Dear Colleagues,

Our HR Update has had a name change. Welcome to the People and Culture Update!

HR was reviewed through the Cyclical Quality Review process earlier this year and the principal recommendation was to bring together HR related activities under one portfolio. Hence, HR has joined forces with Organisational Development and we have been renamed the Office of People and Culture.

I’d like to welcome Ken Hodson, recently appointed to be Associate Director, Workplace Relations and Organisational Design, and Susan Hudson, Director, HR Strategy and Services. Other members of the management team are Aggie Lim, Director, Organisational Development, Melissa Williams, Director, Indigenous Employment and Engagement, Taya Solodin, Associate Director, UWS Recruitment.

We will introduce staff of OPC to you in this and future issues of the People and Culture Update and provide you with information about issues that may be of interest to you about working at UWS. We hope that you find this useful and encourage you to let us know what you would like to find out more about.

This issue includes a number of articles of relevance to your career development, in particular the benefits of having discussions with your supervisor to plan your goals and your development for the year ahead.

From the Executive Director and staff of The Office of People and Culture

What is covered in this Issue...

- Electronic Timesheet—Professional Staff
- Who’s who in OPC
- Who does what in OPC – directory
- Living Away From Home Reimbursement
- Casual Timesheet Deadlines
- Choice of Novated Leasing for Vehicles
- Casual Staff – Online Timesheet Tutorials
- The Compass Program – Compass
- Organisational Development
- Superannuation Update
- Indigenous Employment & Engagement
- Christmas closedown dates
- Feedback on our HR services
- OHS IS

CASUAL TIMESHEET DEADLINES

When entering casual timesheets, you may wish to familiarise yourself with the UWS pay cycle deadline dates.

For your convenience, these dates are available from the HR website at the following link:

www.uws.edu.au/human_resources/hr/pay_and_benefits/salary_deadlines/

WHO’S WHO IN OPC

Over the next few People and Culture Updates, we would like to introduce to you the staff that make up the Office of People and Culture. In this issue you will find below the photos of the teams from Staffing Services and HR Business Services.

WHO DOES WHAT IN OPC - DIRECTORY

Are you unsure of who to contact in OPC for your enquiry? Please visit the following UWS web pages which are directories of “Office of People and Culture - Staff” and “Office of People and Culture - Key Functions”. If you are still unsure, please email your query to OPCEnquiries@uws.edu.au.

SUPERANNUATION TEAM

From left to right: Julie Lohan, Pauline Pickham

LIVING AWAY FROM HOME REIMBURSEMENT (LAFHA)

Living Away from Home Reimbursement is a concessional tax arrangement to compensate employees for additional expenses incurred whilst “temporarily” living away from their usual place of residence in order to carry out employment duties with the University.

Subject to eligibility criteria, LAFHA can comprise a tax exempt amount for accommodation and food to reduce an employee’s taxable income. It should be noted that LAFHA is not paid in addition to the salary applicable to the position. To qualify staff must have relocated either from overseas or interstate to take up a temporary appointment with UWS.

To be eligible for LAFHA, you must have the intention of returning back to your usual place of abode once the temporary employment period is complete. A Temporary (457) Visa Holder is normally allowed to claim LAFHA from the employer. Employees should seek their own independent advice on LAFHA, however eligibility guidelines and relevant forms are included in the UWS / PKF Employers Guide to Australian Living Away From Home and Relocation Benefits for employees and can be found in the Associated Information.

Should you require further information on LAFHA, please contact Les Barrett.

ANNUAL LEAVE ACCRUALS

Staff should manage their annual leave accruals to ensure that they do not exceed 30 days accrual. The Staff Agreements are clear in that a maximum of 30 days annual leave can be accrued, except for reasons stipulated in the Agreement, before staff can be directed to reduce their leave balance.

STAFFING SERVICES

From left to right: Lauren Holstein, Marie Robinson, Lynda Donovan (Staffing Services Supervisor), Lisa Stevens, Tricia Mann

Feedback for OPC: http://www.uws.edu.au/people_and_culture/opc/feedback_on_people_and_culture
CHOICE OF NOVATED LEASING OF VEHICLES FOR STAFF

UWS staff now have choice of supplier should they wish to consider a novated lease arrangement for their new or used motor vehicle through salary sacrifice arrangement.

Previously SG Fleet were the sole supplier for novated lease vehicles and now NLC have also been included, providing a choice of supplier for University staff.

For more detailed information, please visit the Novated Motor Vehicle Leasing Section of the UWS Salary Packaging Guide. Should you wish to discuss a novated lease option, the contact details for both SG Fleet and NLC are below or please contact Les Barrett, or Lynda Donovan.

SG Fleet
PH: 1800 818 487
Website

NLC
PH: 1800 643 044
Website

CASUAL STAFF – ONLINE CASUAL TIMESHEET TUTORIALS

Online tutorials have been developed to assist staff with creating their first casual timesheet on Staff OnLine. The tutorial will take you through the process step by step.

The tutorials are available for both General and Academic Staff on MyCareer Online.

To access the tutorials follow the steps below:
1. Login to Staff OnLine and click on the link to MyCareer Online at the top of the page.
2. In MyCareer Online, enter the word timesheet in the search box at the top right hand side of the page and press enter.
3. The Academic and General staff tutorials should then be displayed on the page.
4. Click on the appropriate tutorial and click on the Request button.
5. Then click launch.
6. The Tutorials are available to launch at anytime in MyCareer Online. Click on the “Learning” link and click on ‘View my Training Record’, then launch the tutorial again.

ELECTRONIC TIMESHEET – PROFESSIONAL STAFF

The 2012 Electronic Timesheet for Professional Staff has been released and is available at HR Forms and Templates at http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates_/nocache

Reminder re: Taking of Flex Days

"Normally, a maximum of two flex days may be taken in a settlement period (pro rata for part time staff). It is recognised, however, that exceptional circumstances occur from time to time, and these are a range of options within the General Staff Agreement designed to cover such circumstances. These include:

- Where an employee is directed not to take flex leave due to organisational need, excess credit may be carried forward to the next period;
- If the flex leave cannot be taken in the subsequent settlement period and the HR Director, on advice of the unit Dean / Director approves, the excess credit may be carried forward to the next period;
- If, for 2 full settlements periods (as above), organisational needs remain such that an employee is still unable to take accrued flex-leave, it will be paid out at ordinary time.

The Flexible Hours of Work Scheme (Clause 29) of the General Staff Agreement, 2009 – 2012 provides comprehensive information on the Scheme and its operation."

SUPERANNUATION UPDATE

Unisuper - New Investment Section

The Investments section gives members a complete overview of investments at UniSuper, with information for experienced investors as well as those new to investing.

You will be able to view the new section at www.unisuper.com.au/investments.

In this new section members can learn more about each investment option and asset class, follow their performance and find the help they need to manage their investment with easy-to-follow guides, charts, and images.

Members can read the latest news and commentary from the UniSuper investment team – find out how the government’s carbon tax is likely to affect their super, and which of UniSuper’s shares have been excelling despite shaky financial conditions in the USA. Members can also see what our other top international and Australian holdings are at a glance, and learn about UniSuper’s responsible investing strategies.

UniSuper have advised that this section will be continually evolving, and value any feedback you have. If you have any questions, recommendations or suggestions for improvement, please call Employer Services on 1800 630 692 or email employer servicessales@unisuper.com.au.

SALARY SACRIFICE CONTRIBUTIONS FOR UNSUPER MEMBERS

A reminder for staff to check Staff Online to ensure superannuation salary sacrifice contributions do not go over the contribution limits. Salary sacrifice contributions include all University employer contributions, your employee contributions (should you salary sacrifice these) and any additional voluntary contributions that you have elected to salary sacrifice. The limits for this financial year 2011-2012 are:
• Under 50yrs of age – limit is $25,000
• Over 50yrs of age – limit is $50,000

Special arrangements are in place for those defined benefit members, so if you require further information please contact Pauline Pickham and Julie Lohan.

NEW EMPLOYEES – UNSUPER MEMBERS

To assist in the management of your superannuation account, please complete your Unisuper DBD/ACC2 applications forms as soon as possible following your commencement and return to the Superannuation Office, Bldg AE, Werrington North.

Tax File Numbers - please remember to inform Superannuation and Staffing Services as soon as you receive your Tax File Number.

Please contact your Superannuation Officer, Pauline Pickham or Julie Lohan for any additional information.

COMPASS

The next phase of Compass will be to complete performance reviews for 2011.

All staff will be required to complete a self-review of performance, whether or not they have entered work and development objectives in MyCareer Online. An email will be sent to all staff requesting them to complete a self-review. This will need to be completed within a specified time period to enable your Manager to complete a review of their performance and to schedule meetings.

All performance reviews should be completed by mid-December 2011. Instructions on how to update progress against work and development objectives and how to complete the self-review and supervisor’s review of performance are available under the Knowledge Bank tab in MyCareer Online.

Should you require further information please contact Bob Burnell.

Office of People and Culture
University of Western Sydney
Feedback for OPC: http://www.uws.edu.au/people_and_culture/opc/feedback_on_people_and_culture
 ARE YOU RECRUITING?

UWS values workplace diversity. Please contact the Indigenous Employment and Engagement team for advice on how you can embrace diversity in our workforce at UWS.

EMBRACING DIVERSITY @ UWS

The Office of Indigenous Employment and Engagement has been nationally recognised for their innovative programs by the Australian Human Resources Institute Awards, winning the Fons Trompenaars Award for Diversity and Cross Cultural Management.

This includes initiatives such as the establishment of the first of its kind in the Sector Aboriginal and Torres Strait Islander Employment and Engagement Advisory Board (A&TIAB) which has met quarterly since inception. The Advisory Board contributes to the multi-faceted work of the UWS Office of Indigenous Employment and Engagement (OIE&E). The majority of the Advisory Board’s members are Aboriginal and/or Torres Strait Islander.

The majority of the Advisory Board’s members are Aboriginal and/or Torres Strait Islander. The Board provides a community perspective on new proposals and rigorously assesses ongoing programs to ensure effectiveness, cultural congruence and compliance with cultural protocols in employment and engagement.

Federal Minister for Indigenous Employment and Economic Development, Senator Mark Arbib, and Member for Parramatta, Julie Owens announced $570,000 in funding as part of a three year project to assist boosting employment and engagement opportunities at UWS including ‘Elders on Campus’ for leadership in Cultural Workplace Relations across the University’s campuses, Cadetships, Traineeships, Direct Employment and Mentoring.

INDIGENOUS EMPLOYMENT & ENGAGEMENT (IE&E)

Registration of the General and Academic staff agreements confirms the University’s commitment to Aboriginal and Torres Strait Islander employment and engagement, and in particular, the development of employment initiatives with the objective of at least 2.5% representation of Aboriginal and Torres Strait Islander within the University. The UWS Indigenous Australian Employment Strategy Consultative Committee (IAESCC) monitors the implementation of the above commitment and congratulations to Mark Leon, General Staff representative and Dr Gawaian Bodkin-Andrews, Academic Staff representative who have been recently elected to the IAESCC. Thank you also to our outgoing members – Jennifer Flood and Dr Maree Gruppetta for their valuable contributions to the committee. For further information on the IAESCC please use the following link: http://www.uws.edu.au/IAESCC

If your school or unit is considering recruiting skilled Aboriginal and Torres Strait Islander peoples into academic positions or professional positions at entry, mid or senior levels, please contact Melissa Williams, Director Indigenous Employment and Engagement.

Just a reminder to all hiring managers that the Casual Employment Authority (CEA) forms are now updated to include a provision for Aboriginal and Torres Strait Islanders to identify. This will enable us to record the data in Alesco. Visit the OPC Forms and Templates page to access the form.

Please note that any UWS Aboriginal and Torres Strait Islander staff who have not previously identified yourself as an Aboriginal and/or Torres Strait Islander in your employment record, please update your details in Staff Online by completing the Equal Employment Opportunity Survey in the Personal Details section: https://staffonline.uws.edu.au

FEEDBACK ON OUR OPC SERVICES

In our endeavour to provide enhanced OPC services for the University, staff can now easily provide feedback on our services by completing the electronic ‘Feedback for OPC’ form located on the Office of People and Culture home page of the UWS website.

We welcome all feedback including those positive experiences and also suggestions where we could do things differently. All comments are anonymous unless you are comfortable in providing your personal details. Also, if you would like to discuss your feedback, please do not hesitate to ring either your HR Advisor or Warwick Brennan, Manager HR Operations.
Case study: Release of potentially flammable and explosive chemical vapours in a University building

The Incident
Staff members in a building containing a mix of teaching and research laboratories, lecture theatre and office areas initially detected strong vapours, suspected to be of a chemical nature, in office areas of the building.

These vapours were later detected in the lecture theatre where a lecture was in progress, especially around a sink located on the front demonstration bench of the lecture theatre.

An initial investigation by staff members was conducted to determine the possible origin and nature of the vapours. Following this investigation, and in consultation with Campus Safety and Security staff, a decision was made to evacuate all occupants of the building due to the potential for the suspected chemical vapours to be (e.g. from power points, computer equipment etc). The building was locked down by Campus Safety and Security staff and the Fire Brigade was contacted to attend and investigate the potential ignition hazard.

The Fire Brigade assessed the building wearing protective clothing and breathing apparatus and tested for the presence of hazardous vapours that could result in a flammable atmosphere. No flammable atmosphere was detected. On advice from the Fire Brigade HAZMAT section, the Fire Brigade flushed the sink in the lecture theatre to dispel the vapours and advised that the building should be ventilated for a few hours before allowing occupancy back into the building.

Possible Causes
After initial investigation and assessment by staff, it was determined that earlier in the day, a small quantity of mixed organic waste had been accidentally disposed into a sink in a chemistry laboratory located in the building rather than being disposed into hazardous chemical waste. The organic waste was suspected to contain small amounts of a flammable chemical.

It was suspected that the resulting chemical vapours spread through the building via the plumbing system. Even very small quantities of hazardous chemicals that are discharged down the sink, such as these, to a sewer can produce hazardous vapours that may be detected in areas outside the original disposal site.

What can we all learn from this incident?
- Chemical waste, no matter how small the quantity, must never be discharged to sewer as it may affect the health and safety of people in the whole building. All chemical wastes are to be disposed as hazardous waste in accordance with the University’s chemical waste disposal procedures
- University site specific emergency evacuation procedures and signage must be kept up to date to ensure safe evacuation of all occupants of a building in the event of an emergency
- Development of local Building Emergency Management Plans, including local Spills/Exposure Management Plans is crucial to the safety of all occupants of the building, not just those working in laboratories
- Compliance with hazardous substances labelling, handling, storage and disposal procedures, including staff and student training in these procedures, is critical in the safe management of these substances in high risk laboratory environments
- Regular review of building hazardous substances registers and associated MSDS registers is required - the location of these registers in a central location (e.g. in Security Office) is recommended for availability of essential information for Emergency Services
- Supervisors must ensure that all staff and students under their supervision have received the required OH&S induction and training, especially relating to emergency procedures, incident/accident reporting and understand of their OH&S responsibilities
- Regular review of risk assessments and standard operating procedures associated with laboratories or any high risk procedure is required, to ensure that all potential hazards are identified and suitable risk controls are selected, implemented and communicated to all staff and students who may require them.

Lessons From Real UWS OH&S Stories

The UWS Occupational Health and Safety (OH&S) Unit is committed to ensuring that our staff and students care for their health and safety. This article explores an incident that occurred at the University and highlights some lessons that we can all learn from it.