



From the
Vice-Chancellor
and President

Dear colleagues,

In light of decisions by the National Cabinet over the weekend we have reviewed our arrangements for staff working remotely.

The university will continue to remain open and it is vital that the functions of the university continue. We have a clear plan to move to full online delivery of teaching and learning from next Monday 30 March, and it is critical that this work continues this week.

Effective Tuesday 24 March, other than essential on-campus staff, all staff may now opt to work from home if your work can be done effectively remotely, and if this is the best option for you. At the same time, with our campuses remaining open, if you wish to come to work then please continue to do so.

We have identified those staff who are essential on-campus staff and these are staff whose functions are essential to facilitate an open and operating campus. We will continue to review this list and it may be amended as the situation evolves.

These essential on-campus staff are:

Vice-Chancellor, Chief Operating Officer, Incident Convenors, AVCs and Campus Deans

DVC Education and Innovation

Library Services: Collections Services Team and Research Services Team (rostered)
Office of Student Success: Counselling, Disability and Academic Skills (rostered)
Learning and Teaching Centre: E-Learning Advisors and Educational Designers (rostered)
ACU International: Student Advisors and Office Reception Staff (rostered)
ACU College: Student Support Staff in Brisbane and Melbourne (rostered)

Corporate Services

Human Resources: Payroll Services

Information Technology: Campus IT Service Delivery
Properties & Facilities: Facilities Management, Campus Concierge, Cleaning & Security
Student Administration: AskACU Campus Service Centres
Student Engagement Services: Campus Residences and Medical Centres

Vice-President

Campus Ministry

For staff who work from home or remotely, the requirement to complete a Working from Home Agreement is now suspended. However all staff working from home or remotely are required to adhere to the updated Working Remotely Protocols and [checklist](#). You will, at all times, be required to maintain regular contact with your supervisor to discuss how your work is being undertaken remotely.

In circumstances where you believe the best option for you is not to attend campus, and the work you do is not effective remotely, please discuss with your supervisor the range of options to work which may include a combination of some time on campus, some time working remotely and some time spent taking recreation leave or long service leave.

I want to take the opportunity to thank you for the extraordinary efforts you are all making to ensure the continued operations of our university. This work will be critical to ensure ACU's continued success into the future.

This is a rapidly evolving situation and we appreciate your patience and understanding as we work through this together. Please make sure you stay alert for additional updates, and check the ACU [FAQs](#), which will be updated to reflect this announcement by the end of today.

Yours sincerely,

Professor Greg Craven AO, GCSG
Vice-Chancellor and President
Australian Catholic University

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The Vice-Chancellor has signed the **Pay Equity Pledge** and is committed to promoting and improving gender equality.

