

<b>Name of Policy</b>	<b>Participation of Staff in Employment Related Committees Policy</b>
<b>Description of Policy</b>	<i>This Policy describes the framework and processes which facilitate the participation of staff in University employment relations committees.</i>
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<b>Description of Revision</b>	

**Human Resources Directorate**

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## **1. Background Information**

At Australian Catholic University a number of employment related committees are utilised to support human resource management. Through these processes there is provision for staff consultation, observation and participation, all of which are utilised for the benefit of the ACU workplace community.

## **2. Policy Statement**

In line with its desire to obtain staff input to assist inform decision-making, the University consults with staff on workplace relations and human resource management issues and policies, and on the achievement of the University's objectives, through

- indirect and direct consultation with staff;
- staff focus groups and open workplace forums established for this purpose;
- an ACU Staff Consultative Committee; and
- staff involvement on committees.

This includes staff participation in, and observation of a range of employment related committees.

## **3. Policy Purpose**

This Policy is intended to support the participation of staff in ACU Employment Related Committees.

## **4. Application of Policy**

A range of factors need to be considered by staff who decide to make themselves available to participate in University employment related committees. These are broadly outlined below.

### **4.1 Service**

There is a wide range of important tasks performed by staff in varying capacities in relation to University employment related committees. Staff who make themselves available for such work provide valuable service to the ACU workplace community. They bring professional knowledge, skills and experience to bear in the roles that they perform to support the sound management of the University. It is important that such staff do make themselves available to perform their roles once they accept the responsibility of doing so through election or nomination.

### **4.2 Personal Development**

Participation in employment related committees provides staff participants with opportunities to learn and develop personally through contributing to the University. Committee and related process work can provide invaluable insights and experience, as well as institutional networking opportunities and national perspectives on complex issues. The experience gained can provide insights into various aspects of University life and operations, broadening perceptions and understanding accordingly.

### **4.3 Integrity of Person and Process**

Employment related committees almost invariably impact directly on the working life, opportunities and possibly the employment of members of the ACU workplace community. Staff who put themselves forward to participate in such processes are encouraged in their roles by the University to exercise good judgement on its behalf and on behalf of the workplace community. At the same time, they are encouraged to perform their roles professionally and honestly.

In exercising their important roles, it is incumbent on staff participating in University employment related committees to exercise integrity and as appropriate, confidentiality at all times in these roles. To achieve this, they are expected to uphold the Mission of the University

and fully abide by the ACU Code of Conduct for all Staff in performing this important work. They are expected to be fair and objective in their considerations, deliberations, judgements and recommendations. They need to be highly sensitive to the importance of privacy and confidentiality in dealing with people, issues and associated documentation and records.

#### **4.4 Conflict of Interest**

Staff members who are involved in University employment related committee work need to be aware of the importance of avoiding all situations in which a potential or actual conflict of interest may arise in relation to the performance of their duties. However, where this is not possible, the staff member needs in writing, to inform the delegated senior University Manager or Chair responsible for the Committee or University process in which they are participating, that a potential or actual conflict of interest may arise.

Should a potential or an actual conflict of interest arise, or if the staff member participating in the process or the senior manager or chair responsible for the process become aware from another source, that a plausible concern has emerged, action to preserve the integrity of the University process or committee may need to be taken. In some cases this may result in a person being asked not to participate in particular University employment related or associated committee processes. If such action is taken, the prime concern will be for the integrity of University process and to avoid a possible perception of a conflict of interest. The decision, if taken, will not be intended to reflect negatively on any person involved.

#### **4.5 Equity Balance**

The University's desire to enhance equity balance in University employment related and associated committee processes impacts doubly on such processes. To the extent possible, and with due regard to the merit principle, the University in nominating persons to participate in such processes will work to strengthen equity balance. Where there is a need to strengthen representation and involvement, staff from equity groups are encouraged to seek nomination and to indicate willingness to serve by presenting themselves for consideration through ballot processes.

#### **4.6 Geographic and Campus Balance**

Likewise, balanced geographic and campus representation are important considerations for the ACU workplace community. The University shall, to the extent possible, nominate persons to participate in workplace related committees from across the geographic and campus spread of the University. In relation to some processes, it may deliberately select process participation at geographic and campus distance from the matters being dealt with in order to enhance the overall integrity of process. Staff from all geographic and campus locations are encouraged to seek nomination and to indicate willingness to serve by presenting themselves for consideration through ballot processes.

### **5. Procedures**

#### **5.1 Nominations and Elections**

Where an election of a staff participant or observer is required for any University employment related committee it will be conducted as a secret ballot by the officer of the University who has responsibility for such actions. Usually this will be the Office of the Deputy Vice-Chancellor (Administration and Resources), or the Faculty Manager or Executive Officer or Head of School.

In arranging to conduct an election, nominations shall be called for in writing and a secret ballot will be held, usually on-line, where the position(s) is/are contested by staff who are eligible to nominate.

In calling for nominations the University shall invite participation widely. Staff are encouraged to put themselves forward for election from all campuses and geographic regions.

## 5.2 Committees and Processes

The University's committees fulfil a number of functions at ACU. They range across workplace related and human resource management related processes that are designed to assist:

- Consultation between staff and the University;
- Selection of staff;
- General staff position classification;
- Academic probation review;
- Academic promotions;
- Academic outside studies program selection;
- Internal Research Secondments;
- Appeals;
- Misconduct Investigation Committee participation;
- External chairperson selection.

Committees are individually addressed in the following sections.

## 5.3 ACU Staff Consultative Committee (ACUSCC)

### 5.3.1 Purpose of Staff Consultative Committee

The ACU Staff Consultative Committee, comprising University, union and staff representatives, provides a forum for formal consultation on workplace issues including:

- Implementation of Enterprise Agreements, including associated policies;
- Management of significant changes;
- General and academic staff learning and development;
- Equal employment opportunity/workplace diversity policy and programs; and,
- Strategic occupational health and safety policy and programs.

The ACUSCC also

- receives and considers recommendations from the Workloads Advisory Committee (WAC) regarding the Academic Workload Framework and the Academic Workloads Model,
- consults regarding the membership of the Independent Panel of Chairs, and
- consults regarding the chair of the General Staff Classification Review Committee.

### 5.3.2 Membership

- (i) a Chair and a Deputy Chair appointed by the Vice-Chancellor;
- (ii) the Director, Human Resources;
- (iii) two academic staff members elected by the academic staff of the University;
- (iv) two academic staff nominated by the union;
- (v) two general staff members elected by the general staff of the University;
- (vi) two general staff nominated by the unions; and,
- (vii) three academic and two general staff members nominated by the Vice-Chancellor.

### 5.3.3 Nomination and Elections

The Office of the Deputy Vice-Chancellor (Administration and Resources) shall call for nominations in membership categories (iii) and (v), and shall conduct a secret ballot of academic staff and also general staff accordingly. The ballot will normally be an on-line ballot. The call for nominations will invite nominations from staff members across all campuses of the University.

Any casual vacancies in categories (iii) and (v) which occur during the life of the Agreement may be filled by an election conducted by the Office of the Deputy Vice-Chancellor (Administration and Resources).

### **5.3.4 Nominations by the Unions.**

The Office of the Deputy Vice-Chancellor (Administration and Resources), shall invite nominations from the union(s) for membership categories (iv) and (vi).

Any casual vacancies in categories (iv) and (vi) which occur during the life of the Agreement may be filled by nomination by the respective union following invitation by the Deputy Vice-Chancellor (Administration and Resources).

### **5.3.5 Nominations by the Vice Chancellor**

The Office of the Deputy Vice-Chancellor (Administration and Resources) shall invite the Vice Chancellor to nominate members under categories (i) and (vii).

Any casual vacancies in categories (i) and (vii) which occur during the life of the Agreement may be filled by nomination by the Vice-Chancellor following invitation by the Deputy Vice-Chancellor (Administration and Resources).

### **5.3.6 Term of Office**

The term of office for membership of the ACUSCC is the nominal life of the relevant enterprise agreement identified at the time of the call for nominations. In the absence of any other action, the term of office will continue until the relevant enterprise agreement is replaced.

### **5.3.7 Working Parties**

The ACUSCC may establish working parties of its members and/or other staff to address specific issues and report back to the ACUSCC.

### **5.3.8 Meetings**

The ACUSCC shall meet bi-monthly or where necessary, an additional meeting may be held to address matters of urgency as requested by one of its members.

### **5.3.9 Quorum**

Eight members including at least two (2) union nominees and the Chair or Deputy Chair.

## **5.4 Staff Selection Committees**

### **5.4.1 Membership**

#### **5.4.1.1 Academic Staff (Levels A to D)**

- Executive Dean or nominee of the Executive Dean (Chair)
- Head of School
- member of a cognate discipline from outside the immediate work area, either from within or external to the University
- the elected staff member from the School at the same or higher level than the advertised position

One member must be a specialist in the area to which the appointment is being made.

#### **5.4.1.2 Nomination and Election**

In the case of an academic staff selection committee the Head of School shall call for nominations from staff in the school and conduct a secret ballot accordingly.

#### **5.4.1.3 General Staff (HEW Levels 1 to 9)**

- Executive Planning Group Members responsible for, or nominated supervisor of the advertised position (chair);
- A person who is fully conversant with the requirements of the position;
- One member from outside the immediate work area who may be from ACU or another institution; and,
- Another appropriate person from within ACU (optional).

#### **5.4.1.4 Selection**

The Head of School or the nominated supervisor as appropriate will propose the names of the members of the selection committee for approval by the appropriate delegated officer in the line in which she/he works.

### **5.5 General Staff Classification Review Panel and the Classification Review Committee**

General Staff Classification Review Panel members classify general staff positions from HEW Level 1 to HEW Level 9.

#### **5.5.1 Membership**

##### **5.5.1.1 General Staff Classification Review Panel**

The General Staff Classification Review Panel will comprise 20 general staff members, with (10) members nominated by the Unions and (10) members nominated by the Director, Human Resources to operate as the Classification Review Panel.

All members of the Classification Review Panel will be trained in the classification methodologies, DWM (primary) and Hay (secondary).

The classification review in the first instance will be undertaken by a sub-group of two members of the Classification Review Panel comprised of, one general staff member nominated by the Union and one general staff member nominated by the Director, Human Resources who will meet on an as needs basis.

Decisions of the classification review sub-group are regarded as decisions of the Classification Review Committee.

##### **5.5.1.2 Classification Review Committee**

In the event that a consensus outcome cannot be reached by the classification review sub-group using the primary and secondary descriptors, the classification review will be referred to the Classification Review Committee which meets up to four times per year.

The Classification Review Committee shall comprise:

- (i) A senior officer nominated by the Chair of the ACU Staff Consultative Committee to act as Chair;
- (ii) Two general staff members from the Classification Review Panel nominated by the Director, Human Resources (or delegate);
- (iii) Two general staff members from the Classification Review Panel nominated by the Unions.

There will be consultation at the ACUSCC regarding the nomination of the senior officer who will act as Chair of the Classification Review Committee. The senior officer chosen will be a

senior staff member who has the relevant expertise and experience on general staff classifications matters.

The database of all position classifications will be updated on a regular basis and will normally be provided to all members of the Classification Review Panel up to four times per year. Members of the Classification Review Panel need to be aware of relativity to inform their participation and the Classification Review Committee will undertake appropriate relativity checking in considering classification outcomes.

#### **5.5.2 Term of Office**

Nominal life of the relevant enterprise agreement identified at the time of call for nominations. In the absence of any other action, the term of office will continue until the relevant enterprise agreement is replaced.

#### **5.5.3 Quorum**

- Classification Review Committee – 3 members including the Chair;
- General Staff Classification Review Sub-Group – both members

### **5.6 Academic Probation Review Committee**

There is a separate Academic Probation Review Committee for each Faculty.

#### **5.6.1 Membership**

There are five Probation Review Committees with the following membership:

- Deputy Vice-Chancellor (Academic) or nominee (Chair)
- Relevant Executive Dean or nominee if Chair
- two continuing members of academic staff, one from the relevant Faculty and one from another Faculty. The academic staff of each Faculty elect two representatives, who will be available to serve on the University's five Probation Review Committees for a period of three years and who will be eligible for re-election for further terms of office.
- The Director, Human Resources (or nominee) may attend meetings as an observer.

The Committees meet at least on a biannual basis and will consider applications from staff who will be eligible to have their probation assessed in the next projected six-month period.

#### **5.6.2 Nomination and Election**

The Faculty Manager or Executive Officer of each of the Faculties shall call for nominations from all academic staff in their respective Faculties who do not intend to apply for a continuing appointment during the term of their membership of the Faculty Probation Review Committee and shall conduct a secret ballot accordingly.

The academic staff of each Faculty elect one representative, each of whom will serve on the University's Faculty Probation Review Committees as required.

#### **5.6.3 Selection**

By agreement amongst the initially elected representatives one will serve for only one year and another for two years to ensure continuity and availability of appropriately experienced Committee members. This decision will be conveyed to the Chair in writing.

#### **5.6.4 Observer**

The Director of Human Resources or nominee may observe any aspect of the process.

### **5.6.5 Term of Office**

Normally three years

### **5.6.6 Quorum**

Three members including the Chair

## **5.7 Academic Promotions Committees**

### **5.7.1 Academic Levels B and C**

#### **5.7.1.1 Membership:**

- a Chairperson nominated by the Vice-Chancellor;
- a deputy Chairperson nominated by the Vice-Chancellor;
- the five Faculty Executive Deans; and,
- a person who holds at least a substantive position of Senior Lecturer (Level C), elected by and from the academic staff of each Faculty

#### **5.7.1.2 Nomination and Elections of Faculty Staff Representatives**

The Faculty Manager or Executive Officer of each of the Faculties shall call for nominations from all academic staff who are employed at a substantive grade of Senior Lecturer (Level C) or above in the respective Faculties.

In the event of a casual vacancy occurring, this vacancy will be filled by election for the remainder of the term concerned unless this period is less than six months in which case the relevant Faculty Board will elect a replacement.

#### **5.7.1.3 Term**

Normally three years.

#### **5.7.1.4 Quorum**

The quorum will be eight members of the Promotions Committee, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

#### **5.7.1.5 Observer**

An elected staff member from a panel of observers may observe the committee meetings but must not be an applicant.

The Director of Human Resources (or nominee) may observe any aspect of the process.

#### **5.7.1.6 Nomination and Election of Panel of Promotions Committee Observers**

The Office of the Deputy Vice-Chancellor (Administration and Resources) shall call for nominations from all academic staff up to and including Professor (Level E) to form a panel of observers, who might serve on any Promotions Committee constituted to consider promotional applications for Academic Levels B, C and D. Five of the observers are each to be elected from staff employed at academic levels C, D and E. The Office of the Deputy Vice-Chancellor (Administration and Resources) shall conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and Campuses.

#### **5.7.1.7 Selection of Observer**

The Chair of the Promotions committee shall select an elected staff member from the panel of academic staff to observe at the meeting of the Promotions Committee.

#### **5.7.1.8 Term of Panel of Observers**

Normally three years.

### **5.7.2 Associate Professor and Reader Promotions Committee**

#### **5.7.2.1 Membership**

- The Deputy Vice-Chancellor (Academic ) or nominee as Chairperson;
- a Deputy Chairperson nominated by the Vice-Chancellor;
- a nominee from another University;
- the five Faculty Executive Deans; and,
- a person who holds at least a substantive position at Level D, elected by and from the academic staff of each of the Faculties.

#### **5.7.2.2 Nomination and Election of Faculty Staff Representatives**

The Faculty Manager or Executive Officer of each of the Faculties shall call for nominations from all academic staff who are employed at a substantive grade above Level D in the respective Faculties (who do not intend to apply for promotion during the term of their membership) and the Faculty Executive Officers shall conduct a secret ballot accordingly.

In the event of a casual vacancy occurring, this vacancy will be filled by election for the remainder of the term, unless this period is less than six months in which case the relevant Faculty Board will elect a replacement.

#### **5.7.2.3 Term of Committee Members**

Normally three years.

#### **5.7.2.4 Quorum**

The quorum will be nine members of the Associate Professor and Reader Promotions Committee, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

#### **5.7.2.5 Observer**

An elected staff member from a panel of observers may observe the committee meeting but must not be an applicant.

The Director of Human Resources (or nominee) may observe any aspect of the process.

#### **5.7.2.6 Election of Panel of Promotions Committee Observers**

As outlined in section 5.7.1.6

#### **5.7.2.7 Selection of Observer**

As outlined in section 5.7.1.6.

#### **5.7.2.8 Term of Panel of Observers**

Normally three years.

### **5.7.3 Professorial Promotions Committee**

#### **5.7.3.1 Membership**

- the Vice-Chancellor as Chairperson;
- the Deputy-Vice-Chancellor (Academic) as Deputy Chairperson;
- the Deputy-Vice-Chancellor (Research);
- the five Faculty Executive Deans;
- a professor from another university whose scholarship is recognised internationally;
- a person from the Senate and external to the University on the recommendation of the Vice-Chancellor; and,
- a person who holds a substantive position at Professor, Level E, elected by and from the Academic Board

The Director of Human Resources (or nominee) may observe any aspect of the process.

#### **5.7.3.2 Nomination and Elections**

The members elected by the Senate and the Academic Board shall be elected by those bodies. In the event of a casual vacancy occurring, this vacancy will be filled by those bodies by election for the remainder of the term.

#### **5.7.3.3 Term**

Normally three years.

#### **5.7.3.4 Quorum**

A quorum will be eight members, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

### **5.8 Outside Studies Program Committee (NB This Committee may be combined with the Internal Research Secondments Committee)**

#### **5.8.1 Membership**

- the designated Deputy-Vice-Chancellor or nominee as Chair;
- an academic staff member nominated by the Executive Dean of each Faculty; and,
- a member of the academic staff elected by the academic staff of each of the Faculties.

#### **5.8.2 Nomination and Elections**

The Faculty Manager or Executive Officer of each of the Faculties shall call for nominations from all academic staff in the respective Faculties who do not intend to apply for an Outside Studies Program during the term of their membership of the Outside Studies Program Committee and the Faculty Officers shall conduct a secret ballot accordingly.

Any casual vacancies which occur may be filled by a nominee of the relevant Executive Dean or an election conducted by the Faculty Manager or Executive Officer of the relevant Faculty depending on the category of the casual vacancy.

#### **5.8.3 Term**

Normally three years.

#### **5.8.4 Quorum**

Four members including the Chair.

## **5.9 Internal Research Secondments Committee**

### **5.9.1 Membership**

- the designated Deputy-Vice-Chancellor or nominee as Chair;
- an academic staff member nominated by the Executive Dean of each Faculty; and,
- a member of the academic staff elected by the academic staff of each of the Faculties.

### **5.9.2 Nomination and Elections**

The Faculty Manager or Executive Officer of each of the Faculties shall call for nominations from all academic staff in the respective Faculties who do not intend to apply for an internal Research Secondment during the term of their membership of the Internal Research Secondments Committee and the Faculty Officers shall conduct a secret ballot accordingly.

Any casual vacancies which occur may be filled by a nominee of the relevant Executive Dean or an election conducted by the Faculty Manager or Executive Officer of the relevant Faculty depending on the category of the casual vacancy.

### **5.9.3 Term**

Normally three years.

### **5.9.4 Quorum**

Four members including the Chair.

## **5.10 Workloads Advisory Committee (WAC)**

The University will establish a WAC for the purposes of supporting the implementation of the Academic Workload Framework.

### **5.10.1 Membership**

The membership of the WAC will be:

- three nominees of the University, including two academic staff members nominated by the Deputy Vice-Chancellor (Academic) one of whom is an Executive Dean and one of whom will be the Chair, and a Human Resources representative, and
- three academic staff union nominees.

The Workload Advisory Committee will have a Workload Project Officer(s) to provide executive and other support.

### **5.10.2 The role of the WAC is to:**

- monitor the operation of the Academic Workload Framework;
- provide input into the development and evaluation of the supporting electronic workload system;
- receive, discuss and consider academic workload issues referred by academic staff members, Heads of School or Executive Deans and make recommendations to the Deputy Vice-Chancellor (Academic);
- review the Academic Workload Framework as required, and normally, based on the issues referred to it, on an annual basis;

- recommend the updated Academic Workload Framework to the Deputy Vice-Chancellor (Academic) and then to the ACUSCC for endorsement, prior to approval of revisions by the Vice-Chancellor.

### **5.10.3 Nominations**

The Office of the Deputy Vice-Chancellor (Academic) and the NTEU will advise the Director HR of their nominees for the WAC.

### **5.10.4 Term of Office**

Nominal life of the relevant enterprise agreement identified at the time of call for nominations. In the absence of any other action, the term of office will continue until the relevant enterprise agreement is replaced.

### **5.10.5 Meetings**

The WAC will normally meet at least three times each year, and at least once each half year to consider relevant issues and to review and update the Academic Workload Framework.

## **5.11 Appeals Committees**

An Appeals Committee is established under the University Staff Appeals Policy and Procedure to review the outcome of certain administrative processes where this is provided in a policy of the University.

### **5.11.1 Membership**

#### **5.11.1.1 Academic Staff Appeals**

- a chairperson nominated by the Vice-Chancellor;
- a member of academic staff nominated by the Vice-Chancellor;
- a full-time academic staff member elected by the University's academic staff

#### **5.11.1.2 Nomination and Election**

The Office of the Deputy Vice-Chancellor (Administration and Resources) shall call for nominations from all academic staff up to and including Professor (Level E) to form a panel of observers, who might serve on any Appeals Committee constituted. The Office of the Deputy Vice-Chancellor (Administration and Resources) shall conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and Campuses.

#### **5.11.1.3 Selection of Chair**

The Chairperson shall be selected by the Vice-Chancellor from the Panel of Independent Chairs. Alternatively the University will consult with the unions and the Vice-Chancellor will appoint an appropriately qualified and experienced person to be the Chair.

#### **5.11.1.4 Selection**

Where the Appeals Committee is to be convened to review an academic matter the Vice-Chancellor will select one elected academic staff member from the panel established under section 5.11.1.2

#### **5.11.1.5 Quorum**

The quorum will be all three members of an Academic Staff Appeals Committee.

## **5.12 General Staff Appeals**

- a chairperson nominated by the Vice-Chancellor;
- a member of the general staff nominated by the Vice-Chancellor; and
- a full-time general staff member elected by the University's general staff

### **5.12.1 Nomination and Election**

The Office of the Deputy Vice-Chancellor (Administration and Resources) shall call for nominations from all general staff to form a panel who might serve on any Appeals Committee constituted. The Office of the Deputy Vice-Chancellor (Administration and Resources) shall conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and Campuses.

### **5.12.2 Selection of Chair**

The Chairperson shall be selected by the Vice-Chancellor from the Panel of Independent Chairs. Alternatively the University will consult with the unions and the Vice-Chancellor will appoint an appropriately qualified and experienced person to be the Chair.

### **5.12.3 Selection**

Where the Appeals Committee is to be convened to review a general staff matter the Vice Chancellor will select one elected general staff member from the panel established under section 5.12.1.7.

### **5.12.4 Quorum**

The quorum will be all three members of a General Staff Appeals Committee.

### **5.12.5 Term (Academic Staff and General Staff)**

Normally three years.

### **5.12.6 Observer**

The Director, Human Resources, or nominee, will have access to meetings of the Appeals Committee as an observer.

## **5.13 Misconduct Investigation Committee**

A Misconduct Committee may be established to investigate and report on matters relating to alleged misconduct or serious misconduct by a staff member which are referred to it by the Vice-Chancellor.

### **5.13.1 Membership**

A Misconduct Committee will consist of three members and will be assisted by an Executive Officer.

### **5.13.2 Academic Staff**

- an independent Chairperson external to the University chosen by the Vice Chancellor from a panel of chairpersons established for this purpose
- a nominee of the Vice-Chancellor from within the University; and,
- an academic staff member nominated by the union

### **5.13.3 General Staff**

- an independent Chairperson external to the University chosen by the Vice Chancellor from a panel of chairpersons established for this purpose
- a nominee of the Vice-Chancellor from within the University; and,
- a general staff member nominated by one of the union(s).

## **5.14 Campus Occupational Health and Safety Committees**

Each campus shall have a Campus Occupational Health and Safety Committee.

### **5.14.1 Membership:**

- three representatives of the University nominated by the University;
- two elected members of the academic staff, based on the campus who are full-time or part-time staff of the University; and,
- two elected members of the general staff, based on the campus who are full-time or part-time staff of the University.

### **5.14.2 Nomination and Election**

Elections shall be conducted by the Campus Operations Unit at each campus.

### **5.14.3 Nomination**

The Associate-Vice-Chancellor or Campus Dean who is responsible for the campus shall nominate three representatives for membership of the Campus Occupational Health and Safety Committee.

### **5.14.4 Term of Office**

Two years.

### **5.14.5 Quorum**

Five members.

## **6. Approvals**

All decisions in relation to the application of this policy must be in accordance with the University's Register of Staffing Delegations.

## **7. Policy Review**

The University may make changes to this policy from time to time to improve its effectiveness. In this regard, any staff member who wishes to make any comments about these guidelines may forward their suggestions to the Director, Human Resources.

## **8. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.

**9. Related Policies**

Academic Workloads Model

Misconduct and Serious Misconduct Policy

Outside Studies Program and Internal Research Secondments Policy

Position Classification for General Staff Policy

Probation for Academic Staff Policies

Promotions Policies

Recruitment and Selection Policy

Staff Appeals Policy