in the opinion of the Trustee is in any way associated with a body referred to in paragraph (a);
- (c) a body otherwise engaged in higher education (or any related or incidental purpose which is approved by the Trustee for participation in UniSuper); or
- (d) the Trustee or any related body corporate of the Trustee as an employer.

**Employee** means a person who, for the time being, is

- (a) regularly employed by an Eligible Institution; and
- (b) eligible to become a Member pursuant to Clause 29.

**Employer** means:

- (a) an Eligible Institution which has entered into a deed with the Trustee pursuant to Clause 27; and
- (b) in relation to a particular Employee, the Employer employing them for the time being.

**Equivalent Full-Time Indexed Salary** for any year means a Member's Equivalent Full-Time Salary for that year increased in proportion to any increase in the CPI Index from the last day of that year up to the date of calculation.

**Equivalent Full-Time Salary** means:

- (a) in relation to a Member who is not a Fractional Time Member, the Member's Salary; and
- (b) in relation to a Fractional Time Member, the Salary which the Member would have been receiving if they were not a Fractional Time Member,

excluding a Temporary Allowance which is included in the Member's Salary.

**Fractional Time Member** means a Member who for the time being is employed on a fractional time basis.

**Fractional Time Service** means a period of Contributing Service while in regular employment by an Employer which is deemed by that Employer to be fractional time employment.

## Human Resources

# Conferral of academic titles on Principal Investigators and Directors of Research Centres

The University has a policy on the conferral of academic titles on research fellows from the Australia Research Council (ARC) and the National Health and Medical Research Council (NHMRC).

The policy is set out in [ARC and NHMRC Fellows](#).

The policy below applies in certain circumstances in which a proposed principal investigator of a grant, or director of a centre, is not a full-time academic staff member at UWA, or an ARC or NHMRC research fellow, and is seeking a salary for the term of the grant.

## Principal Investigator of a research grant

### Titles

The title of lecturer, senior lecturer, associate professor or professor can be conferred on a principal investigator in circumstances where:

- the principal investigator is not, at the time of the appointment, a full-time academic staff member at UWA, and
- the principal investigator has been responsible for developing a research proposal for submission to a recognised national competitive grant scheme, and
- the principal investigator's proposed level of appointment and salary are explicitly stated in the proposal, and
- the proposed level of appointment is compatible and comparable with other academic and research-only appointments with similar responsibilities, and
- the grant proposal is successful and is funded at a level which enables the principal investigator to be appointed at the appropriate level

### Conferment of titles below Professor

Titles below Professor are conferred by the Vice-Chancellor on the recommendation of the head of school, the dean, and the Chair of the Promotions and Tenure Committee. The recommendation should be forwarded when the research proposal is submitted for approval by the University prior to being sent to the funding agency.

### Duration

The academic title would be awarded for the duration of the grant.

### Conferment of the title Professor

The title of Professor is conferred by Senate on the recommendation of the Vice-Chancellor, the Chair of Academic Board, the dean and the head of school. The recommendation of the head of school and dean should be forwarded when the research proposal is submitted for approval by the University prior to being sent to the funding agency.

### Promotion

Staff with academic titles conferred under this policy are eligible for promotion under the University's promotion criteria for research-only staff.

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## Director of Research Centre

### FURTHER INFORMATION



### **Circumstances**

The title of associate professor or professor can be conferred on a director of a centre in circumstances where:

- the director is not, at the time of appointment, a full-time academic staff member at UWA, and
- the director has been responsible for developing a proposal for a centre for submission to a recognised national competitive research grant scheme for the establishment of centres, or to any other major peer-reviewed scheme for the establishment of centres approved by the Vice-Chancellor, and
- the director's proposed level of appointment and salary are explicitly stated in the proposal, and
- the proposed level of appointment is compatible and comparable with other academic and research-only appointments with similar responsibilities, and
- the proposal for the establishment of a centre is successful and is funded at a level which enables the director to be appointed at the appropriate level from grant funds, or a combination of grant and other funds

### **Conferment of the title Associate Professor**

The title of Associate Professor is conferred by the Vice-Chancellor on the recommendation of the head of school, the dean, and the Chair of the Promotions and Tenure Committee. The recommendation should be forwarded when the proposal for the establishment of the centre is submitted for approval by the University prior to being sent to the funding agency.

### **Promotion**

Staff with academic titles conferred under this policy are eligible for promotion under the University's promotion criteria for research-only staff.

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# Honorary Appointments and University Visitors Procedure (MPF1156)

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## About this document

Category: [Working at the University](#)

Audience: [Professional staff](#), [Researchers](#), [Academics](#)

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## GOVERNING POLICY

This procedure is made under the Recruitment and Appointment Policy.

## SCOPE

This procedure applies to all staff at the University, honorary appointees and University visitors.

## PROCEDURE

### 1. Categories of honorary fellows and University visitors

1.1 The categories of honorary fellow and honorary clinical fellow to which an individual may be appointed, and the equivalent academic level, are set out in Table 1.

1.2 A person may only be appointed an honorary clinical fellow in the Faculty of Medicine, Dentistry and Health Sciences, based on current or anticipated links between the person, a department or school of the faculty and a hospital.

**Table 1 Categories of honorary fellow and honorary clinical fellow**

Honorary fellow	Honorary clinical fellow	Equivalent academic level
Professorial fellow	Clinical professor	E
Principal fellow	Clinical associate professor	D
Senior fellow	Clinical senior lecturer	C
Fellow	Clinical lecturer	B
	Clinical tutor	A

1.3 A person who is to be appointed as a University visitor may be appointed as an:

- academic visitor
- non-academic visitor.

1.4 A person may be appointed as an academic visitor if they have a substantive academic appointment at another institution and will make a direct contribution to the academic programs of the University.

1.5 A person may be appointed as a non-academic visitor who will contribute to the teaching and learning program of the University, or to other programs which aid the general betterment of the University.

### 2. Professorial fellow

2.1 The criteria for appointment of an individual who is either a full professor of a Group of Eight, Universitas 21 or an Asia Pacific Rim university or recognised as a level E equivalent by the

NHMRC or ARC, follows University norms for salaried academic staff at the equivalent rank. See Table 1.

2.2 The appointment and approval process is:

- the head of department forwards a written recommendation (including reasons for the recommendation) to the dean
- the dean approves
- the dean advises local Human Resources of the approval
- local Human Resources prepares the necessary documentation.

2.3 The dean approves and reports a re-appointment to the Senior Appointments and Promotions Committee.

2.4 The criteria for appointment of an individual who is not either a full professor of a Group of Eight or Universitas 21 university or recognised as a senior principal research fellow or senior research fellow by the NHMRC or ARC, follows University norms for salaried academic staff at the equivalent rank. See Table 1.

2.5 The appointment and approval process is:

- the head of department forwards a written recommendation (including reasons for the recommendation) to the dean
- the dean forwards a recommendation to the Senior Appointments and Promotions Committee (including three independent referee reports)
- Senior Appointments and Promotions Committee approves
- HR Specialist Services advises local Human Resources of the approval
- local Human Resources prepares the documentation.

2.6 The dean approves and reports a re-appointment to Senior Appointments and Promotions Committee.

### **3. Clinical professor**

3.1 The criteria for appointment, the appointment, approval and reappointment process is as per section 2.4, 2.5 and 2.6.

### **4. Principal fellow, senior fellow and fellow**

4.1 The criteria for appointment in the three honorary fellow categories follows University norms for salaried academic staff at the equivalent rank. See Table 1.

4.2 The appointment and approval process is:

- the head of department approves
- the head of department advises local Human Resources by submitting an Honorary Appointments form and a brief version of the nominee's curriculum vitae
- local Human Resources prepares the documentation.

4.3 The dean approves a re-appointment and reports to Senior Appointments and Promotions Committee.

### **5. Visiting professor**

5.1 Subject to a committee of Council established for that purpose, the Vice-Chancellor may appoint as a visiting professor a senior visitor.

5.2 The committee shall comprise the Chancellor (as Chair), the Provost, the President of the Academic Board (or nominee) and a Deputy Vice-Chancellor

5.3 The committee established by Council shall decide on the term and conditions of any such appointment.

5.4 In exceptional circumstances where the Vice-Chancellor believes it to be imperative that such an appointment be made immediately, the Vice-Chancellor may make such an offer without reference to the committee. The term of appointment and the applicable conditions are to be decided by the Vice-Chancellor in such circumstances.

## **6. Clinical associate professor, clinical senior lecturer, clinical lecturer and clinical tutor**

6.1 The criteria for appointment are listed in Schedule A to this procedure.

6.2 The appointment and approval process is:

- applications are made to the appropriate school panel on an Honorary Clinical Appointment form
- the chair of the school panel approves
- the dean (or nominee) endorses the application
- the dean (or nominee) advises local Human Resources by submitting the Honorary Clinical Appointment form and the nominee's curriculum vitae
- local Human Resources prepares the necessary documentation.

6.3 The head of department approves a re-appointment.

## **7. Academic and non-academic visitor**

7.1 The appointment of an academic visitor is at the same level as their substantive appointment at the home institution.

7.2 Where the stay at the University is longer than two weeks and/or a visa is required the appointment and approval process is:

- the level 2 delegate approves
- the head of department advises local Human Resources by submitting an Honorary Appointment form and a brief version of the nominee's curriculum vitae
- local Human Resources prepares the necessary documentation.

7.3 Where the stay at the University is less than two weeks and no visa is required the appointment and approval process is:

- the level 2 delegate approves
- the relevant department issues a letter of invitation
- the relevant department receives and stores confirmation of acceptance of the invitation from the person.

7.4 Where an employment or independent contractor or honorary relationship will arise between the individual and the University, this must be established by a means other than a University visitor appointment.

7.5 The level 2 delegate approves a re-appointment.

## **8. Professors emeritus**

8.1 The Senior Appointments and Promotions Committee (SAPC) may award the title of professor emeritus to recognise "distinguished service" to the University of retired professors.

8.2 A person who has not held an appointment as a professor of the University is not eligible for appointment as professor emeritus.

8.3 In considering a professor for appointment as professor emeritus, SAPC will take into account:

- the professor's distinction of service to the University by reference to intellectual and scholarly contributions and to other services
- the length of such service, in all ranks, to the University
- the future professional activities of the professor and
- any other factor relevant to the professor's service to the University which affects a recommendation that the service concerned should be recognised as distinguished academic service.

8.4 The appointment and approval process is:

- the head of department forwards a written recommendation (including reasons for the recommendation) to the dean
- the dean forwards a recommendation to the Senior Appointments and Promotions Committee
- Senior Appointments and Promotions Committee approves the appointment
- after approval, HR Specialist Services advises local Human Resources of the approval
- local Human Resources prepares the documentation

8.5 Senior Appointments and Promotions Committee approves a re-appointment.

## 9. Adjunct professor

9.1 A member of staff who over a number of years makes a substantial contribution to the teaching, research or professional programs of a department other than their own may be awarded an adjunct appointment in that department.

9.2 The names of all adjunct staff may be added to the University Calendar within the appropriate department as adjunct professor, adjunct senior lecturer etc. according to the rank of their substantive appointment.

9.3 The Dean may approve an adjunct appointment below professorial level.

9.4 The Provost on advice of Senior Appointments and Promotions Committee (on recommendation from the relevant faculty committee) may approve an adjunct appointment at the professorial level.

9.5 Local Human Resources prepares the documentation.

## 10. Offers and acceptances

10.1 An honorary appointment will be made by a letter of invitation issued by local Human Resources which stipulates the terms and conditions of the appointment.

10.2 An appointee must accept these terms and conditions in writing.

10.3 A University visitor who is to stay at the University for more than two weeks will be issued a letter of invitation by local Human Resources.

10.4 A University visitor must formally accept that invitation before commencing their service to the University.

## 11. Periods of appointment and termination

11.1 Honorary and clinical appointments will continue to have effect:

- in the case of honorary professorial fellows, for a period of up to five years
- in any other case, while the appointee continues to have an ongoing association with the University, as determined by the University Council or the head of department or dean on behalf of the University Council.

11.2 Honorary appointments may be terminated at any time by the head of department or head of budget division (dependant on level of appointment) and the appointee will be advised in writing that he or she no longer has honorary status.

11.3 Honorary clinical appointments will cease if the clinician no longer holds their clinical position or is not appropriately registered.

11.4 An honorary or clinical appointment may be withdrawn by the head of department or head of budget division where the title is misused.

11.5 A University visitor will be appointed for up to one year.

11.6 A University visitor may have his or her appointments renewed for up to one year by the delegated authority. There is no limit on the number of times an appointment may be renewed.

11.7 The appointment will cease when the University visitor ceases making a significant contribution to the University or at the end of the agreed term of appointment, whichever is sooner.

11.8 The Provost may withdraw a University visitor appointment before the end of term on the recommendation of a dean.

## 12. Appointing honorary fellows as supervisors

12.1 A head of department who wishes to have an honorary fellow appointed as a supervisor of University staff may provide a case to the dean, accompanied by an Advice of Changes to Supervisor form.

12.2 Where the dean approves the appointment, local Human Resources will provide formal notification to the honorary fellow of their supervisor status and they will be required to sign acceptance of the conditions required of all supervisors.

## 13. Privileges, rights and obligations of honorary fellows and University visitors

13.1 Honorary fellows, clinical fellows and University visitors:

- are not members of the Academic Board or any faculty
- may obtain a visitors card and have access to the University's information facilities, including its electronic communication network
- may be provided with office accommodation at the discretion of the head of department
- will report to the head of department (or alternative supervisor as approved by the dean or head of budget division)
- will acknowledge the University in publications and grant applications arising from research involving University collaborations
- will comply with University statutes, regulations and policies as they relate to their activities.

13.2 Honorary fellows, clinical fellows and University visitors may not:

- commit or authorise expenditure of University funds (variations to this item require authorisation of the level 2 delegate)

- carry out performance appraisals for University staff without a co-supervisor who is a University employee (unless specific arrangements are in place for honorary fellows)
- be directed to undertake an activity on a regular or recurring basis.

#### **14. Use of academic title**

14.1 An honorary fellow, including an honorary clinical fellow, may use their honorary title during the term of their appointment when carrying out any activity which forms part of their contribution to the University. Honorary clinical appointments will use the term clinical as part of the title description.

14.2 An honorary fellow, when carrying out activities which are outside his or her contribution to the University, in circumstances where it can be reasonably construed that there is an association between the University and the honorary fellow, may use his or her honorary title during the term of the appointment where:

- there is no conflict of interest between the person's work and his or her contribution to the University as an honorary fellow
- appropriate insurance and indemnification arrangements are in place.

14.3 The responsibility lies with the honorary fellow to ensure that these requirements are satisfied. Honorary fellows should seek advice from the head of department, school or dean if further clarification or advice is sought in relation to this item.

14.4 On ceremonial occasions an honorary fellow may use the title of the equivalent academic rank:

- professorial fellow - professor
- principal fellow - associate professor
- senior fellow - senior lecturer
- fellow – lecturer.

14.5 A University visitor is not awarded an academic title by the University during the period of their contribution.

14.6 An academic visitor may use the academic title they use at their home institution during their appointment as an academic visitor at the University.

#### **15. Payments to honorary fellows, clinical fellows and University visitors**

15.1 An honorary fellow, clinical fellow or University visitor may be eligible for reimbursement of reasonable payments to cover expenses associated with the provision of his or her contribution to the University, such as travel, accommodation, meals and incidentals.

15.2 Reimbursement of expenses will be administered through Accounts Payable in accordance with the Payments Procedure.

15.3 Payments to international fellows and visitors will be in accordance with any visa conditions.

#### **16. University obligations**

16.1 The University will ensure that its insurance provisions provide honorary fellows and academic visitors with the same level of cover as academic staff receive when honorary fellows or academic visitors are undertaking activities directly related to their appointment for the University.

16.2 As coverage for workers compensation may not be extended under the applicable legislation, honorary fellows and academic visitors are encouraged to arrange separate insurance coverage for sickness and personal accident.

16.3 The insurance provisions provided by the University to non-academic visitors will be determined by the Manager, Insurance Office on a case by case basis.

16.4 The University will ensure a safe work environment free of unlawful discrimination while the honorary fellow or University visitor is undertaking activities on behalf of the University.

## SCHEDULES

- [Schedule A – Criteria for Appointment of Clinical Honorary Fellows](#)
- [Schedule B – Distinguishing Between Honorary Appointments and Academic Visitors](#)

## RELATED DOCUMENTS

- [Accident Compensation Act 1985](#)
- [Occupational Health and Safety Act 2004](#)
- [Occupational Health and Safety Regulations 2007](#)
- [Statute 14.1 Intellectual Property](#)
- [Regulation 17.1.R8 - Code of Conduct for Research](#)
- [Recruitment and Appointment Policy](#)
- [Recruitment, Selection and Appointment Procedure](#)
- [Delegations Policy](#)
- [Human Resources Delegations](#)
- [Honorary Clinical Appointment form](#)
- [Honorary Appointment form](#)
- [Advice of Changes to Supervisor form](#)
- [Human Resources website](#)
- [Senior Appointments and Promotions Committee](#)

## RESPONSIBLE OFFICER

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## IMPLEMENTATION OFFICER

The Director, HR Specialist Services is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

## REVIEW

This procedure is to be reviewed by 28 February 2015.

## VERSION HISTORY

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.

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## **Recruitment, Selection and Appointment Procedures – Honorary Appointments (professional staff activities)**

### **Parent Policy**

Recruitment, Selection and Appointment

### **Preamble**

The University occasionally offers honorary appointments (and an appropriate title) to persons who are not employed staff members of the University but who the University seeks to engage to contribute to the professional staff activities of the University. Honorary appointments are normally unpaid and may be made for persons of significant standing in the community and/or persons who contribute to the vision of Monash Directions 2025.

This procedure applies to the appointment of all honoraries to the University (excluding adjunct appointments).

### **Definitions**

**Dean or Divisional Director:** means the dean of the faculty or director of the division (or equivalent) or his or her nominee in any case where the dean or director has formally nominated a person to act as his or her nominee for the purpose.

**Faculty of Divisional Cluster:** refers to a cluster of faculties and/or administrative divisions that is serviced by a particular HR Service Hub.

**Head of unit:** is head of an academic or organisational work unit, for example head of school, head of department or where applicable, a person acting as his or her nominee.

**Honorary appointee:** is a person of significant standing in the community or someone who is contributing to the strategic vision of the University and with whom the University seeks to establish a recognised relationship. Honorary appointees may include:

- professional practitioners of standing who can share their expertise and provide related professional services to students and staff of the University;
- persons able to provide auxiliary services of value to students and staff of the University such as chaplaincy or in association with, for example, art or music;

- qualified persons wishing to gain experience, often, but not always, as part of a requirement for professional certification and registration, and who, in return, contribute to the activities of students and staff; and
- in any other circumstances as recommended by the head of unit and referred to the Dean or Divisional Director for approval.

**HR Business Partner:** is a member of the Monash HR community who operates as a strategic partner responsible for providing a range of human resources services for an assigned Faculty or administrative Division. HR Business Partners are located within a HR Service Hub.

**HR Service Hub:** is the centre for human resources services and activities within a Faculty or Divisional Cluster.

**Job Request:** is the screen in Rex where all information relating to the specific position that is being requisitioned is recorded.

**Rex:** is the University's online recruitment system, which administers requests to advertise, selections and appointments and generates appointment contracts.

**Unit:** refers to an academic or organisational work unit within a Faculty and includes schools and departments.

## **Honorary appointments**

Honorary appointments are typically offered for a period of one year but may be up to a maximum term of three years. The length of the appointment will depend on the nature of the contribution and the anticipated time commitment.

Honorary appointees may be conferred a title that is appropriate to denote the honorary appointment and status.

No salary attaches to an honorary appointment. However, honorary appointees may be reimbursed for reasonable out-of-pocket expenses with prior approval by the head of unit. These expenses will normally be agreed at the time of the honorary appointment being offered. Any additional expenses incurred later in the appointment term must be endorsed by the head of unit and approved by the Dean (for honorary appointees in a faculty) or the Executive Director, Monash HR (for honorary appointees in an administrative division). The associated financial liability shall be borne by the budget of the unit concerned.

The unit will arrange and fund:

- any required office accommodation (including secretarial support, where necessary);

- an identity card for the purposes of security access, identification and library access; and
- (where necessary) a car parking permit.

Honorary appointees are not covered by WorkCover provisions and are required to carry appropriate personal professional indemnity insurance or to specify how they are covered in the event of professional indemnity claims. The University's public risk indemnity insurance policies provide cover for the general aspects of honorary appointments.

Honorary appointments may be terminated by the:

- Dean where the appointment is in the Dean's Faculty; or
- the Executive Director, Monash HR where the appointment is in an administrative division

when it is considered by the Dean or Executive Director, Monash HR (as applicable) to be in the University's interests to do so.

## **Appointment process**

### **Step 1: The head of unit proposes an honorary appointment**

The head of unit will prepare a recommendation for an honorary appointment. The recommendation will:

- specify the principal accountabilities of the honorary position;
- contain details of the nature of the professional commitments and contribution expected to complement the work of the University; and
- outline any anticipated expenses associated with the position and the campus location/s of the incumbent.

The head of unit will then:

- arrange for the basic information regarding the requirements for the position to be included in the Job Request in Rex; and
- upload the recommendation for the honorary appointment to the Job Request.

### **Step 2: Monash HR completes all detailed information in Rex**

The HR Business Partner will complete any outstanding detailed information in the Job Request in Rex and ensure that all necessary documentation is attached.

### **Step 3: The delegated authority approves the honorary appointment proposal**

The completed Job Request will then be forwarded electronically via Rex to the relevant approvers. The relevant approvers are:

- for honorary appointments in the faculties, the Dean; and
- for honorary appointments not in a faculty, the Executive Director, Monash HR.

In determining whether to approve an honorary appointment, the approver must consider whether the association is in the best interests of the University.

#### **Step 4: Monash HR issues the formal offer of appointment**

The HR Business Partner will:

- complete the appointment information in Rex to generate the letter of offer;
- forward the letter of offer and associated documentation to the incumbent through Rex; and, where the offer of appointment is accepted;
- manage the appointment process through to induction and onboarding.

### **Responsibilities**

#### **Honorary appointee**

The honorary appointee is responsible for ensuring that s/he has adequate professional indemnity insurance.

#### **Head of unit**

The head of unit is responsible for:

- preparing the recommendation for an honorary appointment;
- completing information relating to the honorary appointment in the Job Request in Rex;
- uploading the recommendation for an honorary appointment to Rex;
- endorsing the payment for any expenses incurred by the honorary appointee; and
- arranging all accommodation, security access and parking permits for the honorary appointee.

#### **Dean**

The Dean is responsible for:

- considering and approving appointment proposals in Rex for honorary appointments in the faculty; and
- approving the payment of any additional expenses incurred by the honorary appointee.

## Executive Director, Monash HR

The Executive Director, Monash HR is responsible for:

- considering and approving appointment proposals in Rex for honorary appointments not in a faculty ; and
- approving the payment of any additional expenses incurred by the honorary appointee.

## HR Business Partner

The HR Business Partner is responsible for:

- ensuring that all detailed information is completed in the Job Request in Rex and all required documentation is attached;
- ensuring that honorary appointments are approved within the requirements of this procedure; and
- generating the letters of appointment.

## Related Procedures

- [Recruitment, Selection and Appointment Procedure - Adjunct appointments](#)
- [Recruitment, Selection and Appointment Procedure - Recruitment of fixed-term and continuing staff](#)

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Procedure author:	Director Workplace Relations
Procedure owner:	Executive Director Monash HR
Contact:	<ul style="list-style-type: none"> <li>• <a href="mailto:ask.monash">ask.monash</a></li> <li>• or phone Monash HR on 990 20400</li> </ul>

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