The University of Notre Dame Australia

Sessional Staff Induction Handbook

A Guide for Sessional Employees
The University - History & Background

The University of Notre Dame Australia was established by an Act of the Parliament of Western Australia, on 21 December 1989 (see http://www.nd.edu.au/university/actsOfParliament/index.shtml) and by a Canonical statute of the Archdiocese of Perth on 2 July 1991 (see http://www.nd.edu.au/university/index.shtml). Its Act of Parliament is comparable to the statutes of other Australian Universities. The Act established Notre Dame as a self accrediting institution. Its founding partner was the University of Notre Dame in the United States. The University established its Fremantle Campus and enrolled its first Australian postgraduate students in February 1992 and its first Australian Undergraduate students in February 1994. At the invitation of the Bishop of Broome, it opened its Broome Campus in 1994. At the invitation of the Cardinal Archbishop of Sydney, it opened its Sydney Campus in 2006. The basis for this Sydney Campus is a long-term formal agreement between the University and the Archdiocese of Sydney. The Archbishop of Melbourne has invited the University to establish a Clinical School of Medicine in Melbourne, to open in 2010, and to be associated with Notre Dame’s Sydney Medical School.

The University is a Catholic and a private higher education institution. At present, it receives Australian Commonwealth Government funding to support student places on its Fremantle and Sydney Campuses in Medicine, Nursing, Teaching, and for all categories of students on its Broome Campus. It also receives Commonwealth research funding, and capital grants for special facilities. It receives low interest loans from the Western Australian State Government for some of its capital projects in that State.

The University has experienced substantial growth in recent years, in physical size, in student and staff numbers, and in its range of academic offerings. It now operates national Colleges of Arts and Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, and Philosophy and Theology with Schools on each Campus.

The University achieved a student enrolment quantum on its Fremantle, Sydney and Broome Campuses of approximately 6,500 full-time equivalent students in 2009. This growth, coupled with changes to the regulatory framework of the Commonwealth Government and the need to provide for its new campus in Sydney, has produced a distinctive governance structure for the University. The University Act of Parliament provides that the Trustees of the University are the ultimate custodians of the University, responsible for ensuring compliance with the Objects of The University. The Board of Governors, appointed by the Trustees, is a constituency-based body which acts in advisory and support capacity. The Board of Directors is the governing body of the University, drawn from the Board of Governors, and appointed by the Trustees. The Chancellor chairs all three of these Boards.

The Vice Chancellor is the Chief Executive Officer of the University. The Vice Chancellor is responsible for all aspects of the University’s leadership and management and reports to the Trustees and the Board of Directors.

The University is aiming to grow to a total enrolment of 10,000 equivalent full-time students by 2016. It aims to be a very strong and distinctive Australian university and to be regarded as one of the best Catholic universities in the world.

For a copy of the University’s strategic plan (2008 - 2018) please refer to the University’s website at http://www.nd.edu.au/university/index.shtml
**Objects of the University**

The University’s Objects are defined in Section 5 of its Act of Parliament:

In pursuing these objects, the University seeks to be an outstanding Australian undergraduate university, and one of the best Catholic universities in the world.

The Objects of the University are:

a. the provision of university education, within a context of Catholic faith and values; and

b. the provision of an excellent standard of -
   i. teaching, scholarship and research;
   ii. training for the professions; and
   iii. pastoral care for its students.

**How does Notre Dame define itself as a Catholic University?**

- Through its Objects as set out in The University of Notre Dame Australia Act, 1989. These are listed in S5:
  a) The provision of university education within a context of Catholic faith and values; and
  b) The provision of an excellent standard of:
     i) teaching, scholarship and research;
     ii) training for the professions; and
     iii) pastoral care for its students.

- Through its canonical statute and diocesan agreements.

- Through its governance structures, and especially through the role of its Trustees.

- Through its Statutes and Rules.

- Through particular activities and programs directly supporting of the role and work of the Church and its agencies.

- Through its role as a centre for Christian intellectual life.

- Through its international Catholic university relationships, especially with the University of Notre Dame in the United States.

- Through its physical facilities and images.

- Through its ‘private’ status.

**What are key strategies and practical steps adopted by the University of Notre Dame Australia to achieve its objects as a Catholic University?**

Ten Steps:

1. Having Schools of Philosophy and Theology which are central to the University’s academic mission, offering a compulsory core curriculum for all students, comprising units in philosophy, theology and ethics; being leading catalysts in developing and maintaining the University as a centre for Christian intellectual life.

2. Recruiting ‘for mission’: selecting students and staff to build a Christian community which supports the Objects of the University.

3. Providing an academic development program in theology to be available to all staff, and encouraging lecturers to integrate discussion on ethical and faith issues into the curriculum in all Schools of the University.

4. Supporting social justice education: through encouraging a spirit of voluntarism, through special curriculum options, ‘service-learning’ programs and ‘service’ internships, with a special focus on advancing Aboriginal people.
5. Encouraging a sense of community within the university by actively supporting the Student Association and student clubs; promoting student involvement in sport, recreation, cultural activities and social life; encouraging social interaction and team building among staff.

6. Investing in an active campus ministry, and special religious initiatives in each School, underpinning and promoting spiritual and liturgical life on and off campus for staff and students.

7. Emphasising pastoral care as central to university life and, in so doing, facilitating a university culture which recognises and values highly every student and staff member.

8. Being openly and unequivocally Catholic. Welcoming people of all faiths (and none at all) into the Notre Dame community; being clear about and proclaiming Notre Dame’s Christian faith underpinnings, and its integral membership of the Catholic Church.

9. Providing excellence of standards in teaching, scholarship, research and professional training, and understanding that such excellence is fundamental to the very idea of a Catholic university.

10. Adopting policies which maximize graduation rates and the successful entry of alumni into their vocation or profession of choice.

Our Students

At Notre Dame, students are able to combine a first class education with involvement in local community service and international activities, a philosophy which ensures students are well equipped to take their place in society.

The University ethos draws on the centuries-old tradition of Catholic higher education combined with challenging and relevant courses. This ensures graduates are highly sought after by employers for their academic qualifications, skills and contribution to the community.

Notre Dame aims to remain a small, private university committed to ensure that students receive a personalised, high quality education. It offers a caring and friendly learning environment dedicated to providing courses that are challenging, relevant and responsive to student, employer and community needs.

The University complements its institutional smallness policy by committing itself to a small class size policy. Tutorials are normally limited to a maximum of 20 students and lectures are generally restricted to medium sized groups. For the very large first year units, a maximum lecture group size of 150 students has been established.

The Core Curriculum

From the commencement of undergraduate teaching at the University in 1994, the Trustees of the University established that, as a matter of on-going policy, all students would be required to enroll in a ‘core curriculum’ comprising three specifically designed units in Theology, Philosophy and Ethics. These core units have several functions:

- They help to create and sustain the ‘context of Catholic faith and values’ which is central to the Objects of the University as defined in its enabling Act of Parliament.
- They provide a liberal education base for the wide range of professional courses undertaken by most undergraduate students prior to entry to their chosen vocation.
- They encourage a ‘coming together’ of students from many religious traditions (and none at all) and provide a setting in which important social and moral issues can be freely discussed and debated.
- They complement the ‘service learning’ and social justice education units which many students undertake as part of their courses.
The Core Curriculum is a distinguishing characteristic of a Notre Dame undergraduate education. The University gives priority to ensuring that these units are excellent in curriculum design, teaching quality, and classroom experience.

Core Unit Descriptions

Introduction to Theology
TH101 introduces students to the study of theology as an academic discipline via a structured and principled inquiry into the foundations of the Christian faith, its meaning and fundamental coherence and implications for the life of the world. Through a study of major biblical narratives and significant moments in church history this unit explores the key theological themes of the nature of God, creation, evil, covenant, sin, revelation, incarnation, resurrection, and church. The tutorials will focus on contemporary questions related to these themes and will investigate their relevance today via a reflection on various aspects of the experience of God within human experience.

Introduction to Philosophy
In PH100 we study some of the central themes of philosophy - the nature of the good life, the nature of knowledge, the nature of being human and the world and universe we inhabit - by examining a range of influential thinkers in the western philosophical tradition from the ancient world to the twenty-first century. Students are encouraged to reflect on these fundamental questions and to examine their own beliefs. They increase their cultural literacy by exploring how these great philosophers have influenced western culture. The study of these thinkers exposes students to different styles of thinking, requiring them to develop skills in critically evaluating different arguments.

Ethics
In the moral traditions of both East and West, Ethics is concerned with three interrelated themes: what we value as 'Good' or 'Bad'; what we regard as 'virtuous' or 'vicious' behaviour, or character; and what we define by rule as 'Right' or 'Wrong' to protect ourselves and society from harm and promote the health and well-being of the community. This unit introduces you to the themes and methods of Ethics as an academic discipline with the emphasis on practical skills in sound ethical decision-making and critical examination of current moral issues.
ACADEMIC AND ADMINISTRATIVE STRUCTURE

1. SENIOR ACADEMIC STRUCTURE

The Vice Chancellor
The Vice Chancellor has overall academic responsibility for the University. All academic committees and academic leaders are advisory to the Vice Chancellor. The Vice Chancellor may delegate any or all of her powers, subject to any limitations under the UNDA Act and the University Statutes.

The Provosts
The University has two Provosts, one for the Fremantle and Broome Campuses, and one for the Sydney Campus. The Provost is a Principal Officer of the University and is the senior University Officer responsible for academic matters on the relevant campuses of the University. The Provost has a variety of responsibilities in this role, delegated through the Vice Chancellor. The Provost chairs the Academic Council and sits on a number of other University Campus committees, such as the Research Committee, the Core Curriculum Committee, the Human Research Ethics Committee and the University Executive Council. The Provost provides leadership in the academic pursuit of the Objects of the University. In this regard the Provost is given the special responsibility of providing leadership in the development of the University as a Catholic institution of Higher Education.

The Provost has a key role in academic policy matters such as Advanced Standing and Exemptions. The Provost oversees some academic staffing matters such as the Promotions Process on the relevant campus. The Provost is responsible for oversight of Higher Degrees by research, especially for the Doctor of Philosophy and the professional doctorates. The Provost is responsible for oversight of the Board of Examiners on the relevant campus, and has particular roles in changes of student grades and academic standing outside the meetings of those Boards. In this role the Provost is the key University Officer in consideration of appeals by students against the findings of the Board of Examiners. The Provost has a key role in oversight of disciplinary matters concerning the academic behaviour of students. The Provost has a key role in student appeals.

The Roles of the Deputy Vice Chancellors
The Deputy Vice Chancellors are the deputies of the Vice Chancellor as Chief Executive Officer and, subject to the overall leadership of the Vice Chancellor, are the senior leaders of the University on their respective campuses. In relation to any matters arising which impact on the overall academic policy of the University, the Deputy Vice Chancellors are responsible for advising and working in liaison with the Provost and/or the Associate Provost of the University.

The duties of the Deputy Vice Chancellors are those duties assigned to them by the Vice Chancellor.

The Roles of Executive Deans, Deans and Associate Deans
The University has established these academic leadership positions to enable leadership and management functions to be exercised at appropriate levels on its various campuses, and at the same time, for the University to be held together as a national academic institution.

The University’s academic structure is based upon a College and School system. The development of its various Campuses and the University’s desire to operate as a single entity requires a clear definition of the notion of College and School. In essence, the national College is a confederation of Schools on the various campuses. The Schools within the College are the centre-piece of academic activity and policy development.

A College is, by definition, ‘an organised body of persons with shared functions and privileges’. A College does not teach or undertake research or professional training. It brings related Schools and staff together from across the University campuses, and presents a collective point of view for the discipline area(s) covered by the College. The Executive Dean speaks for the College as a whole when necessary.
A School is, by definition, an ‘institution for giving instruction’. It is responsible for teaching, supporting research, for professional and research training, and for the pastoral care of students. Each School is headed by a Dean who has full day-to-day leadership and managerial responsibilities for it. The Deans are supported in leadership and management by Associate Deans whose academic and management responsibilities are allocated by the Dean.

The University has established eight national Colleges: Arts and Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, and Philosophy and Theology. Each College comprises the staff and students of its constituent Schools on the various campuses. Executive Deans have day to day responsibility for leading and managing a School within the College on the campus at which they are based.

2. SENIOR MANAGEMENT STRUCTURE

The Vice Chancellor
The Vice Chancellor, Professor Celia Hammond is responsible for overseeing all aspects of the academic and general administration of the University. The Deputy Vice Chancellors report to the Vice Chancellor on all matters of management and administration. The Vice Chancellor, Deputy Vice Chancellors, the Provosts, the Pro Vice Chancellors, the Chief Finance Officer and the University Secretary constitute the Executive Council of the University. The Executive Council meets on a bi-monthly basis. Its current membership is as follows:

The Executive Council

- Vice Chancellor: Celia Hammond (Chair)
- Deputy Vice Chancellor & Provost, Fremantle: Mark McKenna
- Deputy Vice Chancellor & Provost, Sydney: Hayden Ramsay
- Deputy Vice Chancellor, Broome: Lynette Henderson-Yates
- Pro Vice Chancellor, Fremantle: Peter Glasson
- Pro Vice Chancellor, Sydney: Margot Kearns
- Chief Finance Officer: Darren Cutri
- University Secretary: Gabrielle Vitali
- Associate Provost: Peta Sanderson
- Manager of the Vice Chancellery: Janny O’Connell

The Deputy Vice Chancellor & Provost, Fremantle
Mark McKenna is the Deputy Vice Chancellor and Provost, Fremantle and reports to the Vice Chancellor. The Deputy Vice Chancellor acts for the Vice Chancellor as her delegate in any matter, and in her absence from the University. He has special responsibility in relation to the Admissions and Student Services Division.

The Deputy Vice Chancellor and Provost
The Sydney Campus is led and managed by the Deputy Vice Chancellor, Sydney, Hayden Ramsay. He acts for the Vice Chancellor as her delegate in any matter. He reports to the Vice Chancellor. He is the senior leader of the Sydney Campus.

The Deputy Vice Chancellor, Broome
The Deputy Vice Chancellor, Broome, is the senior leader on the Broome Campus and reports to the Vice Chancellor. The Deputy Vice Chancellor, Broome acts for the Vice Chancellor as her delegate on any matter. The Deputy Vice Chancellor, Broome works with the Manager of the Broome Campus who is responsible for the day to day administration of the Campus. The Campus Manager reports to the Deputy Vice Chancellor, Broome.

The Pro Vice Chancellor
Pro Vice Chancellors, Peter Glasson and Margot Kearns act as Deputy to the Deputy Vice Chancellors on their respective Campuses in relation to all aspects of their duties, and to accept responsibility for
particular projects and assignments when requested. The Pro Vice Chancellors act as Deputy Vice Chancellor in the absence or unavailability of their Deputy Vice Chancellor and undertakes such other duties as the Vice Chancellor may require.

The Chief Finance Officer
The Chief Finance Officer, Darren Cutri, reports to the Vice Chancellor. He oversees all aspects of the financial operations of the University on the Fremantle, Sydney and Broome Campuses. He is responsible for the Finance Office (Fremantle).

University Secretary
The duties of the University Secretary are to act as secretary to the Trustees of the University; act as secretary to the Board of Directors; act as secretary to the Board of Governors; have custody of and affix as authorized by these statutes the common seal of the University; and discharge such other duties as may be determined by the Board of Directors.

Associate Provost
The Associate Provost acts as the Provost's representative and liaison on the Fremantle Campus. In carrying out the duties, the Associate Provost will be guided by the goals and strategies set out in the University’s Strategic Plan, as approved by the Board of Directors. In executing these duties, the Associate Provost will liaise with the Provost on the Fremantle Campus. The Associate Provost advises the Provost and is a member of the executive leadership team of the University.

Manager of the Vice Chancellery
The Manager of the Vice Chancellery provides executive support to the Vice Chancellor and manages all aspects of the Vice Chancellor’s Office.

3. ACADEMIC COUNCIL

There are two Academic Councils, one for Fremantle and Broome, and one for Sydney. The Provost chairs the peak academic committee of the University – the Academic Council. The membership of the Fremantle Academic Council is as follows:

- **Deputy Vice Chancellor & Provost, Fremantle**
  - Mark McKenna (Chair)

- **Deputy Vice Chancellor & Provost, Sydney**
  - Hayden Ramsay

- **Deputy Vice Chancellor, Broome**
  - Lynette Henderson-Yates

- **Associate Provost, Research Fremantle**
  - Peta Sanderson

- **Deans, Fremantle Campus**
  - Arts & Sciences: Dylan Korczynskyj
  - Business: Sonja Bogunovich
  - Education: Michael O’Neill
  - Health Sciences: Helen Parker
  - Law: Jane Power
  - Medicine: Gavin Frost
  - Nursing: Selma Alliex
  - Philosophy & Theology: Matthew Ogilvie

- **Provost & Deputy Vice Chancellor, Sydney**
  - Hayden Ramsay

- **Associate Provost, Sydney**
  - Margot Kearns

- **Deans, Sydney Campus**
• Arts & Sciences
  Gerry Turcotte
• Business
  Sonja Bogunovich
• Education
  Mark Tannock
• Law
  Gerard Ryan
• Medicine
  Gerard Carroll
• Nursing
  Tracey Thornley
• Philosophy & Theology
  Hayden Ramsay

The Academic Council normally meets five times per year.

The Provost also chairs the Academic Council sub-committees on its Campus: the Core Curriculum Committee, and the Discipline Committee.

**The Provost**

The Provost of the Campus provides leadership in fulfilling the University’s academic mission of providing excellence in both teaching and research. His role involves the support of teaching, scholarship and research, the overseeing of academic and research programs and initiatives, and the monitoring of the quality of educational experience for all undergraduate and postgraduate students. This work is carried out through the settings of academic standards, priorities and policies, developed in conjunction with the deans and academic staff.
University Governance Structure:
AN INTRODUCTION TO THE SCHOOLS

The University has an academic structure that consists of Colleges and Schools across the three campuses:

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<th>Arts &amp; Sciences</th>
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<th>Nursing</th>
<th>Philosophy and Theology</th>
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<tr>
<td>Fremantle</td>
<td>Broome</td>
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YOUR WORKING ENVIRONMENT – GUIDING PRINCIPLES

Grounds, Buildings & Furnishings
The University has established each of our Campuses as places of beauty and order that will attract staff and students and create a particular culture and atmosphere. To sustain this, we need everybody to be focused on the challenge of maintaining it, and to make it their personal responsibility. This means staff should ensure that their offices are maintained in a tidy and orderly fashion and the furniture and fittings that are placed therein are looked after and maintained in the position and condition in which they were first placed. If there are any problems in this regard, please contact Campus Services. Staff and students must try to keep furniture in classrooms in an orderly and presentable manner. This means putting chairs and desks back if they have been moved during the lecture. It is very important that the lecturer and students coming into the classroom find it a welcoming and supportive place. Students should not eat or drink in classrooms. Staff and students should not put material up on walls or generally deface the beautiful environment in which we all have the privilege of working, studying and learning.

No Smoking Policy
The University is a non-smoking environment on all three Campuses. All of us can encourage our community, staff and students (and visitors) to obey this important rule. If staff or students wish to smoke, they should go out onto the street.

Dress standards
Good dress standards are important to the culture and image of Notre Dame. Staff and students should dress with decorum. The vast majority of staff and students know what is reasonable and unreasonable but it is sometimes important to remind people to uphold this standard. For example, it is not appropriate for staff or students to be barefoot on campus or to be bare-chested.

The Code of Conduct
The Code of Conduct for Employees provides a general framework of principles to be adopted by employees with respect to their conduct while employed by the University. Similarly, there is a Code of Conduct for Students.
Respect for self and others, both within and without the University community, lies at the heart of our standards of conduct.

Staff should be aware that in addition to the Code of Conduct, they are also subject to all the rules, regulations, policies and procedures of the University, as from time to time are in force and as from time to time are amended.

A copy of the Code of Conduct for Employees can be found on the Shared Drive under ‘Staffing’.

**Staff Policies**
The University has developed a number of policies that pertain to University employees (see The Shared Drive/Staffing/Staff Policies). For advice regarding the application of a particular policy or related forms please contact:
PRACTICAL INFORMATION & CONTACTS FOR ASSISTANCE

UNDA Technological Environment
As a new UNDA staff member, you will be assigned your computer access before you start employment (or soon after). This is a task jointly undertaken by the Staffing Office, your School/Office and the IT Department. You will be granted network access, an email account, and MAZE access, if applicable. Advanced access or access to additional systems is only granted with the approval of the relevant supervisor.

IT Support and Service Desk
The IT Service Desk is your central point of contact for obtaining service and assistance for any IT query or problem. The Service Desk is responsible for coordinating all customer enquiries and ensuring your problem is tracked, monitored and resolved in the most expedient manner possible.

To contact the IT Service Desk:

The IT Service Desks on our three campuses provides staff and students with assistance with regard to Information Technology queries and incidents.

Fremantle Campus
Email: staffitsupport@nd.edu.au
Phone: (08) 9433 0999 (Ext 999 on Campus)
In Person: ND33, Corner of High and Cliff Streets. Between 8.30am to 4.30pm weekdays.

Sydney Campus
Email: sydneyit@nd.edu.au
Phone: (02) 8204 4444 (Ext 4444 on Campus)

Broome Campus
Email: itsupport@nd.edu.au
Phone: (08) 9192 0632 (Ext 632 on Campus)

Staff Webmail
All staff can access their email off-campus using the Staff Webmail services provided as part of the UNDA email system. Staff Webmail can be accessed from any computer with internet access at the following web address: http://nd.edu.au and clicking on Webmail. Simply enter your username as shown on your email address, and the password for Webmail as provided by IT, usually your date of birth (ddmmyyyy), in the first instance. You are encouraged to change this password to one known only to you.

For correct internet and email usage, please refer to Email and Internet Usage Policy on the Shared Drive.

Staff Directory on the Web
If you know a staff member’s first or last name, you can enter that name (or part of it) in the Web Staff Directory, click on the ‘Search’ button and a full listing of contact details for staff with that name/part of name will be provided.

Email Signature
To create your email signature in the UNDA approved style, please refer to the instructions on the Shared Drive.

Telephone & Voicemail

- The Telephone Directory is located on the Shared Drive and is updated every week.
Alternatively, contact details of staff members can be accessed through the University Website, Staff Directory.

To obtain an outside line, dial 0.

The Broome Campus can be accessed via the tie line, just by dialling 3+ the extension number.

All calls to the Sydney Campus have to be dialled externally.

The guide on how to use your telephone (NEAXMail AD-8) is available on the Shared Drive.

**Stationery**

Please contact an Administrative Officer in your School/Office for stationary supplies. Stationery Supplies for the Fremantle Campus are managed by the Financial Services Office.

**Mail**

Please refer to the Mail Policy on the Shared Drive for the correct procedure to follow when sending/receiving mail.

**Staff ID cards**

The forms to obtain a Staff ID Card (whether temporary or permanent) are available on the Shared Drive. Applications need to be submitted to the Student Administration Office on your campus, where your photo id will also be taken.

**Room Booking Information**

For specific information on room bookings for each campus please speak to one of your friendly Campus Services Staff.

**Bookshop**

The Co-op Bookshop is open to all students, staff and the general public. For a one time joining fee of $20, you can become a Co-op member which will entitle you to the following benefits for life:

- Discounted pricing everyday at all Co-op branches
- Access to member only promotional pricing, special offers and events
- Textbooks for all courses as well as academic, professional and general books, software, stationery, calculators, greeting cards and more!
- Specialist staff who understand the needs of students, academics and professionals
- Reservation and special orders services
- Access to Co-op bursaries and scholarships

**Fremantle Campus:**

30 Marine Terrace, Fremantle 6160
Phone: 08 9335 9225
Fax: 08 9336 2976
Email: ndame@coop-bookshop.com.au

Trading Hours:
Monday - Thursday: 9:00AM - 5:00PM
Friday: 9:00AM - 4:00PM

**Sydney Campus:**

Shop 2, 80 Bay Street, Broadway NSW 2007
Ph: (02) 9212 2229
Fax: (02) 9281 3578
Email: bay@coop-bookshop.com.au

Trading Hours:
Monday - Friday 10.00am - 6:30pm
Saturday 9:00-5:30
Sunday 10:00-5:00

**Payroll Information**

The University runs a fortnightly pay cycle that ends at midnight on Friday. Salaries are paid two weeks in arrears and are electronically transmitted to your nominated bank account(s). You will receive your pay slip on the Thursday following the end of the pay cycle.

Please note that acknowledgement/acceptance of contract, payroll details, TFN form and superannuation details MUST be returned before payment can be effected.
Payroll and leave queries should be addressed to the Payroll Office: Violet Cehmajster on (08) 9433 0909 for all queries.

Queries regarding contracts should be addressed to the Staffing Office, Fremantle on (08) 9433 0643.

**Pay Periods**
Sessional employees are paid fortnightly. The table of pay periods can be found on the Shared Drive\STAFFING\Salaries & Casual Rates\Fortnightly pay periods.

**Public Holidays**
For a full list of public holidays observed by the University please refer to the University Calendar for each campus which can be found at:
http://www.nd.edu.au/current-students/chooseCampusCalendars.shtml

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**OCCUPATIONAL HEALTH & SAFETY**

The University is committed to providing an environment that is safe and well protected. To assist us in this commitment we ask that you read the Occupational Safety and Health Policy, which is available on the Shared Drive. It sets out what to do in the case of accidents or emergencies, and how to report hazards or incidents. Please ensure that you familiarise yourself with this Policy.

Please refer to the Shared Drive for an up-to-date list of **First Aid Officers and Kits**.

Please refer to the Shared Drive for the current **Emergency Procedures or see the end of this document**.
HOW TO SET UP YOUR EMAIL SIGNATURE

How to create your email signature
In Outlook:
• Tools;
• Options;
• Mail format;
• Select account;
• Type in signature according to the following format.

Email signature format
To ensure clarity and consistency across all external emails, please ensure that your signature contains the following:
• Your full name
• Your position title
• Your Office or School, Campus
• The University of Notre Dame Australia
• Location Address
• Postal Address
• Phone: +61 Area Code Phone Number
• Fax: +61 Area Code Fax Number
• Initial+surname@nd.edu.au
• Internet: www.nd.edu.au
• CRICOS Provider Code: 01032F

IMPORTANT: This e-mail and any attachments may be confidential. If you are not the intended recipient, you should not disclose, copy, disseminate or otherwise use the information contained in it. If you have received this e-mail in error, please notify us immediately by return e-mail and delete or destroy the document. Confidential and legal privilege are not waived or lost by reason of mistaken delivery to you. The University of Notre Dame Australia is not responsible for any changes made to a document other than those made by the University. Before opening or using attachments, please check them for viruses and defects. Our liability is limited to re-supplying any affected attachments.

Please, format your details using either Times or Arial (size 10), in either blue or black.
IT ASSISTANCE – WHAT TO DO IF YOU NEED HELP

Please follow these instructions if you are having problems with the following:

- PC set up
- Laptop
- Printer
- Access to drives
- Webmail
- Internet Access

IT Service Desk (very urgent problems)

For very urgent problems, please phone the IT Service Desk on the below numbers depending on your location. These numbers should only be used for problems where you are unable to present Lecture/Tutorial material or some other time critical task. The Service Desk staff will dispatch a staff member as soon as possible. Please try to use this service for very urgent problems. Use of this service for lesser problems may impede the resolution of a more urgent request.

Fremantle Campus       Phone: (08) 9433 0999 (Ext 999 on Campus)
Sydney Campus          Phone: (02) 8204 4444 (Ext 4444 on Campus)
Broome Campus          Phone: (08) 9192 0632 (Ext 632 on Campus)

E-mail the IT Service Desk

An e-mail request for help should be used from off campus or when the problem cannot be recorded through the Staff Problem Logging Page.

The IT Service Desks on our three campuses provides staff and students with assistance with regard to Information Technology queries and incidents.

Fremantle Campus       Email: staffitsupport@nd.edu.au
Sydney Campus          Email: sydneyit@nd.edu.au
Broome Campus          Email: itsupport@nd.edu.au

The IT Service Desk staff will enter the contents of the e-mail into the Problem Tracking System so that the request can be properly managed. Please ensure that most of the following information is provided in the e-mail:
- Priority of the request
- Your name
- Your College/Division/Room
- Your telephone extension number (if applicable)
- Alternative contact method (particularly if you are off campus)
- Your Campus
- IT resource causing problem e.g. network drive, AV equipment, hardware, web site, portal, e-mail.
- A description of the problem.
WHAT YOU NEED TO KNOW, AND WHERE TO FIND IT…

The University has a shared drive system called “the Shared Drive”. This is where you will find most of the information and documentation relating to Staffing Matters and Policies.

SHARED:\STAFFING\Staff Policies
- Outside Employment & Consultancy Policy
- Email & Internet Usage Policy
- Occupational Safety and Health Policy & Forms
- Privacy Policy
- Probation Guidelines
- Relocation Policy
- Research Policy
- Staff Enrolment & Study Leave Policy
- Staff Family Enrolment Policy
- Staff Grievance Resolution Policy
- Teaching and Research Policy
- Teaching Policy
- Code of Conduct for Employees
- Employee Drug & Alcohol Policy
- Media Policy

SHARED:\STAFFING\Conditions of Employment
- 2007\ Conditions of Employment for Sessional Academic Staff 7 September 06

SHARED:\STAFFING\Salaries & Casual Rates

SHARED:\FINANCE\Travel Policy Forms
- MV for Business & Private Purposes
- Travel Procedures
EVACUATION PROCEDURES

Aim
To ensure, as far as practicable, that no person suffers injury as a result of fire or any other unforeseeable disaster on land or in a building that is owned by the University of Notre Dame.

Emergency Evacuation Priorities
1. Protection of life; to ensure that all people who may be in danger are warned, and that necessary action is taken to guarantee their safety;
2. Prevent Spread of Hazard; to contain as far as practicable, the extent of the hazard within the building;
3. Save Assets in the Affected Area; to prevent personal and University assets from being damaged in the event of a fire;
4. Eliminate the Hazard.

Implementation of Emergency Procedures
The Emergency Control Group (ECG) will consist of Building Wardens and Campus Services Area Wardens whose function is to facilitate the safe and orderly implementation of the emergency procedures.

IN THE EVENT OF A FIRE
1. Sound the alarm and call the fire brigade, no matter how small the fire. Brief the Campus Services Area Wardens;
2. Only attempt to put out the fire if it is small (no larger than a wastebasket) and you have the correct equipment to handle it;
3. Follow the evacuation procedure plan located next to the fire indicator panel (Note Exits and Assembly points);
4. Command all staff on all levels of the building to evacuate immediately;
5. Leave the area, closing doors as you go (this will help to limit the spread of fire and smoke);
6. Once outside the building make sure all staff head to the designated assembly points and await further instructions.
Evacuation of Lecture Theatres, Libraries, Classrooms and Laboratories

The person in charge of the class (lecturer, tutor) shall act as the Warden and is responsible for evacuating his/her area.

When notified of an emergency, the person in charge of the class shall direct students to:

1. Stand fast and push chairs and belongings underneath desks or benches;
2. Turn off electrical devices and laboratory operations that are not safe to be left unattended;
3. In a coordinated sequence, move students to main aisles and exit in an orderly manner through the nearest appropriate exit;
4. Instruct students to move to the designated assembly areas as shown on the evacuation plan located on the main entrance.

In the event of an Earthquake

1. If you are outside – Move to an open area away from any buildings;
2. If you are inside a building – take shelter under tables desks or in doorways;
3. Stay away from windows shelving and large free standing furniture;
4. After the earthquake, look for any injured persons in your area and seek medical assistance as best as you can;
5. If safe to do so, leave the building as soon as possible.

In the Event of a Bomb Threat

1. Attempt to gain as much information as possible:
   a. Where the bomb is
   b. When its set to go off
   c. What it looks like
2. Do Not hang up – Keep the line open even if the other party hangs up;
3. Immediately get onto another telephone and call 000;
4. Notify Security and Campus Services who will try to seal the area as best as possible;
5. Do not touch anything;
6. Initiate evacuation of the whole building.