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<th>Name of Guidelines</th>
<th>Participation of Staff in Employment Related Committees Guidelines</th>
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<tr>
<td>Description of Guidelines</td>
<td>These Guidelines describe the framework and processes which facilitate the participation of staff in University employment relations committees.</td>
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<tr>
<td>Guidelines apply to</td>
<td>All Staff</td>
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<tr>
<td>Guidelines status</td>
<td>☑ New policy ☒ Revision of existing policy</td>
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1. **Background Information**

At Australian Catholic University a number of employment related committees are utilised to support human resource management. The committees provide opportunities for staff consultation, observation and participation for the benefit of the ACU workplace community.

2. **Guidelines Statement**

The University facilitates the participation of staff in decision making on workplace relations and human resource management issues and policies, and on the achievement of the University’s objectives, through:

- consultation with staff;
- staff focus groups and open workplace forums established for this purpose;
- an ACU Staff Consultative Committee; and
- staff participation in or observation of employment related committees.

3. **Guidelines Purpose**

These guidelines are intended to support the participation of staff in ACU employment related committees.

4. **Application of Guidelines**

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**

Staff who make themselves available to participate in University employment related committees perform important tasks and provide valuable service to the ACU workplace community. They bring their professional knowledge, skills and experience to their roles to support the sound management of the University.

It is important that such staff 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 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, and broaden perceptions and understanding.

4.3 Integrity of Person and Process

The work of employment related committees impacts 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 committees are encouraged to exercise good judgement on behalf of the University and its workplace community.

In performing their important roles, it is incumbent on staff participating in University employment related committees to:

- perform their roles professionally and honestly;
- exercise integrity and, as appropriate, confidentiality at all times;
- uphold the Mission of the University and abide by the ACU Code of Conduct for All Staff;
- be fair and objective in their considerations, deliberations, judgements and recommendations; and
- observe and respect 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 role. However, where this is not possible, the staff member will inform, in writing, the delegated Member of the Executive or Chair responsible for the Committee or University process in which they are participating, of the potential or actual conflict of interest.

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 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 is committed to enhancing equity balance in University employment related and associated committee 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 by encouraging staff from equity target groups including those listed below to seek nomination and to indicate willingness to serve by presenting themselves for consideration through ballot processes:

- women,
- people from culturally and linguistically different backgrounds,
- Aboriginal and Torres Strait Islander people, and
- people with disabilities.

4.6 Geographic and Campus Balance

Balanced geographic and campus representation are important considerations for the ACU workplace community. The University will, 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 participation at geographic and campus spread that is distanced 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 their 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 for the committee concerned.

In arranging to conduct an election, nominations will be called for in writing from staff who are eligible to nominate. The University will invite participation widely and staff from all campuses and geographic regions will be encouraged to put themselves forward for election.

Where the employment related committee position(s) is/are contested, a secret ballot will be held, usually online.

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;
- implementation and interpretation of the Enterprise Agreements;
- selection of staff;
- Professional Staff position classification;
- Academic probation review;
- Academic promotions;
- Research Studies Program;
- Appeals;
- Misconduct Investigation Committee participation;
- External chairperson selection;
- campus work, health and safety.

Information about the roles and composition of various employment related committees is provided 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 matters pertaining to the employment conditions of staff, including:

- implementation of Enterprise Agreements, including associated policies;
- Change Management Proposals;
- membership of the External Panel of Chairs, and
- the chair of the Professional Staff Classification Review Committee.

5.3.2 **Membership**

(i) a Chair appointed by the Vice-Chancellor and President;
(ii) the Director, Human Resources;
(iii) two (2) Academic Staff members elected by the Academic Staff of the University;
(iv) four (4) representatives nominated by the union/s;
(v) two (2) Professional Staff members elected by the Professional Staff of the University;
(vi) two (2) Academic Staff member and one (1) Professional Staff member nominated by the Vice-Chancellor and President.
5.3.3 Nomination and Elections

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will call for nominations in membership categories (iii) and (v), and will conduct a secret ballot of Academic Staff and also Professional Staff accordingly. 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 Chief Operating Officer and Deputy Vice-Chancellor.

5.3.4 Nominations by the Unions.

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will invite nominations from the union(s) for membership category (iv) and (vi).

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

5.3.5 Nominations by the Vice-Chancellor and President

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will invite the Vice-Chancellor and President to nominate members under categories (i) and (vi).

Any casual vacancies in categories (i) and (vi) which occur during the life of the Agreement may be filled by nomination by the Vice-Chancellor and President following invitation by the Chief Operating Officer and Deputy Vice-Chancellor.

5.3.6 Term

The term 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 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 meets bi-monthly. Additional meetings may be held to address matters of urgency as requested by one (1) of its members.

5.3.9 Quorum

Six (6) members including at least two (2) union nominees and the Chair or an Acting Chair.

5.4 Professional Staff Classification Review Panel and the Classification Review Committee

Professional Staff Classification Review Panel members classify Professional Staff positions from HEW Level 1 to HEW Level 9.

5.4.1 Membership

5.4.1.1 Professional Staff Classification Review Panel

The Professional Staff Classification Review Panel will comprise twenty (20) Professional Staff members, with ten (10) members nominated by the unions and ten (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 (2) members of the Classification Review Panel comprised of one (1) Professional Staff member nominated by the union and one (1) Professional 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.

5.4.1.2 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 (4) times per year.

The Classification Review Committee will comprise:

(i) a senior officer nominated by the Chair of the ACU Staff Consultative Committee to act as Chair;
(ii) two (2) Professional Staff members from the Classification Review Panel nominated by the Director, Human Resources (or nominee); and
(iii) two (2) Professional 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 Professional 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 (4) 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.

5.4.2 Term

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

5.4.3 Quorum

- Classification Review Committee – three (3) members including the Chair;
- Professional Staff Classification Review Sub-Group – both members

5.5 Academic Probation Review Committee

There is a separate Academic Probation Review Committee for each Faculty. The Faculty Committees will also normally conduct Formal Probation Reviews for non-Faculty Academic Staff based on relevance of the discipline to the work of the Academic Staff member under review (e.g. the Formal Probation Reviews of Academic Staff of the Learning and Teaching Centre will normally be conducted by the Faculty of Education and Arts Probation Review Committee).

5.5.1 Membership

There are four (4) Probation Review Committees and each committee has the following membership:

- the relevant Executive Dean (or equivalent) (or nominee) (Chair);
- two (2) continuing members of Academic Staff, one (1) from the relevant Faculty (or unit) and one (1) from another Faculty (or unit);
- the nominated supervisor for the Academic Staff member whose Formal Probation Review is under consideration, as an advisor;
- the Director, Human Resources (or nominee) may attend meetings as an advisor and/or observer;
- for Research focussed and Research only appointments, the Deputy Vice-Chancellor (Research) (or nominee) may also attend meetings as a member; and
- for Teaching focussed appointments, the Deputy Vice-Chancellor (Students, Learning and Teaching) (or nominee) may attend meetings as a member.

The Committees meet as required and 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 (6) month period.

The Executive Dean (or equivalent) will be replaced as Chair when the Probation Review Committee is considering the Formal Probation Review in the following circumstances:

- where the Executive Dean (or equivalent) is the nominated supervisor of the Academic Staff member under review; and/or
- where there may be a perception of a potential conflict of interest.

The replacement Chair will normally be a Chair of another Probation Review Committee nominated by the Provost.

5.5.2 Nomination and Election

The following continuing Academic Staff members of Probation Review Committees will be elected:

- each Faculty elects three (3) representatives.
- non-Faculties will elect three (3) representatives.

The Faculty Manager of each of the Faculties will call for nominations from all Academic Staff in their respective Faculties and conduct a secret ballot accordingly.

The call for nominations and secret ballot for the continuing Academic Staff from non-Faculties will be conducted by the Office of the Chief Operating Officer and Deputy Vice-Chancellor.

The Academic Staff of each Faculty elect three (3) representatives, each of whom will serve on any of the four (4) Faculty Probation Review Committees as required.

5.5.3 Observer

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

5.5.4 Term

Normally three (3) years and eligible for re-election for further terms.

5.5.5 Quorum

Three (3) members one of whom will be the Chair.

5.6 Academic Promotions Committees

5.6.1 Academic Levels B and C

5.6.1.1 Membership

- a Chairperson nominated by the Provost who holds a substantive position of Level E;
- a Deputy Chairperson nominated by the Provost;
- Deputy Vice-Chancellor (Research) or nominee;
- Deputy Vice-Chancellor (Students, Learning and Teaching) or nominee;
- the Executive Deans, or in exceptional circumstances a nominee, if the Chairperson agrees; 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.
The elected staff representative will be drawn from a panel of two (2) elected staff from each Faculty, thus allowing the substitution of another elected staff member in the case where one (1) is unavailable.

5.6.1.2 Nomination and Elections of Faculty Staff Representatives

The Faculty Manager of each of the Faculties will call for nominations from all Academic Staff who are employed at a substantive grade of Level C or above in the respective Faculties. Two (2) staff representatives will be elected from each Faculty.

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 (6) months in which case the relevant Faculty Board will elect a replacement.

Please note: Elected staff representatives of the Committee who apply for promotion will not be eligible to participate in any Academic Promotions Committee in the year of their promotion application. In this case the alternate elected representative will sit on the Committee.

5.6.1.3 Term

Normally three (3) years.

5.6.1.4 Quorum

The quorum will be seven (7) members of the Promotions Committee, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

5.6.1.5 Observers

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.

5.6.1.6 Nomination and Election of Panel of Promotions Committee Observers

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will call for nominations to form a panel of observers, who might serve on any Promotions Committee constituted to consider applications for promotion to Academic Levels B, C and D.

The elected staff member must hold the following academic level:
- Level C, D or E for Levels B and C Promotions Committee meetings; and
- Level D or E for Level D Promotions Committee meetings.

Two panels of three (3) Promotions Committee observers are to be elected, one for each of the Level B and C Promotions Committee and one for the Level D Promotions Committee.

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will conduct a secret ballot accordingly and the call for nominations will invite nominations from all Faculties and Campuses.

5.6.1.7 Selection of Observer

The Chair of the Promotions Committee will select an elected staff member from the panel of Academic Staff to observe the meeting of the Promotions Committee.

5.6.1.8 Term of Panel of Observers

Normally three (3) years.
5.6.2 Academic Level D

5.2.2.1 Membership

- a Chairperson nominated by the Provost who holds a substantive position of Level E;
- a Deputy Chairperson nominated by the Provost;
- a nominee from another University who holds a substantive position at Level E, appointed by the Chairperson;
- Deputy Vice-Chancellor (Research) or nominee;
- Deputy Vice-Chancellor (Students, Learning and Teaching) or nominee;
- the Executive Deans, or in exceptional circumstances a nominee, if the Chairperson agrees; 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.

The elected staff representative will be drawn from a panel of two (2) elected staff from each Faculty, thus allowing the substitution of another elected staff member in the case where one is unavailable.

5.6.2.2 Nomination and Election of Faculty Staff Representatives

The Faculty Manager of each of the Faculties will call for nominations from all Academic Staff who are employed at a substantive grade of Level D or above in the respective Faculties (who do not intend to apply for promotion during the term of their membership) and the Faculty Executive Officers will conduct a secret ballot accordingly. Two (2) staff representatives will be elected for each Faculty.

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 (6) months in which case the relevant Faculty Board will elect a replacement.

Please note: Elected staff representatives of the Committee who apply for promotion will not be eligible to participate in any Academic Promotions Committee in the year of their promotion application. In this case the alternate elected representative will sit on the Committee.

5.6.2.3 Term of Committee Members

Normally three (3) years.

5.6.2.4 Quorum

The quorum will be seven (7) members of the Associate Professor Promotions Committee, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

5.6.2.5 Observers

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.

5.6.2.6 Election of Panel of Promotions Committee Observers

As outlined in section 5.7.1.6

5.6.2.7 Selection of Observer

As outlined in section 5.7.1.7

5.6.2.8 Term of Panel of Observers

Normally three (3) years.
5.6.3 Professorial Promotions Committee

5.6.3.1 Membership

- the Vice-Chancellor and President as Chairperson;
- the Provost and Deputy Vice-Chancellor (Academic) as Deputy Chairperson;
- the Deputy Vice-Chancellor (Research);
- Deputy Vice-Chancellor (Research) or nominee;
- Deputy Vice-Chancellor (Students, Learning and Teaching) or nominee;
- the 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 President; and
- a person who holds a substantive position at Level E, elected by and from the Academic Board.

In addition, the Committee may, at its discretion, include another Professor from a relevant discipline in a Committee meeting, by invitation.

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

5.6.3.2 Nomination and Elections

The member elected by the Academic Board will be elected by the membership of Academic Board. In the event of a casual vacancy occurring, this vacancy will be filled by election for the remainder of the term.

5.6.3.3 Term

Normally two (2) years.

5.6.3.4 Quorum

A quorum will be seven (7) members, including the Chairperson or Deputy Chairperson, and the Executive Dean of the Faculty for any applicant under consideration.

5.7 Research Study Program Committee

5.7.1 Membership

(i) the Deputy Vice-Chancellor (Research) as Chair;
(ii) the Dean (Research); and
(iii) three (3) senior members of Academic Staff from different disciplines appointed by the Vice-Chancellor and President.

The Director of Human Resources (or nominee) may attend meetings as an observer.

5.7.2 Nomination and Elections

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will invite the Vice-Chancellor and President to nominate members under category (iii).

5.7.3 Term

Normally three (3) years.

5.7.4 Quorum

Four (4) members including the Chair.
5.8 **Workloads Advisory Committee (WAC)**

The purpose of the WAC is to support the implementation of the Working Arrangements – Academic Staff Clause of the Enterprise Agreement.

5.8.1 **Membership**

The membership of the WAC will be:

- three (3) nominees of the University, including two (2) Academic Staff members nominated by the Provost and Deputy Vice-Chancellor (Academic) one of whom is an Executive Dean and a Human Resources representative, and
- three (3) Academic Staff union nominees.

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

5.8.2 **The role of the WAC is to:**

- Support the implementation of the Working Arrangements – Academic Staff clause of the Enterprise Agreement.
- Provide input into the evaluation of the supporting electronic workload system.
- Receive, discuss and consider submissions on issues referred by Academic Staff members, National Heads of School or Executive Deans relating to the operation of the Working Arrangements – Academic Staff clause and make recommendations to the Provost. Submissions must relate to the operation and/or implementation of the Working Arrangements – Academic Staff clause. Matters involving or raised by an individual staff member may only be addressed by the WAC in accordance with the provisions of sub-clauses 5.2.7.3 and 5.2.7.4 of the Enterprise Agreement.
- Make recommendations on the operation and/or implementation of the Working Arrangements – Academic Staff clause to the Provost. Following consideration, the Provost will refer those recommendations that are accepted to the ACUSCC for consultation. Following consultation at ACUSCC, the Provost will then refer the matters to the Vice-Chancellor and President who may either make modifications or accept the endorsement, prior to approval.
- In general, issues arising from the implementation of the Working Arrangements – Academic Staff clause should be dealt with in a timely manner.

5.8.3 **Nominations**

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

5.8.4 **Term**

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

5.8.5 **Meetings**

The WAC will normally meet at least three (3) times each year.

5.9 **Appeals Committees**

An Appeals Committee may be established under the Staff Appeals Policy to review the outcome of certain administrative processes where this is provided for in a policy of the University.
5.9.1 Academic Staff Appeals Committee Membership

- a chairperson nominated by the Vice-Chancellor and President;
- a member of Academic Staff nominated by the Vice-Chancellor and President; and
- a full-time Academic Staff member elected by the University’s Academic Staff.

5.9.1.1 Nomination and Election

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will call for nominations from all Academic Staff up to and including Level E, to form a panel who might serve on any Appeals Committee constituted. The Office of the Chief Operating Officer and Deputy Vice-Chancellor will conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and Campuses.

5.9.1.2 Selection of Chair

The Chairperson may be selected by the Vice-Chancellor and President from the External Chairpersons Panel. Alternatively the University will consult with the unions and the Vice-Chancellor and President will appoint an appropriately qualified and experienced person to be the Chair.

5.9.1.3 Selection

Where the Appeals Committee is to be convened to review an academic matter the Vice-Chancellor and President will select one (1) elected Academic Staff member from the panel established under section 5.10.1.

5.9.1.4 Quorum

The quorum will be all three (3) members of an Academic Staff Appeals Committee.

5.9.2 Professional Staff Appeals Membership

- a chairperson nominated by the Vice-Chancellor and President;
- a member of the Professional Staff nominated by the Vice-Chancellor and President; and
- a full-time Professional Staff member elected by the University’s Professional Staff.

5.9.2.1 Nomination and Election

The Office of the Chief Operating Officer and Deputy Vice-Chancellor will call for nominations from all Professional Staff to form a panel who might serve on any Appeals Committee constituted. The Office of the Chief Operating Officer and Deputy Vice-Chancellor will conduct a secret ballot accordingly. The call for nominations will invite nominations from all Faculties and Campuses.

5.9.2.2 Selection of Chair

The Chairperson may be selected by the Vice-Chancellor and President from the External Chairpersons Panel. Alternatively the University will consult with the unions and the Vice-Chancellor and President will appoint an appropriately qualified and experienced person to be the Chair.

5.9.2.3 Selection

Where the Appeals Committee is to be convened to review a Professional Staff matter the Vice-Chancellor and President will select one (1) elected Professional Staff member from the panel established under section 5.10.2.

5.9.2.4 Quorum

The quorum will be all three (3) members of a Professional Staff Appeals Committee.
5.9.3 Term (Academic Staff and Professional Staff)

Normally three (3) years.

5.9.4 Observer

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

5.10 Misconduct Investigation Committee

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

5.10.1 Membership

A Misconduct Investigation Committee will consist of three (3) members as follows and will be assisted by an Executive Officer.

- an independent Chairperson external to the University chosen by the Vice-Chancellor and President from the External Chairperson’s Panel of chairpersons established for this purpose;
- a nominee of the Vice-Chancellor and President from within the University; and
- a union nominee.

5.11 Campus Work Health and Safety Committees

Each campus is required to have a Campus Work Health and Safety Committee.

5.11.1 Membership:

(i) three (3) representatives of the University nominated by the University;
(ii) a minimum of four (4) staff elected representatives, including Health and Safety Representatives (HSRs) who are members of the Academic and Professional Staff of the campus. Refer to next section for further information about HRSs; and
(iii) a student association representative nominated by the Campus Branch of the Australian Catholic University National Student Association may be invited to be a Committee member.

5.11.2 Nomination and Election

Online elections of representatives under (ii) above will be conducted by Human Resources whenever the number of nominations received exceed the vacancies within the committee.

5.11.3 Selection of Chair

The Chair will be elected from the staff elected representatives.

5.11.4 Nomination

With regard to the University nominated representatives under (i) above, one (1) Committee member is appointed by each of the following:

- Director, Human Resources;
- Director, Properties; and
- the Associate Vice-Chancellor/Campus Dean responsible for the Campus (who may self nominate).
5.11.5 Term
Normally three (3) years with no limit on the number of terms served.

5.11.6 Quorum
Five (5) members.

5.12 Health and Safety Representatives (HSRs)
Each campus is required to have HSRs who are advocates for specific workgroups on each campus. These HSRs will engage in two-way consultation with ACU about hazards and risks that impact upon the staff members that they represent.

5.12.1 Number of HSRs
Two (2) to six (6) HSRs on each campus are elected by staff within specific workgroups. The majority of these HSRs will participate in local campus WHS Committee meetings.

5.12.2 Nomination and Election
Human Resources will call for nominations whenever HSRs have completed their three year term or representatives vacate the role.

Online elections will be conducted by Human Resources whenever the number of nominations received exceeds HSR vacancies. The results of the election will be communicated to staff members.

6 Approvals
All decisions in relation to the application of this Guideline must be in accordance with the Delegations of Authority Policy and Register.

7 Revisions made to these Guidelines

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<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
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<tr>
<td>18 October 2016</td>
<td>Minor</td>
<td>These Guidelines are aligned with the Australian Catholic University Staff Enterprise Agreement, 2013 – 2017 and have been updated to reflect arrangements for Probation Review Committees and Campus Work Health and Safety Committees. Some editorial changes have also been made.</td>
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The University may make changes to these guidelines 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 Human Resources.

8 Further Assistance
Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.