

10 January 2019

The Hon Robert S French AC
Suite 2, Level 13
Allendale Square
77 St George's Terrace
Perth WA 6000
Sent via email: freedomofspeechreview@education.gov.au

Dear Mr French

Review of freedom of speech in higher education

Thank you for your letter of 29 November 2018 requesting copies of relevant University policies and related documentation pertinent to the independent review you are conducting on freedom of expression and intellectual inquiry in the Australian higher education sector.

Flinders University is an institution that has a strong commitment to defending and promoting such freedoms, and welcomes the opportunity to work collaboratively with the Review Secretariat.

In accordance with your request, the various statutes, by-laws, policies and other documents which may be relevant to the topic of freedom of speech at Flinders University have been assembled for your reference by Mr David Lim, University Secretary.

The documents provided contain general statements of policy and principle relating to the operations and conduct of activities generally at the University, a number of which may not be directly relevant to the topic of freedom of expression but are important nonetheless and are included for completeness. For example:

- University Statute 6.4 (Student Conduct), Clause 3:

A student must respect the rights and welfare of other persons who use the University, and the reasonable freedom of such other persons to pursue their studies, research, duties or activities. A student will not willfully damage or use without authority the property of the University and will ensure that his or her conduct does not infringe the rights of other members of the University.

- University By-Law 20 and 23:

Disorderly Conduct, Section 20:

(a) No person shall on the University grounds use any indecent language or be guilty of any disorderly conduct.

(b) An authorised person may remove from the University grounds any person guilty of indecent language or committing disorderly conduct thereon.

Noise and Unseemly Behaviour, Section 23:

No person shall interrupt any lecture or any meeting by any noise or unseemly behaviour on the University grounds, whether in or outside of buildings.

- Cultural Diversity and Inclusive Practice Statement which states:

Flinders University values and respects the social, cultural and linguistic diversity of its community and encourages inclusive practise in order to provide an environment that is creative, innovative, flexible and productive

In regulating the operations and conduct of activities generally at the University, these statements of policy and principle may have an impact on the debate, discussion or expression of ideas at the University (for example, ensuring that public debate is conducted in an orderly and inoffensive manner while also ensuring that it is not disrupted by others who may not agree with the ideas being expressed). However, these general statements of policy or principle are essentially agnostic in relation to the issue of free speech and should not be taken as reflective in any way of the University's position in relation to freedom of expression.

Please note that a significant number of the University's policies are currently under review as part of a Policy Redesign Project and the University Secretary will provide updated policies as necessary prior to the conclusion of your Review.

Finally, Flinders University would welcome the opportunity to provide comments in relation to the observations you may make and the Moral Code you intend to propose as a result of your Review.

Please do not hesitate to contact myself or Mr David Lim, University Secretary at Flinders University via david.lim@flinders.edu.au should you or the Review Secretariat have any queries or require any further information.

Yours Sincerely



Professor Colin Stirling
President and Vice-Chancellor

PRELIMINARY DISCUSSION DRAFT ONLY – September 2018

Intellectual Freedom Policy

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1. Purpose

To affirm, in line with section 19-115 of the *Higher Education Support Act 2003*, the University's commitment to intellectual freedom.

2. Scope

This policy applies University-wide.

In respect of staff, this policy complements A43.1 of the Enterprise Agreement 2014-2017.

3. Policy statement

3.1. Intellectual freedom

The University is committed to the principle of intellectual freedom and recognises that honest inquiry and informed debate is an essential part of learning, teaching, research and other scholarly endeavour. However, that freedom is not absolute and applies in the context of the Australian legal framework and the University's statutes, regulations and policies.

3.2. University autonomy

The University is an autonomous institution, which includes the right and freedom to set and pursue its strategic direction and operational goals and the freedom to determine its activities and priorities in pursuit of those goals, including research and teaching practices and priorities, courses and curricula, student selection and assessment methods and staff appointment and assessment methods.

3.3. Staff, academic status holders and students

Subject to s3.2 and s3.4 of this policy, University staff, academic status holders and students, have the right, in the course of their pursuit of learning, teaching, research and other scholarly activity, to freely and honestly engage in critical enquiry, scholarly endeavour and public discourse, and to participate in informed public debate without censorship or fear of professional disadvantage or penalty.

3.4. Responsibilities in exercising intellectual freedom

In exercising intellectual freedom, University staff, academic status holders and students must:

- a. act lawfully and comply with any employment obligations;

- b. familiarise themselves with, and abide by, statutes, regulations and policies and comply with the reasonable directions of the University;
- c. display due care, diligence and skill in the performance of work including:
 - i. expressing views that are informed by acceptable standards of scholarship, including the formulation of arguments based on a rigorous analysis of evidence;
 - ii. maintaining the highest standards of academic integrity;
 - iii. declaring actual, or potential or perceived, conflicts of interest;
- d. undertake their work in a manner which supports, enhances and does not detract from the University's strategic goals and objectives;
- e. respect the rights and welfare of all staff, students and other persons who use the University including by being respectful and courteous to others and not harassing, disrupting, vilifying or intimidating other staff, students or members of the public, including those expressing divergent views; and
- f. ensure that public statements are made as an individual staff member, academic status holder or student of the University and not on behalf of or as a spokesperson for the University, unless so authorised.

Approval Authority	Academic Senate
Responsible Officer	Vice-Chancellor
Approval Date	To be completed by Policy & Secretariat
Effective Date	To be completed by Policy & Secretariat
Review Date*	To be completed by Policy & Secretariat
HPRM file number	To be completed by Policy & Secretariat

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

Clause A43 of the Flinders University Enterprise Agreement

A43.1 Consistent with the principles of intellectual freedom, and subject to meeting their employment obligations, as expressed in A8 of this Agreement, staff members have the right to:

- pursue critical and open inquiry;
- participate in public debates and express opinions about issues and ideas related to their academic and professional areas which, notwithstanding the University's intellectual property rights, will ordinarily include rights to publish the results of their work;
- participate in public debates about higher education issues as they affect their institution and higher education issues generally;
- participate in collegial processes within the University; and
- participate in professional and representative bodies.

A43.2 Staff members have the right to express unpopular or controversial views, without fear of harassment, intimidation or unfair treatment.

A43.3 Notwithstanding the rights expressed in A43.1 and A43.2, staff members do not have the right to harass, vilify or intimidate.

Clause A8.2 of the Flinders University Enterprise Agreement

Staff members, as employees, have the duty to:

- familiarise themselves with, and abide by, statutes, regulations and policies and comply with reasonable directions of the employer; and
- display due care, diligence and skill in the performance of work; and
- undertake their work in a manner which supports, enhances and does not detract from the University's strategic goals and objectives; and
- respect the rights and welfare of all staff, students and other persons who use the University.

Statute 6.4

Student conduct

Preamble

1. This statute provides a basis for ensuring that the University offers a conducive environment for the pursuit of academic and scholarly activities by promoting appropriate conduct of students of the University.

Conduct of Students

2. A student of the University is required to abide by the statutes, regulations and other lawful directions of the University.
3. A student must respect the rights and welfare of other persons who use the University, and the reasonable freedom of such other persons to pursue their studies, research, duties or activities. A student will not wilfully damage or use without authority the property of the University and will ensure that his or her conduct does not infringe the rights of other members of the University.
4. A student found to be acting in a manner which does not accord with these principles will be subject to action in accordance with this statute and policy and procedures pursuant to the statute, on the grounds of misconduct.

Student Rights and Responsibilities

5. A student who is the subject of action under this statute will, before being required to participate in any process identified herein be entitled to:
 - (a) be informed of the allegations made against him or her;
 - (b) be informed of his or her rights and responsibilities in accordance with University statutes, regulations, and policies; and
 - (c) be informed of support or representation which he or she is entitled to have.

Responsibilities of the University

6. The University is required to exercise a duty of care towards its staff and students, and those who use its facilities and property, and to provide a safe, secure and suitable environment for the conduct of educational, scholarly and community activities.
7. The Council will establish processes which are consistent with the principles of natural justice for handling a matter of misconduct under this statute.

Processes for Resolving a Matter

8. The University will seek to resolve a matter under this statute by discussion and mediation, unless such an approach is impracticable or inappropriate.
9. The University will establish a Board of Inquiry to resolve by way of a formal inquiry a matter which cannot be resolved by discussion. The Council will approve policy and procedures on the Board's establishment and operation.

Appeals

10. The University will establish an Appeals Committee to consider appeals on matters identified in this statute. The Council will approve policy and procedures on the establishment and operation of the Appeals Committee.
11. An appeal will be heard to resolve a matter on the grounds that:
 - (i) proper process has not been followed in the handling of a complaint; or
 - (ii) new evidence of a substantive nature has become available after the resolution of a matter by a Board of Inquiry which could change the outcome of the matter; or
 - (iii) an outcome imposed by a Board of Inquiry is unjust, in which case the Appeals Committee will limit its investigations to a review of the outcome.

Penalties and Disciplinary Measures

12. The University may impose penalties or disciplinary measures upon a student, including suspension or expulsion of the student, where the student is found to have committed an act of misconduct. The range of penalties or disciplinary measures which may be imposed on a student will be specified in Council policy and may be reviewed from time to time.
13. During a period of suspension or expulsion, a student's enrolment will be terminated and the student will not be entitled to have access to University premises or facilities, except with the written permission of the Vice-Chancellor. A student who has been expelled will only be entitled to re-enrol as a student of the University with the permission of the Council.

General Matters

14. The University is entitled to pursue action on a matter through a court of law or a legally constituted external forum in addition to taking action in accordance with this statute. The University may suspend proceedings under this statute if a matter is being considered by a court of law or a legally constituted external forum, or at the discretion of the Vice-Chancellor. The Vice-Chancellor or the Vice-President (Strategic Finance and Resources) may involve the Police in a matter of student conduct if they see fit.

15. Where a matter is the subject of investigation or a resolution process under this statute and is simultaneously being dealt with through another similar process within the University, every effort will be made to avoid or minimise the duplication of proceedings.

16. A penalty imposed by the University on a student in accordance with this statute will remain effective during the subsequent consideration of the same matter if it proceeds to a further stage, unless the Vice-Chancellor decides otherwise.

17. If a staff member or a student fails to participate in a process which relates to action under this statute, or lays a malicious or vexatious complaint, or wilfully misuses or disrupts any of the processes established under this statute, these actions may be regarded as misconduct and the following actions may be taken:

- (a) action may be taken against a student in accordance with the provisions contained in this statute;
- (b) action may be taken against a staff member in accordance with the relevant staff provisions.

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By-laws

By-Laws Made Under the Flinders University of South Australia Act 1966

Definitions

1 In these by-laws -

'The Act' means The Flinders University of South Australia Act 1966 as amended from time to time.

'Authorised person' means a person appointed by the Council to be an authorised person for the purposes of Section 20 of the Act.

'Delegate' means a person appointed by the Council to be a delegate for the purposes of these by-laws, or for the purpose of the by-law or by-laws in relation to which the expression is used.

'Council' means the Council of the University.

'Give-way sign' means a sign inscribed with the words 'give-way' across the face thereof.

'Intersection' means that area comprised within imaginary straight lines joining the corners formed by the convergence of the lateral boundaries or the prolongation of the lateral boundary lines of two or more roads which cross each other.

'Junction' means the part of a road which is comprised within the prolongation across the road of the lateral boundary lines of another road which joins it: a road shall be deemed to join another road within the meaning of this definition if it joins that road but does not cross it.

'Metered space' means a space within the University grounds which is marked out or designated for the accommodation of a vehicle and at which space a parking meter has been installed.

'Pedestrian crossing' means a crossing for the use of pedestrians established in accordance with these by-laws.

'Road' includes way and track.

'Stop sign' means a sign inscribed with the word 'Stop' across the face thereof.

'University' means The Flinders University of South Australia.

'University grounds' means all land owned and occupied by the University or of which the University has care, control and management.

'Vehicle' includes any motor car, motor truck, motor cycle, aircraft, carriage, cart, bicycle or other vehicle of whatsoever kind or nature and howsoever ridden, driven or propelled.

Trespass on University Grounds

- 2 (a) No person shall trespass on the University grounds.
- (b) Every person reasonably suspected by an authorised person of trespassing on the University grounds -
- (i) shall give his or her name and address to that authorised person upon being requested to do so;
 - (ii) shall forthwith leave the University grounds if requested to do so by that authorised person.

Damage to University Grounds

- 3 (a) No person shall wilfully damage the University grounds or any part thereof or any fixtures, chattels, trees, shrubs, bushes, flowers, gardens or lawns on or in those grounds.
- (b) No person shall on any part of the University grounds:
- (i) remove or interfere with any stake or label on or near any tree, shrub, plant or flower;
 - (ii) walk on or over any bed containing or being prepared for flowers or shrubs;
 - (iii) walk on or over any lawn in contravention of any notice posted thereon;
 - (iv) enter or walk on or over any part of the University grounds which is enclosed and on which is posted a notice prohibiting persons from entering or walking thereon; or
 - (v) interfere with or climb upon any fence, building, or erection, or any fixed or moveable thing.
- 4 (a) No person shall within the University grounds:
- (i) affix any bill, poster or placard to or against any building, wall, fence, structure, road or footpath;
 - (ii) use paint or chalk or any other means to write or draw upon, soil, deface or mark any building, wall, fence, structure, road or footpath.
- (b) This by-law shall not apply to a portion of a building, wall or structure approved by the Council for use for any purpose such as is referred to in paragraph (a) of this by-law, when used in accordance with any condition specified by the Council.

Vehicles, Traffic and Parking

- 5 No person shall drive any vehicle within the University grounds at a speed exceeding the default speed limit as specified for built up areas in the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulation 1999.

- 6 Where any road or area or portion of a road or area within the University grounds has been designated or marked out by a sign or marking as a road or area or portion of a road or area to which a particular speed limit applies, no person shall drive any vehicle on that road or area or that portion of the road or area at a higher speed than the speed limit applicable to that road or area or that portion of the road or area.
- 7 Where any road or area or portion of a road or area within the University grounds has been designated or marked, by a sign or marking as a road or area or portion of a road or area where traffic may proceed in one direction only, no person shall drive any vehicle on that road or area or that portion of the road or area in a direction other than that indicated by the sign or marking.
- 8 No person shall drive any vehicle within the University grounds in a dangerous or careless manner, or without reasonable consideration for other persons in the vicinity.
- 9 No person shall drive or use any motor vehicle on the University grounds in such manner as to cause undue or excessive noise.
- 10 No person shall drive on the University grounds any vehicle which together with the load thereon, if any, exceeds 30 tonnes in weight, except as authorised in writing by the Vice-Chancellor or delegate.
- 11 No person shall drive on the University grounds any tracked vehicle, except as authorised in writing by the Vice-Chancellor or delegate.
- 12 (a) The Council may from time to time cause:
- (i) pedestrian crossings to be created in the University grounds;
 - (ii) signs to be erected or markings to be made in the University grounds indicating the presence of a pedestrian crossing.
- (b) A pedestrian crossing shall be indicated by:
- (i) a series of white stripes extending across the road and generally parallel to the centre of the road;
 - (ii) advance warning signs bearing the words 'Pedestrian Crossing Ahead' located in positions determined by the Council;
 - (iii) pedestrian crossing signs inscribed with the word 'Crossing' and walking legs symbol located in positions determined by the Council;
 - (iv) any other sign, line or marking as determined by the Council.
- (c) The driver of any vehicle approaching a pedestrian crossing shall give way to any pedestrian on the crossing.
- (d) A driver of any vehicle shall not permit that vehicle or any part thereof to pass another vehicle which is headed in the same direction and has stopped at a pedestrian crossing for the purpose of giving way to pedestrians thereon.
- (e) A pedestrian shall not remain within the limits of a pedestrian crossing longer than is necessary for the purpose of passing over the crossing with reasonable speed.
- 13 (a) The Council may from time to time cause:
- (i) give way signs to be erected in the University grounds;
 - (ii) stop signs to be erected in the University grounds.
- (b) A driver of any vehicle approaching a stop sign at an intersection or junction from the direction towards which the sign is facing shall stop that vehicle at a point before but as near as practicable to the nearer boundary of the road which the vehicle is about to enter and shall give way to any other vehicle that is approaching or is in the intersection or junction.
- (c) A driver of any vehicle approaching a give-way sign in or near an intersection or junction from the direction towards which the sign is facing shall give way to any other vehicle that is approaching or is in the intersection or junction.
- 14 (a) The Council may from time to time cause:
- (i) signs to be erected or markings to be made in the University grounds designating or marking out areas where the parking of vehicles is prohibited or restricted to vehicles belonging to or used by certain persons or classes of persons or where vehicles may be parked or left only for certain periods of time, as indicated by the signs or markings;
 - (ii) parking meters to be erected within the University grounds and metered spaces to be marked out for use in association with such parking meters;
 - (iii) markings to be made on any ground within the University grounds marking out or designating areas where individual vehicles may be parked; or
 - (iv) signs to be erected or markings to be made indicating speed limits for particular roads or areas or portions of roads or areas within the University grounds.
- (b) No owner or driver of a vehicle shall park or leave such vehicle or cause allow permit or suffer such vehicle to be parked or left or to remain:
- (i) in any place in the University grounds unless such vehicle has affixed to or displayed on it a currently valid permit issued by or under the authority of the Council for the parking or leaving of such vehicle in such place, and such permit is affixed or displayed in accordance with any instructions given in writing when such permit is issued; provided that the Council or its delegate may exempt any person or class of persons from this requirement, either generally or in relation to any particular area, and subject to such conditions, (if any) as the Council or its delegate may specify;
 - (ii) in any place within the University grounds which is designated or marked out as a prohibited area by a sign or marking;
 - (iii) in any place within the University grounds for a longer period of time than the period designated or marked out by a sign or marking as the maximum for which vehicles may be parked or left in that area;
 - (iv) in any place within the University grounds so that such vehicle stands across any line designating or marking out a parking space, provided that where spaces so designated or marked out provide for the ranking of vehicles and where the length of the vehicle exceeds the length of one such space it shall be lawful to rank such vehicle wholly within two such spaces, subject however to these by-laws and in particular (and without limiting the generality) to paragraph (c) of this by-law;
 - (v) in any place within the University grounds which is marked out or designated as a parking space and which is already occupied by another vehicle;
 - (vi) in any place in the University grounds which is not designated or marked out by a sign or marking as an area in which a vehicle may be parked or left.
- (c) No owner or driver of any vehicle shall leave such vehicle parked or standing in or at a metered space within the University grounds, or shall cause allow permit or suffer such vehicle to remain parked or standing in or at a metered space within the University grounds, while the expired indicator in the parking

meter at such metered space is visible in the face of the meter, provided that it shall not be an offence under this paragraph if the vehicle is so parked or allowed to stand only during such hours as are not within the hours indicated by a notice on the meter, or on a sign erected in the vicinity of the meter, or by markings on the roadway, as hours during or between which the meter is operative.

- (d) (i) No person shall within the University grounds have in the possession or under the control of that person, or cause allow permit or suffer any other person to have in the possession or under the control of such other person, any key capable of being used for the purpose of opening any parking meter or capable of being used for the purpose of removing or extracting coins therefrom;
- (ii) No person shall deposit or cause to be deposited in any parking meter within the University grounds anything whatever other than a coin or coins of the appropriate denomination required for the proper operation of the parking meter;
- (iii) No person shall operate or attempt to operate any parking meter within the University grounds otherwise than by depositing therein such coin or coins as may be appropriate for the proper operation of the meter.
- 15 The driver of any vehicle within the University grounds, or any person reasonably suspected by an authorised person of having parked or left a vehicle at any place in the University grounds, shall give his or her name and address to any authorised person who asks such driver for such driver's name and address.
- 16 No person shall park or leave any vehicle in University grounds in such a manner as to obstruct the passage of vehicles or pedestrians.
- 17 An authorised person may remove any vehicle from the University grounds without assigning any reason.
- 18 A person being the driver of, or otherwise in charge of, any vehicle within the University grounds shall remove such vehicle from the University grounds upon being directed to do so by an authorised person.
- 19 The expiation fee for offences relating to vehicular traffic and parking shall be such amount as the Council may from time to time determine.

Disorderly Conduct

- 20 (a) No person shall on the University grounds use any indecent language or be guilty of any disorderly conduct.
- (b) An authorised person may remove from the University grounds any person guilty of indecent language or committing disorderly conduct thereon.
- 21 No person shall throw, place, deposit or leave on the University grounds any rubbish, refuse, paper, bottles, or glass (broken or otherwise), or any litter of any kind or nature whatsoever.

Alcoholic Liquor

- 22 (a) No person shall, without the permission of the Council or its delegate, bring any alcoholic liquor upon the University grounds, or keep or consume any alcoholic liquor upon the University grounds.
- (b) An authorised person may remove from the University grounds any intoxicated person, and search the University grounds and vehicles for alcoholic liquor, and may seize any alcoholic liquor reasonably suspected of having been brought on to the University grounds contrary to this by-law.
- (c) The Council may confiscate any alcoholic liquor brought on to the University grounds contrary to this by-law, and thereupon such liquor shall become the property of the University.
- (d) This by-law does not apply to any licensed premises within the University grounds.

Noise and Unseemly Behaviour

- 23 No person shall interrupt any lecture or any meeting by any noise or unseemly behaviour on the University grounds, whether in or outside of buildings.

General

- 24 No person shall-
- (a) Kill or injure any livestock within the University grounds;
- (b) Bring within the University grounds any dog, unless such dog is at all times whilst within the University grounds kept on a leash;
- (c) Bring within the University grounds any other livestock (not being a horse used as a beast of burden or traction or any animal or animals brought within the University grounds pursuant to a contract of arrangement made between the owner or person having the custody thereof and the University).
- (d) Be in possession of a fire-arm or of any explosive device or explosive substance within the University grounds.
- (e) Bathe in or pollute any lake or pool situated within the University grounds or take or attempt to take any fish therefrom.
- (f) Light any fire within the University grounds, except in a place set aside for that purpose.

Defences and Exemptions

- 25 A person doing an act which, but for this paragraph, would be an offence against any of the foregoing by-laws shall not be guilty of an offence against such by-law if, in doing the act in question:
- (a) that person was an employee of the University performing that person's specified duties; or
- (b) that person was:
- (i) a police officer or other public official; or
- (ii) a person employed under or pursuant to a contract with the University; acting in the course of his or her duty or employment; or
- (c) that person was authorised to do the act by a resolution of the Council (of which a writing purporting to be under the hand of the Secretary to Council and to contain a copy of such resolution shall be sufficient evidence) or by writing under the hand of the Vice-Chancellor, a Deputy Vice-Chancellor or the Vice-President (Strategic Finance and Resources).
- 26 The owner, driver or person in charge of the following vehicles shall be exempt from the provisions of by-laws 14(b), 14(c) and 16:
- (a) a vehicle used as an ambulance and being at the time used on urgent ambulance service;
- (b) a vehicle used by a fire brigade for attendance at fires and at the time called in connection with or attending at an outbreak of fire or suspected outbreak of fire; or

(c) a vehicle being used by a member of the police force in the course of his duty as such.

27 It shall be a defence to any charge of an offence under by-law 6 or by-law 7 or by-law 12 involving a sign or marking if the defendant proves that the sign or marking was erected or marked without the authority of the Council.

Penalties

28 Any person who contravenes or fails to observe any of these by-laws shall be guilty of an offence and liable to a penalty of an amount determined by Council for that purpose, not exceeding a division 10 fine, and to pay compensation for damage as hereinafter provided.

29 (a) Penalties incurred under these by-laws may be recovered in a summary manner.

(b) In any proceedings for the recovery of penalties, the University may claim and recover summarily compensation for any damage done by the defendant to the University grounds or to anything growing or being thereon.

Delegation by Council

30 The Council may appoint any person to be a delegate of the Council for the purposes of these by-laws, or for the purposes of any one or more of these by-laws specified in the resolution of the Council making such appointment. The Council may, at will, revoke any such appointment.

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Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Convening Conferences Policy

Establishment: Vice-Chancellor, 8 May 2012

Last Amended: Deputy Vice-Chancellor (Research), 16 August 2012

Nature of Amendment: Amended to include the word conference where the word event appears and to indicate that such conferences must be of national or international significance

Date Last Reviewed:

Responsible Officer: Deputy Vice-Chancellor (Research)

1. Preamble

The University acknowledges that the academic or scholarly work or professional standing of a staff member may involve them, from time to time, in the organisation of significant academic conferences, symposia, seminars and other such large professional meetings. When convening such conferences and events, staff members have a responsibility to manage the outcomes and University's risk exposure by:

- operating within University policies;
- not committing University funds or using any University resources, including their own time, without prior approval;
- not entering into any contracts on behalf of the University without delegated authority in accordance with the Policy on Delegations of Authority to Enter into Contracts; and
- seeking advice and support from within the University, where appropriate.

2. Scope

The conferences and events covered by this policy include those in which University facilities, funds or resources (including staff time) are used and/or which are endorsed by or held in the name of the University and may include conferences and events convened by staff on behalf of and in the name of external organisations (e.g., as part of an organising committee). Such events might include significant national and international conferences, symposia, seminars, workshops, public lectures and related activities to which persons from outside the University may be invited, either as participants or as audience members.

This policy does not provide for events where the University's only involvement is through the rental of its facilities.

3. Policy

3.1 All significant national and international conferences and events to be convened in the name of the University or by Flinders staff on behalf of and in the name of an external organisation must be approved by the relevant cost centre manager(s) [Executive Dean, Vice-President, Deputy or Pro Vice-Chancellor or Vice-Chancellor], with due regard to management of potential financial or reputational risk and the capacity of the event organisers to manage the event appropriately.

3.2 All conferences and events that are undertaken in the name of the University must be appropriately branded on the advice of the Office of Communication and Engagement.

3.3 Resourcing of conferences and events convened in the name of the University is expected to be met by the cost centre responsible for overseeing the event, except where a case is made that the scope of the event is of wider University significance, in which case application may be made by the relevant cost centre manager(s) for matching funding support to the Vice-Chancellor or a Deputy Vice-Chancellor, as appropriate.

3.4 Requests for approval in accordance with clause 3.1 and any request for funding support in accordance with clause 3.3 should be accompanied by sufficient details about the conference and/or event, including an appropriate business case, in accordance with [Guidelines for Conference and Event Management](#).

3.5 Each year the Vice-Chancellor, on the advice of the Executive Director, Strategic Marketing and Communications will approve a list of conference and events for receipt of University funding support, including the support of the Office of Communication and Engagement; which are properly resourced and based on appropriate business cases.

3.6 Following the conclusion of the conference and/or event, the convenor(s) must submit a report on the outcomes of the conferences and/or event to the approving officer, including, as appropriate, a budget acquittal, the level of participation in the event and an indication of how well the aims and objectives of the event were achieved.

3.7 If a staff member's involvement in convening a conference and/or event is likely to interfere with his or her normal University duties, formal supervisor's approval for the activity must be sought. The provisions of the [Policy on Outside Professional Activities](#) may also apply depending on the nature of the conference and/or event.

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Guidelines for Conference and Event Management

Establishment Date: Deputy Vice-Chancellor (Research), 19 September 2012

Date Last Amended:

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Deputy Vice-Chancellor (Research)

The following guidelines have been established to assist staff who wish to plan a conference and or a major event. In this context, a major event would usually attract outside media attention, involve seeking additional resources from the University, involve a launch, involve outside university participants and may also involve other collaborating partners.

Responsibilities of the Event Convenor

The Conference/event convenor is responsible for ensuring the approval of the event and for expenditure management, including budgets, funding submissions and reconciliations and acquittals, as required, as well as follow-up reporting at the conclusion of the event.

Proposals for the approval of an event that requires significant investment and wide-scale use of University facilities and resources should normally be submitted at least 12 months prior to an international event, at least six months prior to a national event and several months prior to a local event. Consideration should be given to production lead times for printing materials and merchandise should they be required for the event.

Branding and Publicity

Any media activity, marketing, publicity and public relations relating to the conference/event should be conducted in accordance with the requirements of the Office of Communication and Engagement to ensure consistency with University brand, standards and styles. The Conference/event convenor should ensure that the Executive Director, Strategic Marketing and Communications is informed of all relevant aspects of the planning for and conduct of the conference/event.

Where it is intended that the Office of Communication and Engagement contribute to or take responsibility for aspects of the planning and implementation of the conference/event, the conference/event convenor should discuss their requirements and intention with the Executive Director, Strategic Marketing and Communications. If necessary, a business case can then be written that outlines the scope and the benefits for the university together with a budget and KPIs. Once agreed the business case can then be signed off by the relevant Executive Dean or Senior Executive to ensure support and engagement all stakeholders.

Arranging Faculty Approval and Planning the Conference/Event

Proposals for approval in accordance with clause 3.1 of the [Convening Conference Policy](#) should normally include the following items 1-7/8. The remaining items listed in the table are provided as a guide. The list is not necessarily comprehensive or mandatory and relevant items will depend on the nature of the conference/event. The Office of Communication and Engagement can provide additional detailed advice when required.

	Item	Contact for advice/assistance or relevant policy reference
1	The names of the Conference/Event Convenor/s (Faculty or School initiating and overseeing the event)	
2	The nature of the event, date, time and location, its aims and objectives, intended clientele or target audience and anticipated benefits to the University and to the community.	
3	The names of the conference/event manager(s) and any management committee [staff member(s) or body from within or outside the University who is formally engaged, with the approval of a major cost centre head and the conference/event Convenor, to prepare for and manage the event. This may be a professional event management firm].	Office of Communication and Engagement Purchasing Policy Faculty General Manager
4	Whether it is intended that refereed papers would be presented, and, if so, details of the operation of the refereeing process and arrangements for the publication of conference proceedings, including financing and distribution of profits/losses.	National/international journal
5	The intended participating bodies, organisers and sponsors. <ul style="list-style-type: none"> • nature of University involvement • foreshadowed external sponsorship • foreshadowed VIP visits/involvement (also see 9.5) 	Flinders University Brand Responsibilities (Policy) Office of Communication and Engagement; Head, Development and Alumni Relations

6	A draft budget including any administrative or other University in-kind support (which includes convenor(s) own time). Business Plan if required.	
7	Insurance and risk including a risk assessment Consider outcomes of similar previous events	Insurance Officer Office of the Vice-President (Corporate Services) Business Manager/Resources Officer Seek the advice of organisers of previous relevant conferences
8	If applicable, details of any requirement for University cash funding or underwriting, including a more detailed budget and business plan showing all projected income and outgoings and distribution of profits/losses <ul style="list-style-type: none"> • costing of all items of expenditure • fees and projected attendance • subsidies or sponsorships • sources of bridging finance, pending receipt of income • how any unanticipated losses are to be covered 	Cost Centre Business Manager/Resources Officer When considering overall resource requirements and costs seek the advice of organisers of previous relevant conferences
9	A project plan and timelines for all processes leading up to the event	
9.1	Consultation and other professional organisations.	Office of Communication and Engagement Organisers of previous relevant conferences
9.2	Design of the event and the inclusion of organisations to be involved	Organisers of previous relevant conferences
9.3	Engagement of an event manager	Purchasing Policy Policy on Delegation of Authority to Enter into Contracts
9.4	Formation of organising committee, meeting dates, roles of members	
9.5	Selection of invited speakers and participants and the ISSing of invitations, consideration of financial support for speakers Vice-Chancellor to be informed if VIPs such as vice-regal office bearers, Commonwealth or State ministers or members of parliament, local government office-bearers, senior public servants and diplomats are to be invited/involved.	

9.6	Recognition of the event, for example as a designated research conference	Office of Communication and Engagement; Head of Media
9.7	Secure internal and external endorsement/sponsorships	Office of Communication and Engagement; Head, Development and Alumni Relations
9.8	Call for papers/abstracts	
9.9	Publish conference program, obtain and publish abstracts, proceedings	Flinders Press
9.10	Insurance and indemnity (if not through an event manager) including appropriate indemnification of the University and its agents in the event of any financial loss, damage to the University's property, facilities or reputation, or occupational health and safety incidents	Insurance Officer Executive Officer, Legal and Contracts
9.11	Operational management (if not through an event manager) and assign responsibilities: <ul style="list-style-type: none"> • scheduling • booking of facilities and facilities management; • marketing, publicity and public relations; • administrative support requirements including establishment of accounts, office space, support staff; • registration method, invoice, payment, refunds • technical infrastructure and support (Audio-visual, computer, internet); • registration desk, nametags, satchels • security; • catering; • cleaning; • signage; • equipment hire; • accommodation, parking and transport; • related liaison with relevant parties inside and outside the University and • OH&S and risk management considerations 	Purchasing Policy Cashier Supervisor Services and Security Office, Parking Office (if University the venue) Office of Communication and Engagement; Head, News and Media
9.12	Evaluation- feedback forms or email/web-based collection from attendees after event	

9.13	Financial acquittal and reporting	
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Flinders University

Facilities Hire

Conditions



inspiring achievement

1 HIRE

- 1.1 The University agrees to grant the Hirer a non-exclusive licence to use the specified University buildings, equipment and facilities (“the Facilities”) for the purpose of the specified activities or events on times and dates set out in this Agreement.
- 1.2 The licence in clause 1.1 is granted on the condition that the Hirer provides evidence of insurance as required under clause 4.3.
- 1.3 The Hirer must pay the rates, including any deposits and cancellation fees, for hire of the Facilities as advised by the University from time to time.
- 1.4 If GST is imposed on any supply made under this Agreement, the recipient must pay to the supplier an additional amount equal to the GST payable for the supply subject to the recipient receiving a valid tax invoice in respect of the supply at or before the time of payment. Any reimbursement of expenses under this Agreement will be net of input tax credits (if any) to which the party is entitled.

2 PERMITS

- 2.1 The Hirer must obtain all necessary consents, approvals or permits required from time to time by any authority in relation to the use of the Facilities by the Hirer. The Hirer must comply with the terms and conditions of any consent, approval or permit.
- 2.2 The Hirer must comply with all applicable legislation.
- 2.3 No alcoholic beverages will be brought on or consumed on University land except in accordance with the University By-laws and Rules and with the prior written approval of the University.

3 INDEMNITIES

- 3.1 The Hirer agrees to release and indemnify and keep indemnified the University from and against:
 - any and all injuries, actions, claims, losses, damages, costs, penalties and expenses of whatsoever kind and nature arising from or out of the use of the Facilities by the Hirer or its servant, agents or invitees;
 - all loss and damage to any building, facility, equipment or other part of the University caused by the Hirer, its servants, agents or invitees.
- 3.2 Clause 3.1 of this Agreement continues in full force and effect notwithstanding the expiry or termination of this Agreement.
- 3.3 The University shall not be held liable for any interference or enforced cancellation of the activities or events proposed to be undertaken by the Hirer which is caused by any circumstance beyond the control of the University.
- 3.4 The Hirer agrees to use the Facilities at its own risk and without limitation agrees that all property brought on to the Facilities by the Hirer or its servants, agents or invitees shall be at the sole risk of the Hirer. Neither the University nor its servants or agents shall be liable for any thefts or losses incurred by the Hirer, its servants, agents or invitees or for any items remaining on the University after the end of the occupancy.

4 INSURANCE

- 4.1 The Hirer must provide and maintain a public and products liability insurance policy during the term of this Agreement for an amount of not less than \$10,000,000.
- 4.2 The Hirer must provide and maintain any other insurance reasonably required by the University.
- 4.3 Prior to the commencement date of this Agreement the Hirer shall provide certificates or currency of the insurance required under clauses 4.1 and 4.2.
- 4.4 Clauses 4.1, 4.2 and 4.3 will not apply where the Hirer is an individual hiring the Facilities for private and non-commercial purposes.

5 THE HIRER'S OBLIGATIONS

The Hirer MUST:

- 5.1 ensure that its servant agents and invitees take all reasonable care to avoid damaging the Facilities or any other improvements on University land and immediately report any such damage to the University;
- 5.2 provide adequate security controls and ensure generally the good order and conduct of the activities;
- 5.3 ensure that its servants, agents and invitees do not smoke in buildings on University land;
- 5.4 ensure that its servants, agents and invitees do not consume food or beverages except in designated areas;
- 5.5 notify the University by the end of the next working day of any damages or breakages caused to the Facilities by the Hirer or its servants, agents or invitees or as a result of a failure by the Hirer to lock a room or building after use, and pay the cost of repairing such damages or breakages;
- 5.6 at the expiration of the occupancy remove all rubbish and waste from the Facilities and ensure the Facilities are left in the same condition as at the commencement date of this Agreement;
- 5.7 advise the University of all electrical equipment to be used in advance of the occupancy;
- 5.8 follow the University's instructions of fire evacuation procedures and use of electrical equipment as advised to the Hirer from time to time;
- 5.9 if required by the University, use the services of University staff and pay the cost of those services at the rates advised by the University from time to time.
- 5.10 comply with any other terms and conditions required for hire of the Facilities as advised by the University.

The Hirer MUST NOT:

- 5.11 use, or permit the Facilities to be used in any noxious or offensive manner or do or permit on the Facilities or at the University anything which in the opinion of the University may be or become a nuisance or disturbance or cause damage to the University;
- 5.12 alter, drill, mark or deface any part of the Facilities; nor may seating be altered or removed without prior approval of an authorized officer. Gangways, passageways, aisles, fire fighting equipment and exits must be kept free of obstructions at all times.
- 5.13 misuse, overload or interfere with the connection, fittings or equipment for the supply of any service;
- 5.14 permit naked flames in any building.

6 REMEDYING OF DEFAULT

- 6.1 The University may remedy a default by the Hirer under this Agreement at any time without notice. If the University elects to remedy a default by the Hirer all reasonable costs and expenses incurred by the University in remedying a default must be paid by the Hirer to the University within 14 days of the University notifying the Hirer of the amount.

7 TERMINATION

- 7.1 The University may terminate this Agreement, by notice in writing to the Hirer, if in the reasonable opinion of the University, the Hirer is in breach of the terms of this Agreement.
- 7.2 The University may terminate this Agreement without notice if the Hirer engages in any activity, which, in the opinion of the University, is objectionable, dangerous, contrary to the law, or detrimental to the reputation of the University.

8 UNIVERSITY

- 8.1 Employees and agents of the University shall be entitled to enter the Facilities at any time to ensure compliance with the terms of this Agreement.
- 8.2 The University reserves all rights in regard to the sale of refreshments in the Facilities.
- 8.3 The University reserves the right to screen advertising material the Hirer publishes for the event. The Hirer must produce the material upon request by the University.

9 SUB-LICENCE

- 9.1 The Applicant shall not sub-licence the Facilities and the Facilities must not be used by any organisation other than that named in this Agreement.



Room Booking Principles

Establishment: Vice-Chancellor's Committee, 9 April 2014

Responsible Officer: Director, Property, Facilities and Development

1. Purpose

To provide guidance on the appropriate use of University facilities, to enable the distributed management of facilities and to support the effective and efficient use of associated University resources.

2. Scope

This document applies to all bookable University resources, with particular reference to teaching facilities for timetabled classes, meeting rooms and rooms used for public events.

3. Definitions

- **Academic administrative bookings:** activities related to the organisation of teaching, including: enrolment and orientation events, class or placement administration.
- **Bookable space:** all spaces, including external facilities such as sports fields, that are booked for on either the Timetabling system or on the calendar system as per these principles.
- **Property, Facilities and Development:** the central office responsible for the management and maintenance of all of the University's assets both built and natural.
- **Calendar system:** Microsoft Outlook is the system used for staff calendar / diary management.
- **Meeting rooms:** rooms used primarily for formal and informal meetings of University staff for both academic and administrative purposes, and not normally used for teaching.
- **Non-teaching bookings:** any booking of University space not intended for teaching activity, including:
 - **University meetings:** of formal committees (e.g. Council, faculty boards, school, department, unit)
 - **Allied activities:** bookings aligned with the University's core roles of teaching and research (e.g. conferences / symposia; short courses and continuing education; meetings of learned societies; student meetings, activities and sporting events, alumni events, Open Day, student recruitment activities)
 - **External events:** bookings comprising commercial hire of facilities for commercial or private purposes (e.g. commercial conferences, social functions) or hire of facilities for community activities (e.g. theatre productions, film screenings, sporting events and community education activities such as University of the Third Age)

- **Resources:** teaching rooms and teaching equipment (e.g. audio visual facilities, lecture recording and video conferencing, specialist or experimental equipment).
- **Specialised teaching space:** space designed for specific teaching and learning purposes (e.g. science labs, clinical and professional training labs such as anatomy labs and moot courts, editing suites, observation facilities).
- **Teaching Activity:** refers to taught or supervised classes associated to a topic (e.g. lectures, tutorials, placements, practicals). Teaching activities may also include: replacement classes; self-study or peer-support learning; preparation for student class presentations; tests, examinations and practical assessments; small-group 'break-out' study groups.
- **Teaching space:** any room or combination of rooms used to conduct teaching activities.
- **Timetabling Services:** the central office responsible for the management of the University timetable.
- **Timetabling system:** Syllabus Plus is the system used for the timetabling of teaching activities and the booking of non-teaching events in teaching spaces, known as the timetabling system at Flinders.
- **University space:** all buildings and rooms managed by the University, whether owned, leased or shared with another organisation. [In the case of shared space, additional management principles may be applied by the sharing partner(s).]

4. Principles

The University owns and manages a large number of different spaces, including academic and administrative offices, general purpose teaching rooms, specialist laboratories, theatre spaces, accommodation facilities and sports fields. The main purpose of these spaces is to support the delivery of high-quality teaching, to provide space for productive research and to create a campus that plays an active role in the community.

The effective and efficient use of its resources, consistent with good educational practice, is the primary goal that drives the University's management of its space: its rooms are intended to support the University's diverse roles.

The University, rather than any organisational unit or individual, is the owner of its physical assets. As a critical asset, space is to be shared and used in a flexible and co-operative way to achieve the best outcomes for the university community.

The use of the University's physical facilities by individuals, groups or organisations external to the University must be compatible with the University's mission and goals.

The University may refuse any request to hire space if the proposed event is inappropriate for a University venue.

5. Management responsibility

Property, Facilities and Development is responsible for ensuring the ongoing management and usage analysis of the University's facilities. This includes responsibility for the ongoing management, planning and provision of teaching and meeting space.

Property, Facilities and Development is responsible for classification of general and specialist teaching spaces, and for maintaining and disseminating complete, accurate and up-to-date information about teaching and meeting spaces for use on the timetabling and calendar systems and other systems as required. This will require the provision and coordination of information by other units (e.g. audio-visual equipment).

Property, Facilities and Development has responsibility for the management of non-teaching bookings. Delegation of responsibility for the management of bookings in specific rooms will take place within published guidelines and principles.

6. Bookable space

Property, Facilities and Development, in consultation with faculties, schools, departments and administrative units, will identify those bookable rooms that are never used for timetabled classes and which can be designated as meeting rooms and listed on the calendar system. Any non-teaching booking of Teaching space must be done in accordance with the University Timetabling Principles.

Property, Facilities and Development is responsible for the naming conventions and related information (e.g. maximum capacity) for the rooms listed on the calendar system, and the protocols for the maintenance and amendment of the rooms list. Room data modification, and the removal or addition of rooms requires the prior approval of Property, Facilities and Development.

7. Booking systems

Student Administration and Systems is responsible for management of the timetabling system including the web room booking module used for making non-teaching bookings in teaching rooms.

Information Technology Services is responsible for management of the calendar system used for making non-teaching bookings in meeting rooms.

Every bookable space must be listed only once on either the timetabling, web room booking or calendar system.

8. Booking rights

Once teaching activities for a year have been scheduled, non-teaching bookings may be made on a 'first-come, first served' basis by any member of the University.

External events may be booked by any person to whom Property, Facilities and Development have delegated authority to manage bookings. Normally university meetings and allied activities will take precedence over external events.

In rooms designed for teaching, teaching activities will be given priority over other types of room bookings. No adjustments will be made to the academic timetable to accommodate non-teaching bookings other than in exceptional circumstances (e.g. international conferences and symposia, significant University-wide events) which must be approved by the Deputy Vice Chancellor (Academic) (or nominee).

Conflicts arising from the application of these priorities and related decisions will be initially dealt with via communication between the relevant booking parties and their managers. Where a satisfactory resolution cannot be found the matter will be referred to the Director, Property, Facilities and Development (or nominee) for a decision after appropriate consultation.

Property, Facilities and Development has the right to refuse or revoke any non-teaching booking not in accordance with these Principles.

9. Conditions of room use

All persons booking University rooms, or, where applicable, the nominated person on whose behalf the booking is made, are required to ensure that their use of the room conforms to the following principles:

1. Rooms, equipment and fittings may be used only for the purpose stated on the room booking, which must also be consistent with the purpose for which the space is designed. Equipment or furniture may not be moved except with the University's permission.
2. Rooms may be used only for activities conducted in a manner consistent with the University's Health & Safety policies, in particular ensuring that the number of persons attending does not exceed the stated capacity of the room.
3. Room users must familiarise themselves with emergency evacuation procedures detailed in the room and/or building.
4. Noise levels must be kept at an appropriate level, and instructions from University security staff to reduce noise levels must be followed.
5. Users should ensure that the space is left in a clean and safe condition, and that any safety concerns are clearly conveyed to responsible staff.
6. External users must adhere to the University's Facilities Hire Conditions (available as a separate document).

If a room booking is made for a third party by a person who will not themselves be present at, and responsible for, the activity then full details (name, address and contact details) of the responsible person must be provided at the time of booking.



Sturt Rd, Bedford Park
South Australia 5042

Event Safety Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

The procedures set out the responsibilities and action required to manage the risks to health and safety associated with events.

3. Scope

These procedures apply to all University on-site and off-site events organised by University staff and/or students.

4. Definitions

Event	<p>a. A University activity or function involving a gathering of people at a set time, other than regular day to day activities of the University, held on University premises or external venue.</p> <p>b. Does not include:</p> <ul style="list-style-type: none">i. meetings that form part of regular work for University staffii. formal study (including academic classes as part of the curriculum)iii. activities in internal bookable rooms (where they are maintained regularly) and the room is used for its intended purposeiv. student/work experience placementsv. field trips/field workvi. public activities such as hiking or orienteering on campus
Amusement device	Plant operated for hire or reward that provides entertainment, sightseeing or amusement through movement of all or part of the equipment, or when users travel, move on, around or along the equipment.
Inflatable device	An amusement device when it relies on a continuous supply of air pressure to maintain its shape (e.g. bouncy castles, inflatable boxing rings)
Competent person	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required.

5. Event Safety Planning and Safety Assessment

- a. Prior to the event, event organisers must use the [Event Safety Planning Checklist](#) and [Safety Assessment](#) to assist with planning the event and to identify potential hazards associated with the event itself as well as activities before and after the event (e.g. bump-in and bump-out).
- b. Hazards must be documented as part of the [Event Safety Assessment](#) which includes:
 - i. summary details (when, where, expected attendance, who is coordinating it)
 - ii. key event workers and contacts
 - iii. contractors involved
 - iv. entertainers/performers involved
 - v. stall holders involved
 - vi. other key event information (security and crowd control, communication, alcohol, food and contingency plan)
 - vii. risk assessment of the identified hazards, including control measures that will be used to control the risk, and who will be responsible for ensuring the controls are implemented.
- c. Where the event includes specialised activities, plant or equipment, or chemicals, the event organiser must ensure that those involved in such activities undertake a risk assessment and include this with the [Event Safety Assessment](#) documentation.

6. Emergency management

- a. Emergency arrangements, including responses to emergencies during the event, first aid arrangements, and access and egress routes, must be documented in the Event Safety Assessment.
- b. Appropriate communication devices (e.g. mobile, walkie talkie or other such devices) must be available for the key contacts of each event.
- c. All events must have access to an approved First Aid Kit.
- d. Event organisers, workers, contractors, volunteers and students involved with an event must
 - i. be sufficiently informed to be able to direct visitors to safety in the event of an emergency
 - ii. know how to initiate an alarm and what to do in the event of an alarm
 - iii. ensure that the number of people admitted to enclosed areas such as laboratories, lecture theatres, etc. does not exceed the number permitted for those spaces.

7. Event approval

- a. The event organiser must submit the following documentation to their manager/supervisor for approval before the event starts.
 - i. [Event Safety Assessment](#)
 - ii. Event layout/map (as appropriate)
 - iii. Event schedule of activities (as appropriate)
 - iv. Risk assessments for specific plant/equipment, chemicals intended to be used at the event
 - v. Safe Work Procedures (SWPs) for tools, equipment and/or activities to be undertaken
- b. Where event factors such as high risk and significant impact on the University occur, the documentation will also need to be approved by the relevant College Deans/Portfolio Directors.
- c. Events must not proceed without prior approval from the relevant approver above.

8. Consultation

8.1. Consultation with stakeholders

- a. During the event planning process, event organisers must where reasonably practicable consult key stakeholders for their professional advice and input.

8.2. Consultation with other PCBUs

- a. When events involve working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that risks to all workers and others are being managed.
- b. If the event is organised and controlled by another organisation on Flinders University sites, the other organisation may choose to use the University's event process. At a minimum, the other organisation must provide the University with an event safety assessment or equivalent. These must be provided to the Flinders University event contact and included with the documentation for the event.
- c. If the event is organised or controlled by Flinders University, Flinders must complete the [Event Safety Assessment](#) process but may use the other organisation's risk assessments for the venue/site.

9. Contractors

- a. For work at University events the contracted company must:
 - i. be [registered](#) with Flinders University

- ii. have their workers complete the online [induction](#)
 - iii. have their workers undertake the Flinders University [local area induction](#) to the event to be aware of any hazards and risks present as a result of the event.
 - iv. [sign in and out](#) all of their workers from the University site.
- b. Contractors must:
- i. provide evidence in their documentation of how they plan to manage the risks associated with their work and
 - ii. follow the plan for managing the risks while performing that work.

10. Amusement devices (including inflatables)

- a. The event organiser must check:
- i. prior to engagement, if the amusement device(s) require registration. This must be confirmed in writing with the amusement device owner.
 - ii. If registration is required, request a copy of the certificate from the amusement structure owner (this is part of the [contractor registration process](#)).
- b. The amusement device owner must provide a trained person to supervise the amusement device.
- c. When the amusement device is on site, the event organiser must check:
- i. the details and features of the amusement structure, including:
 - fall prevention devices, cushions, pillows or soft fall areas
 - fencing or barriers around motors or other hazardous parts
 - supervision arrangements
 - location and effect on other aspects of the event such as emergency access/egress and other amusement structures
 - special requirements such as free space around the structure or who can use it,
 - ii. risk management documentation, which should be a risk assessment, but can include:
 - pre-operation checklists
 - maintenance, inspection and/or testing records
 - job safety analysis or safe work procedures
 - work instructions indicating operation/cease operation process (i.e. bad weather). For instance, most inflatable structures cannot withstand forecast winds of 40km/h or more.

11. Specific hazards

11.1. Plant, equipment and electrical safety

- a. Event workers must have adequate training in how to operate equipment that will be used.
- b. All portable electrical equipment must have a current electrical testing tag as per the [Electrical Safety Procedures](#).

11.2. Chemicals / biological specimens

- a. Staff setting up displays must ensure that
 - event attendees do not have access to potentially harmful substances
 - any items not part of the display are in areas restricted from access (i.e. locked cupboard)
- b. For the displays requiring the use of chemicals, a responsible person must always be present to monitor the display and respond in the event of an incident.

11.3. Food handling

- a. Food must be stored and handled in accordance with hygiene practices as outlined by the [food safety standards](#) and the [WHS website](#).

11.4. Staging

- a. Staging must be erected by a competent person.
- b. Hand rails and/or barriers must comply with the National Construction Code.

11.5. Alcohol

- a. Where alcohol is to be available at a University event, the event organiser must ensure that the relevant permit or liquor [licence](#) is obtained and its conditions complied with.
- b. Event attendees who are under 18 must not be served alcohol and measures must be in place to assist in the responsible service of alcohol (such as the use of wrist bands and checking of ID).
- c. When the sale of alcohol occurs a liquor licence must be displayed at the venue.

11.6. Marquees

- a. Marquees must be erected by a competent person.
- b. Weather must be a consideration on marquee setup (i.e. weighting, too windy).

12. Licenses and permits

- a. The event organiser must ensure that:
 - i. all relevant licenses have been obtained
 - ii. valid permits are obtained for entry into restricted areas or for public areas where permission is required (including National Parks, council areas, foreshores, jetties, heritage places and similar areas).
- b. Records of permits/approvals/licenses are stored with all the other event documentation.

13. Induction and information

- a. Prior to the event, event workers (including staff, student casuals, contractors and volunteers) must be inducted to the local event area to provide them with key information to protect their health and safety, including:
 - i. emergency evacuation plans,
 - ii. location of amenities,
 - iii. key contact details (including security),
 - iv. reporting hazards/incidents,
 - v. the risks associated with the event and
 - vi. any other identified hazards for the venue or activities on the event safety assessment form.
 - vii. personal protective equipment/clothing required.
 - viii. event safety assessment requirements.
- b. During the event, event organisers must provide information to event workers and event attendees to ensure they are not exposed to unsafe conditions or risks to their health, including housekeeping or announcements during the event about key safety information such as emergency evacuation and contact details.
- c. Induction records must be stored with all other event documentation.

14. Accident/incident reporting

- a. Accidents/incidents that occur during events (including bump-in and bump-out) must be reported on [FlinSafe](#) as soon as reasonably practicable or within 24 hours of the accident/incident occurring.
- b. [Notifiable incidents](#) must also be reported immediately to University Security and the Associate Director, Work Health and Safety.

15. Event Safety Review

- a. An event safety review must be documented for each event.
- b. Event safety reviews must be stored with all other event documentation.

16. Record keeping

Completed event safety documentation must be retained by the local area in accordance with [WHS Records Management](#).

17. Responsibilities

Vice-Presidents & Executive Deans of College, Portfolio Heads	Ensure that: <ol style="list-style-type: none">a. these procedures are implemented in their College/Portfoliob. adequate resources are available to support safe event activities.
College Deans/Portfolio Directors	Sign off on event documentation on a significant event, as required and prior to commencement of the event.
Managers and supervisors	Review Event Safety Assessment and associated documentation and be satisfied that the risk control measures reduce the risk as low as reasonably practicable.
Event organisers	<ol style="list-style-type: none">a. Consider health and safety issues and inform event workers (including contractors, entertainers and performers), event attendees and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health.b. Ensure that all relevant details for the event have been completed and approval obtained before the event commences.c. Provide appropriate guidance and oversight for the duration of the event (including bump-in and bump-out activities).d. Ensure that adequate staffing, equipment and infrastructure are provided for the event;e. Allow appropriate amount of time for planning prior to the event to<ol style="list-style-type: none">i. inform key stakeholders and support services;ii. organise registration of contractors, obtain relevant licences and venue booking approvals;f. Ensure that they have prepared for any emergencies that may arise, including how to respond to emergencies.g. Conduct an event review/debrief.

18. WHS associated procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

19. Related documents

[Event Safety Guidelines](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	19 November 2018
Effective Date	19 November 2018
Review Date*	November 2021
HPRM file number	CF18/1043

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Principles Concerning Religious and Spiritual Matters

Establishment: Council, 23 July 1993

Last Amended: EDA, January 2011

Nature of Amendment: Consequential amendments arising from a restructure of Central Administration/VC's office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed:

Responsible Officer: Vice-President (Corporate Services)

Council approved the following principles as the basis for the University's religious policy:

1. The University is concerned with the spiritual welfare and needs of its students and recognises that it has a role in addressing these needs.
2. Any funding request for religious purposes, as for any other purposes, must compete for priority with other identified needs of the University. In providing funding or space, the University will take into account the capacity of the group to obtain support from outside religious or other bodies, or from the Union or Clubs and Societies Association. The University will give due consideration to the allocation of some of the funds paid by fee-paying students to provide for the spiritual needs of those students.
3. In providing for the needs or demands of particular groups, the University will ensure the development of a university community based on mutual respect and understanding, and on social cohesion.
4. The University owns and controls all buildings and space within the University. Any proposal to provide space exclusively for the use of one group, which would result in other members of the University being denied access to that space, will receive the closest scrutiny by the University. However, in evaluating a proposal, the University will recognise the legitimate needs of students for space to undertake the normal religious practices associated with their religious affiliation.

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5. The University will avoid being used as an instrument by which any religious group seeks to exercise control over its members.
 6. The University will not provide facilities to religious or other groups whose activities are seriously detrimental to the welfare of students and to the educational purposes for which the students are attending the University.

Related Links

[Religious Centre Rules and Procedures](#)

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Religious Centre Rules and Procedures

Establishment: EDA, 14 December 2001

Last Amended: EDA, January 2011

Nature of Amendment: Consequential amendments arising from a restructure of Central Administration/VC's office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed:

Responsible Officer: Vice-President (Corporate Services)

1. Religious Centre

Flinders University has established a Religious Centre, for the benefit of staff and students, in support of the pursuit of their diverse religious and spiritual views, beliefs and practices.

The Religious Centre is intended to provide a place on campus where religious or spiritual activities can take place, and a meeting place for groups and individuals with a focus on or interest in religious or spiritual matters.

The Religious Centre will operate in accordance with the procedures and rules outlined in this document, and the University principles approved by Council.

2. Rules for the Use of the Religious Centre

2.1 The Religious Centre is available for use by staff, students and members of religious or spiritual organisations that support staff and students on campus, as groups or individuals, for religious and spiritual purposes, and priority will be given to those who require the facilities for such purposes.

2.2 Any person who uses the Religious Centre will be required to comply with the Statutes, By-laws, policies, procedures, and rules of the University, and directives of the Vice-Chancellor, the Vice-President

(Corporate Services) and other officers of the University, and the University principles approved by Council (refer to Attachment A).

2.3 The Religious Centre facilities may be booked by a staff member, a student of the University, or another person for purposes other than those specified in 2.1 above, in accordance with criteria and procedures established by the Religious Centre Committee and authorised by the Vice-President (Corporate Services).

2.4 Each group or individual who uses the Religious Centre is required to treat all other persons who use the facilities with respect and courtesy and avoid any acts, gestures or omissions that may be deemed to constitute harassment, disruptive behaviour, intolerance or which may otherwise give offence towards another person or group.

2.5 Each person who uses the Religious Centre is required to treat the facilities with due care and respect, and leave any area in the state in which they found it prior to their occupancy or use.

2.6 A religious or spiritual group may use the facilities of the Religious Centre as it chooses, provided the members of the group or its guests comply with these Rules.

2.7 A person, or a religious or spiritual group, will not be entitled to use the Religious Centre if there is evidence available to the Vice-President (Corporate Services) that the person or group is known in the community or to Police as one that has coercive or illegal practices or views or is closely affiliated with such a group.

3. Religious Centre Committee

3.1 Terms of Reference

(a) To oversee the operation of the Religious Centre, in accordance with the provisions contained in this document.

(b) To oversee the administration of any funds or resources that may be made available for the general use of the Religious Centre.

(c) To facilitate the use of the Religious Centre, and oversee the timetabling and allocation of space by any individuals or groups who may wish to use it, in accordance with the Rules for the Use of the Religious Centre.

(d) To receive reports from members (at each member's discretion) on activities or matters that may be of interest to the Committee.

3.2 Membership of the Religious Centre Committee

Chairperson and Office Holders

3.2.1 The Religious Centre Committee will elect from amongst its members a Chairperson, Deputy Chairperson and other office holders as required, for a term of one year.

3.2.2 Nominations for the positions of Chairperson and other officers will be called, and an election held by secret ballot, at a meeting of the Religious Centre Committee.

3.2.3 The Committee will either elect a Secretary from amongst its members, or appoint a person to act as its Secretary from outside the membership of the Committee.

Membership

3.2.4 The membership of the Religious Centre Committee will comprise one person each from any church, or religious or spiritual organisation that regularly participates in activities within the Religious Centre, or is otherwise a stakeholder in its operations, being either:

(a) a Chaplain, or a person holding an equivalent position; or

(b) a member or nominee of a group affiliated with Flinders University Clubs and Societies Inc. where the group has been constituted primarily for religious or spiritual purposes; or

(c) an individual or a member of a group not otherwise represented by (a) or (b), and who has an ongoing involvement with the Religious Centre.

3.2.5 Separate appointments may be made under category (a) and category (b) and category (c) if each of the applicants is able to demonstrate that he or she is seeking appointment as a member of a separately constituted organisation with its own membership, aims and purpose, notwithstanding that some cross-membership may exist between the different organisations.

3.2.6 Up to three other persons may be co-opted by the Committee.

3.2.7 The Chairperson will accept applications for membership that meet the criteria identified in 3.2.4 and 3.2.5. If more than one nomination has been received from a religious or spiritual organisation or group, or the status of a nomination is unclear, the Chairperson will discuss the matter with the relevant parties and establish a process for identifying a nominee.

3.3 Operating Procedures

3.3.1 The Religious Centre Committee will conduct its business in accordance with the Operating Procedures identified in Attachment B.

3.3.2 The Vice-President (Corporate Services) will be entitled to have access to any documents relating to the operation of the Religious Centre and will be provided with a copy of the agenda, meeting papers, and Minutes of each meeting of the Religious Centre Committee.

4. Amendment of this Document and the Operating Procedures for the Religious Centre Committee

4.1 This document, and the Operating Procedures of the Religious Centre Committee (Attachment B), and any subsequent amendments to them, will be subject to approval by the Vice-President (Corporate Services), following consultation with the relevant stakeholders.

PRINCIPLES APPROVED BY COUNCIL AT ITS MEETING HELD ON 23 JULY 1993

Attachment A

Religious Centre Committee Operating Procedures

1. Meetings

1.1 Meetings will be held at least twice a year, in accordance with a schedule identified by the Committee.

1.2 Members of the Religious Centre Committee will be given at least two weeks notice of the date of any scheduled meeting, and a notice will be placed on the Religious Centre noticeboard about the meeting.

1.3 An unscheduled meeting of the Committee may be called to deal with urgent matters, at the discretion of the Chairperson, in which case the Chairperson will ensure that all members receive as much notice of the meeting as is practicable in the particular circumstances.

2. Role of the Chairperson and Members of the Religious Centre Committee

2.1 The Chairperson, Deputy Chairperson, Secretary and members of the Committee will have such responsibilities as are conferred on them by the Committee, to be carried out in accordance with the rules, principles and procedures of the Religious Centre, and any directives provided by the Religious Centre Committee, under the direction of the Chairperson.

2.2 All members of the Religious Centre Committee must at all times act in the best interests of all persons who use the Religious Centre.

2.3 The Secretary of the Religious Centre Committee will maintain a register of members of the Committee, contact details for each member, and the church or religious or spiritual group or organisation with which they are affiliated.

3. Meeting Procedures

3.1 The Chairperson and Secretary will prepare an agenda for each meeting, and ensure it is available within the Religious Centre for perusal by all members of the Religious Centre Committee at least five working days before the date of the meeting.

3.1.1 Any member may put forward an item for inclusion on the agenda, provided the matter is within the Committee's terms of reference.

3.1.2 The Chairperson may accept items for inclusion on the agenda after it has been circulated, if:

- (a) in his or her opinion the matter will not directly be of concern to any person or group that is not represented at the meeting; and
- (b) a majority of the eligible voting members present at the meeting agree to the matter being considered.

3.2 A member who is unable to attend a meeting may appoint another person as a proxy to attend the meeting and vote on his or her behalf, and must inform the Chairperson or the Secretary or provide written notification in advance of the meeting of the name of the person appointed. Where he or she is from a particular group or organisation, the person appointed must be from the same group or organisation.

3.3 Proceedings of the Committee will be open to observers.

4. Voting

4.1 The Chairperson and each member will have one vote.

4.2 The Chairperson will not have a casting vote.

4.3 To have the approval of the Committee a matter must have the support of half plus one of the eligible, voting members present at the meeting.

5. Quorum

5.1 A quorum will be half plus one of the eligible, voting members of the Committee.

5.2 A decision of the Committee will be valid only if a quorum is present at the time the decision was taken.

6. Powers and Responsibilities

6.1 A decision of the Committee on any matter within its terms of reference will apply to any person or group that uses the Religious Centre.

6.2 The Committee will not enter into any financial commitments or legally binding relationships or agreements.

6.3 The Chairperson or another office holder, or a member of the Committee, may be removed from office or have their membership revoked, if a motion to that effect is moved and seconded, and supported by two thirds of the eligible members present and voting at a meeting, if in the Committee's view:

- (a) the person has failed to discharge his or her responsibilities; or
- (b) he or she has behaved in a disorderly or disruptive manner.

7. Dissolution of the Religious Centre Committee

7.1 The Vice-Chancellor may, at his or her discretion, dissolve the Religious Centre Committee if:

- (a) the Committee fails to discharge its responsibilities in accordance with the provisions contained herein, or fails to act properly in any matter; or
- (b) the Committee membership ceases to be broadly representative of the religious and spiritual needs of staff and students on campus; or

(c) the Committee recommends that it be dissolved, and not less than two thirds of the eligible voting members support the recommendation.

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Incident Control Policy

Establishment: Vice-Chancellor, 12 March 2009

Last Amended: EDA, January 2011

Nature of Amendment: consequential amendments arising from a restructure of Central Administration / VCs office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed: 1 January 2011

Responsible Officer: Director, Buildings and Property Division

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Incident Planning Committee

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Building Incident Control Organisations

1. Terms of Reference
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Appendix 4

Incident Preparation and Training

1. Warden Training
2. Safety Equipment and Education
3. Incident Control Exercises

1. Purpose

This policy has been developed so that in the event of an incident:

- the lines of authority and responsibility are clear;
- the safety of individuals on University premises can be protected;
- University property can be protected from loss or damage; and,
- appropriate support and counselling services are made available to those affected.

2. Scope

This policy applies to all University staff, University students, contractors and visitors at all sites owned or controlled by Flinders University.

In recognition of the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000, an additional set of procedures has also been developed to provide guidance in the event of a critical incident involving an international student. These procedures are primarily for use by the University's International Student Services.

3. Definitions

For the purposes of this policy the following definitions shall apply:

Incident	Any event or situation which could: <ul style="list-style-type: none">• jeopardise the safety of people on the University's premises; and/or• disrupt or affect University operations; and/or• result in significant damage to University property or equipment.
Designated Incident Control	Personnel University Incident Control Coordinator, Chief Wardens, Wardens.
Emergency Services	SA Police, Metropolitan Fire Service, SA Ambulance Service, Country Fire Service, State Emergency Service.

Emergency Service Organisation(s)	One or more of the Emergency Services.
University Incident Control Coordinator	University Services & Security Manager or delegate.
Responsible Manager	Cost Centre Head For the purposes of this policy the Responsible Manager for buildings occupied by more than one Cost Centre will be the Cost Centre Head whose staff occupy the largest area in the building.

4. University Responsibilities

In order to comply with the Occupational Health, Safety and Welfare (OHSW) Act 1986, the OHSW Regulations 2010 and Australian Standards the University shall:

- appoint an Incident Control Coordinator;
- establish comprehensive and integrated University-wide Incident Control Plans for the Bedford Park Campus and ensure that there are appropriate organisational systems, resources and infrastructure for responding promptly to an incident;
- have Incident Control Plans for each building it owns or controls and conduct tests of these plans in accordance with the requirements of the OHSW Act and regulations;
- establish an Incident Planning Committee as set out in [Appendix 2](#);
- establish a Building Incident Control Organisation for each building as set out in [Appendix 3](#);
- inform staff, students, contractors & visitors (where possible) of incident control procedures;
- make available appropriate trauma counselling and support programs to staff, students and visitors after an incident if required; and
- ensure staff and students of the University whose place of work or study is located in premises controlled by other organisations are subject to the appropriate incident control procedures of those organisations.

5. Incident Control Plans

5.1 Background

The University must establish:

- University-wide Incident Control Plans and ensure that there are appropriate organisational systems, resources and infrastructure for responding promptly to an incident; and
- Building Incident Control Plans for each building it owns or controls and conduct tests of these plans in accordance with the requirements of the OHSW Act and regulations.

5.2 University-wide Incident Control Plans

5.2.1 University-wide Incident Control Plans are designed to:

- ensure the safety of people in buildings on the Bedford Park Campus during incidents by setting out information regarding the coordination and control of incidents until the appropriate emergency services organisation arrives, or the danger of the incident has been controlled; and
- form the basis on which Building Incident Control Plans are formulated.

5.2.2 The University-wide Incident Control Plans must be developed with reference to relevant Australian standards. In addition, University Incident Control Plans must establish suitable cascading responsibility arrangements for the Incident Control Coordinator, which ensures that in the event of his/her absence an acting Incident Control Coordinator is always present.

5.2.3 The Incident Control Coordinator is responsible for formulating and implementing appropriate University Incident Control Plans.

5.2.4 The Vice-President (Corporate Services) is responsible for approving University Incident Control Plans on the recommendation of the Incident Planning Committee.

5.2.5 Following an incident control exercise, the Incident Control Coordinator is responsible for reviewing the effectiveness of the University-wide Incident Control Plans and providing a written report to the Incident Planning Committee.

5.3 Building Incident Control Plans

5.3.1 Building Incident Control Plans are designed to ensure the safety of people in buildings during emergencies by setting out information regarding the coordination and control of incidents until the appropriate emergency services organisation arrives or the danger of the incident has been controlled.

5.3.2 Building Incident Control Plans will vary to suit the specific needs in the various workplaces at the University.

5.3.3 No two incidents are the same and incident control personnel may need to exercise a degree of initiative in responding to a particular incident.

5.3.4 Building Incident Control Plans apply to all University owned or controlled premises and implementation is at the discretion of the University Incident Control Coordinator or delegate. If the University Incident Control Coordinator or delegate cannot be contacted, the Chief Warden or delegate may implement the appropriate Building Incident Control Plans for premises under their control.

5.3.5 The Building Incident Control Plans must be developed with reference to the University Incident Control Plans. In addition, Building Incident Control Plans must establish suitable cascading responsibility arrangements for each Chief Warden, which ensures that in the event of his/her absence an acting Chief Warden is always present.

5.3.6 The [Building Incident Control Organisation](#) for each building is responsible, in consultation with the Incident Control Coordinator, for formulating and recommending to the Responsible Manager, a Building Incident Control Plan appropriate to the size and nature of the building.

5.3.7 The Responsible Manager is responsible for approving and implementing Incident Control Plans for buildings and areas under his/her control.

5.3.8 Following an incident control exercise, the Building Incident Control Organisation for the building is responsible for reviewing the effectiveness of the Incident Control Plan for that building and providing a written report to the Incident Control Coordinator, the Head of the Occupational Health & Safety Unit and the Responsible Manager.

6. Responsibility and Authority

6.1 University Incident Control Coordinator

6.1.1 The University Incident Control Coordinator is responsible for:

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- declaring and managing all incidents on campus and, at his/her own discretion, assuming direct control of an incident and University resources until relieved by an appropriate Emergency Services organisation;
 - advising the Vice-Chancellor and the Vice-President (Corporate Services) that an incident has occurred and keeping them informed as the incident develops;
 - the development and implementation of the University-wide Incident Control Plans; and
 - The planning and conduct of incident control exercises.

6.1.2 During an incident the Incident Control Coordinator:

- has the authority to direct all University staff, students, contractors and visitors; and
- is responsible for the direction of Security staff.

6.1.3 Outside of incidents or incident control exercises, the Incident Control Coordinator is responsible for:

- advising the [Incident Planning Committee](#) on the coordination, implementation and review of the University-wide Incident Control Plans and the Building Incident Control Plans;
- providing advice and assistance to Responsible Managers, Chief Wardens, Wardens and others on incident control matter;
- liaising with emergency services organisations to maintain incident preparedness;
- coordinating a [training program](#) for Wardens;
- maintaining a master list of Chief Wardens and Wardens and records of all incident control exercises; and
- ensuring the University Switchboard Operator has access to relevant business and after-hours incident contact numbers and other relevant information.

6.2 Chief Wardens

6.2.1 Under the direction of the Incident Control Coordinator, the Chief Warden in each building is responsible for the coordination of incident control within their premises in the event of an incident or incident control exercise.

6.2.2 A Chief Warden has the authority to direct all University staff, students, contractors and visitors following the declaration of an incident requiring control or during an incident control exercise.

6.2.3 Outside of incidents or incident control exercises, Chief Wardens are responsible for:

- consultation with the Responsible Manager on the appointment of Wardens;
- nominating, to the Incident Control Coordinator, at the start of each year, times and dates for at least two incident control exercises;
- conducting or coordinating regular inspections to identify fire and other hazards which might give rise to an incident, or which might hinder or prevent effective response to an incident, and taking appropriate corrective action;
- notifying of his/her absence to the Incident Control Coordinator and to the Warden who will act in his/her place; and
- convening meetings of the [Building Incident Control Organisation](#).

6.3 Security Officers

6.3.1 Under the direction of the Incident Control Coordinator, Security Officers are responsible for responding to Incidents as appropriate.

6.3.2 Security Officers have the authority to direct all University staff, students, contractors and visitors following the declaration of an incident requiring control or during an incident control exercise.

6.4 Wardens

6.4.1 Under the direction of the Chief Warden for their premises, Wardens are responsible for carrying out their duties in the event of an incident as described in their building's Incident Control Plan.

6.4.2 Wardens have the authority to direct all University staff, students, contractors and visitors following the declaration of an incident requiring control or during an incident control exercise.

6.4.3 Outside of incidents or incident control exercises, Wardens are responsible for:

- reporting to their Chief Warden any observed fire or evacuation hazards or unsafe conditions; and
- advising their Chief Warden of absences.

6.5 University Maintenance Manager

6.5.1 The University Maintenance Manager is responsible for arranging, at the request of the Incident Control Coordinator or Chief Warden, the isolation of utilities to a premise or part of a premise which is subject to a declared incident.

6.5.2 Outside of incidents or incident control exercises, the University Maintenance Manager is responsible for maintaining an inventory of fire fighting equipment and ensuring that all statutory inspections of fire fighting equipment and fire safety provisions are carried out as required

6.6 Staff, Students, Contractors and Visitors

6.6.1 Staff, students, contractors and visitors are required to follow the directions of Chief Wardens, Wardens, Security Officers and the Incident Control Coordinator in the event of an incident as indicated by the activation of warning signals in a building or when the Incident Control Plan is activated by any of the Chief Wardens, Wardens, Security Officers or the Incident Control Coordinator.

6.6.2 University staff with responsibilities under the Incident Control Policy are not responsible for the physical removal or exclusion of any person from any University premise if that person ignores the directions given.

6.6.3 Staff shall bring to the attention of their Warden any incident which may require a response.

6.7 Responsible Managers

6.7.1 Responsible Managers have no direct responsibility during incidents or incident control exercises.

6.7.2 Outside of incidents, a Responsible Manager is responsible for:

- Approval and implementation of Incident Control Plans in buildings and areas under their control.
- appointing a Chief Warden and Wardens for each premise or premises as required, after consultation with the Chief Warden. In buildings where an Incident Warning Intercommunication System is installed so far as is practicable a Warden shall be appointed for each Warden Intercommunication Phone (WIP) installed. In other buildings Wardens shall be appointed on the basis of one for each twenty persons on the floor or in the area, with a minimum of two;

-
- providing adequate facilities and time off from routine work to enable Wardens to undertake training and perform their duties;
 - ensuring that incident control recommendations made by Chief Wardens are properly considered;
 - ensuring that students and staff are fully aware of the Incident Control Plans and any relevant changes in plans as they occur; and
 - ensuring that all building occupants observe Incident Control Plans.

7. Communications

In the event of an incident all communications to internal and external stakeholders including staff, students, media outlets and the public will be managed in accordance with the University's Critical Incident Information Management Protocol. This protocol includes a directory for internal stakeholder communications, maintained by the Incident Control Coordinator, and a media component for external stakeholder communications, maintained by the Office of Communication and Engagement.

8. Responding to Incidents

8.1 Background

An unexpected incident may be emotionally demanding and has the potential to cause ongoing distress to individuals directly and indirectly involved in the incident. Because of this, the University will ensure appropriate support and counselling services are made available to those affected.

8.2 Coordination of response to incident

Responses to critical incidents will be coordinated by the Incident Control Coordinator, or delegate in his/her absence. The Incident control Coordinator will:

- mobilise the necessary internal and external services needed to deal with the incident. This may involve University security staff, staff in Health, Counselling and Disability Services, Occupational Health and Safety Unit, International Centre and Flinders Living, and external agencies such as ambulance or police;
- be responsible for providing advice and assistance to the manager of the area concerned;
- be responsible for reporting the incident to the Vice-President (Corporate Services) and to the relevant Cost Centre Head, and for maintaining a record of incidents; and,
- liaise with the Executive Director, Strategic Marketing and Communications, about media implications, if any, and take steps to protect those involved in the incident from unwelcome exposure to the media.

8.3 Coordination of media and debriefing

Coordination of media and debriefing will be managed by the Vice-President (Corporate Services) or delegate who will:

- receive advice from the Executive Director, Strategic Marketing and Communications about managing any media issues that arise;
- organise operational debriefing (with internal and external agencies as appropriate) to review and assess the University's actions taken in response to an incident as a means of airing any issues that may have arisen and to ensure good practice; and,

-
- organise as appropriate (via internal and external agencies) access to psychological debriefing such as counselling and other forms of support provided to groups or individuals as a means of ameliorating stressful or disturbing after-effects of incidents.

9. Indemnity

Designated incident control personnel who work within their level of training shall not be held legally liable (including liability for personal negligence) as a result of any act or omission on their part during the course of carrying out their designated function.

10. Incident Preparation and Training

Details regarding incident preparation and training are included at [Appendix 4](#).

Appendix 1

Related Documents and Websites

[Occupational Health Safety and Welfare Act 1986](#)
[Occupational Health Safety and Welfare Regulations 2010](#)
Australian Standard AS 3745 - 2002
[Work Health and Safety Policy \(PDF\)](#)

<http://www.flinders.edu.au/campus/buildings-and-property/>
<http://www.flinders.edu.au/whs/>

Appendix 2

Incident Planning Committee

The Incident Planning Committee reports to the University's Occupational Health and Safety (OHS) Committee.

1. Terms of Reference

The major responsibilities of the Committee are:

1.1 To review the University-wide Incident Control Plans and recommend that the Vice-President (Corporate Services) approve them.

1.2 To monitor and report to the OHS Committee on the following key performance indicators:

- adequacy and appointment of personnel to all positions on the Building Incident Control Organisations;
- training of Building Incident Control Organisation personnel; and

-
- the conduct of incident control exercises.

1.3 To review the effectiveness of University-wide Incident Control Plans and Building Incident Control Plans and where appropriate arrange for improvement to procedures.

2. Membership

The membership of the Incident Planning Committee is as follows:

- Incident Control Coordinator
- Director, Buildings and Property
- Manager, Occupational Health and Safety
- Security Coordinator
- Maintenance Manager
- Maintenance Operations Supervisor
- Chief Wardens

3. Meetings

The Committee is required to meet at least twice a year.

Appendix 3

Building Incident Control Organisations

Each building is required to have a Building Incident Control Organisation. Building Incident Control Organisations report to the Incident Planning Committee.

1. Terms of Reference

1.1 In consultation with the Incident Control Coordinator, formulate and recommend to the Responsible Manager Building Incident Control Plans appropriate to the size and nature of the building.

1.2 Following each incident and incident control exercise review the effectiveness of the Building Incident Control Plans and provide a written report to the Incident Planning Committee, Incident Control Coordinator, the Head, Occupational Health & Safety Unit and the Responsible Manager.

2. Membership

For each building a Building Incident Control Organisation comprises:

- Chief Warden
- Wardens

3. Meetings

Building Incident Control Organisations are required to meet at least twice per year.

Appendix 4

Incident Preparation and Training

1. Warden Training

1.1 The Incident Control Co-ordinator shall coordinate training sessions as required.

1.2 All Wardens must be trained and those who have not attended a training session must attend a training session at the earliest opportunity.

1.3 The program shall include:

- the reasons for incident response procedures;
- fire fighting equipment used within the University;
- what to do in an incident;
- conducting an incident control exercise;
- fire and evacuation hazard inspection; and,
- operation of fire and EWIS panels.

2. Safety Equipment and Education

2.1 All incident control personnel need to be easily recognisable in the event of an incident. Incident personnel shall wear the following colours whilst actively controlling an incident or during an incident control exercise:

Chief Wardens: White

Wardens: Red

First Aid Personnel: Green armband with a white cross

2.2 If the building has a fixed control and communication panel incorporating a public address system and an alert and evacuate signal, there shall be regular public address announcements including a demonstration of the alert and evacuate signals to familiarise building occupants with the sounds.

2.3 Where a fixed control panel is not installed and portable alarms are issued for each floor, Wardens are responsible for ensuring the alarm is maintained in good working order and for the competent operation of the unit.

2.4 Incident control procedures shall be displayed on wall plaques throughout University premises. There should be a minimum of two per level.

2.5 Incident control procedures shall be drawn to the attention of students by the Incident Control Coordinator via email in week two of each semester.

3. Incident Control Exercises

3.1 Each premises or area shall conduct two incident control exercises per year. In teaching areas at least one incident control exercise shall be carried out while students are present. The Chief Warden must nominate the times and dates of each incident control exercise at the beginning of each year to the Incident Control Co-ordinator.

3.2 Subsequent alterations to times and dates may only be made subject to the proposed new time being acceptable to the Incident Control Coordinator.

3.3 Following each incident control exercise a debriefing shall be conducted by the Chief Warden to enable problems encountered during the incident control exercise to be identified and corrected.

3.4 The Chief Warden shall prepare a report to the Responsible Manager following each incident control exercise including problems encountered and recommendations. Copies shall be forwarded to the Incident Control Coordinator and the Head of Occupational Health and Safety Unit.

Related Links

[Buildings and Property Division](#)

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Cultural Diversity and Inclusive Practice Statement

Establishment: Academic Senate, 3 July 2002

Last Amended:

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Director, Human Resources

Flinders is committed to equity, equal opportunity and cultural diversity.

Flinders University operates within a culturally diverse society and recognises that each student and staff member brings their own unique capabilities, experiences and characteristics to the study or work environment.

The Flinders' community comprises academic and professional staff, students and visitors, who may be Indigenous or non-Indigenous Australians or from overseas. People within our community

- have diverse national, racial, ethnic, religious and language origins
- live with a range of abilities and disabilities
- experience different socio-economic histories and status
- encompass different genders and sexual identities

Fundamental Principle

Flinders University values and respects the social, cultural and linguistic diversity of its community and encourages inclusive practices in order to provide an environment that is creative, innovative, flexible and productive.

Objectives

To recognise our commitment to cultural diversity and to sustain and enhance a culturally inclusive environment, Flinders University will

-
- continue to promote a respect for cultural diversity in University programs and policies;
 - continue to encourage our staff and students to observe the values of inclusiveness and fairness whilst maintaining high professional standards so they are able to effectively interact with and operate in culturally diverse communities;
 - continue to provide adequate facilities and use materials and methods that are culturally appropriate for students and staff in the University;
 - develop further initiatives that promote mutual respect, harmony, cooperation and opportunities for cross-cultural exchange; and
 - support an educational approach to the challenges that cultural diversity brings.

For more information

Please contact the Professional Development Unit or Equal Opportunity
Phone: 8201 2564, 8201 3735

This new Equal Opportunity Policy is effective from 1 January 2019. Before this date please refer to the current [Equal Opportunity Policy](#).

Equal Opportunity Policy

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1. Purpose

This policy affirms Flinders University's commitment to providing a work and study environment that is characterised by equality, respect and collegiality.

2. Scope

- a. This policy applies to all members of the [University community](#) when they are engaged in [work- or study-related activities](#) at any location or online.
- b. This policy also applies to those undertaking work or study in offshore locations, to the extent that the policy is consistent with the relevant law in the local jurisdiction.
- c. In the case of harassment or discrimination that occurs while undertaking work placements in other organisations, Flinders University may, where appropriate, taking into account the host organisation's applicable policies and processes, suspend, cease or otherwise modify its policies and processes for investigating and resolving such complaints.

3. Policy statement

3.1. Key principles

- a. Flinders University values and celebrates the social and cultural diversity that is reflected in its community.

-
- b. The University will make every effort to ensure that Flinders is, as far as reasonably possible, free of unlawful discrimination and harassment, in accordance with all legislative obligations.

3.2. Equality of opportunity

- a. Equality of opportunity is achieved through both proactive measures and appropriate responses to address behaviours or structures that have an inequitable effect.
- b. The University may establish policies, programs and other mechanisms designed to assist members of disadvantaged groups to gain access to opportunities for education and employment, in accordance with relevant law.
- c. Key elements in Flinders' equal opportunity approach are as follows:
- i. recognising, valuing and respecting the social, cultural and linguistic diversity of the University community, including people of diverse genders and sexualities, people from diverse racial, national and religious backgrounds, people with disabilities, women, and Indigenous people
 - ii. providing fair and equitable access to conditions and benefits of employment for all staff, and access to education for all students
 - iii. a commitment to taking reasonable and proportionate action to redress any disadvantage caused by unequal access to employment and education
 - iv. providing information about basic rights and providing mechanisms for redressing complaints.

3.3. Unlawful discrimination

- a. It is unlawful to discriminate, unless a stated exemption exists, on the basis of the following protected characteristics as found in State and Commonwealth legislation:
- sex
 - gender (including gender identity and gender expression)
 - sexuality
 - intersex status
 - pregnancy or the perception that a person may become pregnant
 - association with a child
 - breastfeeding status
 - marital or relationship status
 - caring responsibilities
 - identity of spouse or domestic partner
 - disability
 - race, colour, descent, national or ethnic origin
 - age
 - political opinion
 - religion
 - religious appearance or religious dress
 - personal association with a person who is identified by any of the listed attributes
 - social origin
 - irrelevant medical record
 - irrelevant criminal record
 - trade union activity

- any combination of the above
- b. Differentiation between people on the basis of a difference that is not a protected characteristic is lawful.
- c. Anyone found to be engaging in unlawful discrimination may be subject to sanctions by the University. In the case of staff or students this may include disciplinary action and in the case of other entrants or persons otherwise connected with the University it may include preclusion from University grounds or activities.

3.4. Vilification and Victimisation

- a. Flinders will not tolerate vilification of any individual or group for any reason, including in any learning, teaching, research, intellectual or public debate or other academic or other University activity.
- b. Flinders will not tolerate victimisation in any form of:
 - i. a person who lodges a complaint in respect of a matter under this policy
 - ii. a person who provides information about a matter under this policy; or
 - iii. any other person involved in investigating or adjudicating the complaint.
- c. Disciplinary action will be taken against anyone who vilifies, retaliates against or victimises a person as outlined in a. and b. above.

4. Responsibilities

- a. Managers, supervisors and teaching staff have a primary role for ensuring that unlawful discrimination and harassment, victimisation, and vilification occurs as little as possible at the University, or is addressed if it does occur.
- b. The Vice Chancellor of the University has responsibility for addressing institutional-level breaches of this policy.

5. Complaints

- a. Any complaints about breaches of this policy will be dealt with seriously, confidentially and in a timely manner.
- b. People who have a concern regarding unlawful discrimination, vilification or harassment are encouraged to seek advice and support in the first instance from the [Equal Opportunity Contact Officer](#) network or [Student Equal Opportunity Advisors](#).
- c. Student complaints may be made in accordance with the [Student Complaints Policy](#) and supporting procedures.
- d. Staff complaints may be made in accordance with the [Staff Grievances](#) provisions in the University's Enterprise Agreement and associated policy and procedures.
- e. Any person has the right at any time to refer a complaint to a relevant external agency, including, but not limited to, South Australian Police, the Equal Opportunity Commission, and the Ombudsman's Office.

6. Definitions

Discrimination

Unlawful discrimination is discrimination based on any characteristic listed as protected by state, territory or Commonwealth legislation, and which has the purpose or effect of disadvantaging individuals on the basis of their protected characteristics.

There are two forms of discrimination:

- a. **Direct discrimination**, which occurs when people are treated less favourably because they belong to a particular group or category of people that share a

	<p>protected characteristic, for example, people with a disability or people of a particular ethnicity. It also includes treating someone unfairly because of a stereotype about a particular group or category of people to which they belong.</p> <p>b. Indirect (or systemic) discrimination exists when there is a requirement (a rule, policy, practice or procedure) that is the same for everyone, but which has an unequal or disproportionate effect or result on a particular group or groups that share a protected characteristic. Unless this type of requirement is reasonable in all the circumstances, it is likely to be indirect discrimination.</p>
Harassment	Unlawful harassment means any form of behaviour that takes place in circumstances in which a reasonable person, having regard to all circumstances, should have anticipated the possibility that the person, or group of people, who is (are) subject to the harassment would be offended, humiliated or intimidated.
Sexual harassment	Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended.
Victimisation	Victimisation means treating someone unfairly because they have acted on the rights given them by this policy, or because they have supported someone else who acted upon those rights.
Vilification	Vilification is behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion.
Protected characteristic	Any characteristic of a person that is defined in law as being an unlawful grounds for discrimination. Different pieces of legislation may include different characteristics.
University community	<p>For the purposes of this policy, University community includes:</p> <ul style="list-style-type: none"> • enrolled Flinders students, including cross-institutional students and students on exchange from another institution • employees and exchange staff • employees of controlled entities, Centres and Institutes, and affiliated clubs and associations • contractors and consultants performing work on University sites or on behalf of the University • visiting academics or persons with academic status • the Council and its committees • any volunteer in the workplace and study environment.
Work- and study-related activities	Work- and study-related activities are any activities that relate to a person's employment / work commitment, involvement with or status as a student or other connection with the University. This includes activities that take place away from University sites, such as field trips, conferences, Work-Integrated Learning placements, work placements, work-related social events and email, online and social media activities.

7. Related procedures

[Student Complaints Policy](#) and supporting procedures

[Staff Grievances](#) provisions in the University's Enterprise Agreement and associated policy and procedures

8. Legislation

This policy complies with the requirements of the following legislation:

- Equal Opportunity Act 1984 (SA)
- Racial Vilification Act 1996 (SA)
- Civil Liability Act 1936 (SA)
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal Opportunity for Women in the Workplace Act 1999
- Fair Work Act 2009

Where staff or students are located outside South Australia, this policy will apply to the extent that it is compliant with the relevant laws of that jurisdiction.

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	27 November 2018
Effective Date	1 January 2019
Review Date*	November 2024
HPRM file number	CF11/1522

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

No Bullying at Flinders

Establishment:	Council, 9 August 2007
Last Amended:	Deputy Vice-Chancellor (Academic), 3 December 2012
Nature of Amendment:	Transfer of Authority previously held by Director, Academic and Student Services
Date Last Reviewed:	
Responsible Officer:	Director, Human Resources

Principles

Flinders University is committed to providing a work and study environment that maximises the opportunities for all staff and students to undertake their work or study. Respectful relationships between the people within our community are the basis for such an environment.

Respectful relationships require that all people

- are treated with integrity and goodwill;
- are aware of the impact of their behaviour on others; and
- adjust their interpersonal styles and methods to the social and cultural environment.

Flinders University considers that all forms of harassment, including bullying are inappropriate and unacceptable behaviours.

Scope

This statement applies to all students and staff of the University when engaged in any activities reasonably connected with their role at the University, including activities undertaken beyond the campus such as fieldwork, placements and consultancies.

Definition

Bullying defines persistent or ongoing behaviours directed towards an individual or group that a reasonable person, having regard to the circumstances, would find offensive, intimidating, humiliating or threatening and that potentially or actually affects health and wellbeing.

Examples of bullying behaviours

Examples of behaviours that, when repeated, may cause others to feel offended, intimidated, humiliated or threatened include, but are not limited to:

Work- or study-related

- acts or situations that use 'strength' or 'power' and that are displayed by an individual or a group who perceive(s) they are in a position of power, or that are received by an individual or group who perceives that the perpetrator is in a position of power
- deliberately withholding resources or information vital for effective work / academic performance (time, information, training, support, equipment)
- arbitrarily dispensing punishment, blaming, 'ganging up', preferential treatment for an individual / group to the detriment of others
- unreasonable criticism about work or academic performance
- electronic harassment (email, WebCT, telephone, SMS) eg emailing a lecturer with a question and sending numerous emails demanding a response within 24 hours; inappropriate comments about individuals on webCT discussion groups
- constantly changing work / study guidelines, requesting impossible deadlines, assigning unreasonable workload or demeaning tasks, denying appropriate breaks / leave
- unreasonable and repeated demands for leave at short notice
- undermining or deliberately impeding a person's work / academic progress

Person-related

- coercive or persecuting behaviours which bewilder and confuse the recipient
- hostile nonverbal communication and/or interfering actions
- personal insults and name-calling, verbal abuse, sarcasm, threats, repeatedly shouting or swearing at staff or students
- physical or psychological harassment
- spreading malicious gossip, rumours, innuendo
- excluding or isolating someone socially
- intruding on a person's privacy by pestering, spying or stalking
- tampering with a person's personal belongings or work / study equipment

What is NOT bullying

It is appropriate and expected that managers, supervisors and academic staff will offer constructive and legitimate advice and comment as part of their role in a way that does not demean or humiliate.

Managers and supervisors have a responsibility to manage a variety of activities within their areas (staffing levels, leave requests, workloads, budgets, structural changes etc), provide guidance and conduct performance counselling with their staff, and may have to instruct them in more effective ways of performing their duties.

Academic staff are responsible for undertaking assessment of students' work. They are also expected to provide academic guidance and advice to students to complement their assessment and may have to instruct them about academic policy, process and time-line provisions.

In itself, the act – even repeated acts – of correcting staff / students or pointing out inadequacies of performance does not constitute bullying.

Similarly, invoking unsatisfactory performance procedures or misconduct procedures does not in itself constitute bullying of staff. Applying student progress procedures, academic integrity procedures or assessment due dates does not in itself constitute bullying of students.

Adverse effects on health and wellbeing

Some effects of bullying can manifest immediately as discomfort / unease or may be expressed as feeling 'degraded' or 'undermined'. Other effects evolve over a period of time as the behaviour gradually erodes an individual's or group's confidence, self esteem and work / study performance.

On those experiencing bullying

- stress related illnesses, including headaches, nausea, insomnia
- loss of confidence, reduced self esteem, depression and suicide
- social isolation, absenteeism, overworking
- reduced performance at work or in study
- risk of economic devastation through the loss of their job or withdrawal from study
- failure to report problems for fear of retaliation by bully or that the complaint will sound pathetic or trivial

On those witnessing bullying

- fear that they might be the next target and therefore withdraw / resign
- guilt that they are not stopping the behaviour
- anger and resentment that nothing is being done about it
- fear of retribution if they intervene or take sides

On the University environment (study or work)

- reduced commitment and respect for the organisation
- breakdown in communication and teamwork
- increased staff turnover / student dropout rates
- targets and witnesses leave causing morale of the remaining group to drop

Points to consider about bullying behaviours

- the behaviours may be either obvious or hidden, intentional or unintentional
- the behaviours are often the accumulation of trivial or minor episodes
- the misuse of power – formal or informal - is often involved
- both staff and students can experience, and can be perpetrators of bullying behaviours
- people who 'bully' others need as much assistance to change their behaviour as people who are 'targets' need to restore their resilience
- witnesses can be just as affected by the behaviour as targets and can play a significant role in either preventing or perpetuating the unreasonable behaviour
- while one-off acts can be serious and need to be addressed, they do not necessarily constitute bullying.

How bullying is managed at Flinders

Bullying will be managed according to the situation, the context within which the behaviours occur and the people involved.

Staff and students are encouraged to take appropriate and relevant action to address bullying early for their own well-being and the well-being of those around them, to prevent an escalation of the situation and to facilitate a positive resolution.

Appropriate and relevant action

Actions that are 'appropriate and relevant' will differ according to the situation, the context and the people involved. Some actions include but are not limited to

- talk to someone about the alleged unreasonable behaviour to test perceptions of 'reasonableness'
- raise the matter directly with the person concerned
- change your response to the behaviour
- report it 'up the line' or to the Dean of School
- make diary notes of instances describing the behaviour and the context within which it occurs

All people have a responsibility to oppose bullying behaviours, for their own well-being, the well-being of others and to maintain the safety of our University community. Speak up, don't ignore the behaviour – there is no such thing as an 'innocent bystander' where bullying is occurring.

Information and Support

Flinders recognises that the experience of being bullied, being accused of bullying or managing these situations is highly stressful and emotional. We are committed to ensuring that our staff and students have access to information and support on campus.

Initial contact to discuss the situation can be made by both students and staff to

Equal Opportunity Contact Officers - www.flinders.edu.au/equal-opportunity who

- provide information about 'appropriate and relevant actions' and available options within grievance procedures for addressing a bullying situation
- provide support for people who wish to make a complaint of bullying. This support can include attending meetings as a support person, and discussing the problem
- are not involved in resolving the complaint

For Students, information and support is available from

- Student Assist, Flinders University Student Association, phone (08) 8201 2371 or 8201 3733 - student.assist@flinders.edu.au
- [Health, Counselling and Disability - Student Equal Opportunity Advisor](http://www.flinders.edu.au/current-students/healthandcounselling/) (08) 8201 2118 - <http://www.flinders.edu.au/current-students/healthandcounselling/>
- the fieldwork/placement Coordinator in the case of bullying behaviours being experienced while on fieldwork or a placement

For Staff, information and support is available from

-
- HR Advisors - <http://www.flinders.edu.au/hr/employment-staffing/hr-client-services-contacts.cfm>
 - Employee Assistance Program - www.flinders.edu.au/whs/wellbeing/eap.cfm
 - Work Health & Safety Unit – www.flinders.edu.au/whs/

For those managing bullying situations (supervisors/Deans of Schools) extra support is available from

- EAP for Supervisor Assistance - www.flinders.edu.au/whs/wellbeing/eap.cfm
- Director, Human Resources
- Head, Work Health & Safety Unit

Information and support is also available from the Equal Opportunity Unit, particularly if the behaviours are based on sexuality, race, disability, pregnancy, age, sexual harassment etc – www.flinders.edu.au/equal-opportunity

Further information

- Equal Opportunity Tools & Resources www.flinders.edu.au/equal-opportunity/tools-resources/tools-resources-home.cfm "Stop Bullying in SA" – Preventing Workplace Bullying Guidelines for Employers and Employees <http://www.stopbullyingsa.com.au>

Responsibilities

Flinders University expects that all staff and students will conduct themselves in a manner which respects the rights and welfare of other members of the University community and which respects the reasonable freedom of such other persons to pursue their duties, studies, research or other activities.

Supervisors/Deans of Schools

- provide a safe work and study environment that is free from harassment, discrimination and bullying
- provide information about 'appropriate and relevant' actions
- initiate appropriate and relevant action
- take all complaints of harassment, discrimination and bullying seriously and handle them fairly and expeditiously using the agreed grievance procedures

Grievance Procedures

All complaints of bullying will be taken seriously.

The University encourages the resolution of any grievance by informal means based on principles of procedural fairness, natural justice, confidentiality and protection from victimisation as set out in the relevant grievance procedure.

Informal Complaint

Use the relevant grievance procedure to invite the involvement of a third party to speak with the alleged bully, or to seek a facilitated discussion and / or mediation / conciliation.

For informal complaints a 'no blame' approach is taken as the objective is for both parties to agree about acceptable behaviours and to commit to changing behaviours that are offending the other. The focus is on restoring a professional relationship between those involved in the issue.

Formal Complaint

If the situation is not resolved informally a formal complaint may be lodged in accordance with the relevant grievance procedure. (Students can lodge a complaint with the Manager, Student Policy and Projects either orally or in writing and staff can lodge a written complaint with the Director Human Resources).

If a formal complaint is substantiated there is the potential for disciplinary action arising from the investigation which can range from warnings to dismissal from employment / cancellation of enrolment.

Throughout any grievance process a staff member or a student may request assistance or representation by a person of her / his choice provided that the individual is not a practising solicitor or barrister.

Related Links

[Policy and Procedures for Handling a Matter Under Statute 6.4 Student Conduct](#)

[Staff Grievance Policy and Procedures](#)

[Collective Workplace Agreement \(Discipline Procedures\)](#)

[Equal Opportunity Policy](#)

[Cultural Diversity & Inclusive Practice Statement](#)

[Work Health and Safety Policy \(PDF\)](#)

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Policy Against Racism

Establishment: Council, 25 August 1995

Last Amended:

Nature of Amendment:

Date Last Reviewed:

Responsible Officer: Director, Human Resources

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1. Policy Statement
2. Definition
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 - Informal Complaints
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1. Policy Statement

Flinders University abhors acts of racism. The University promotes an environment which is free from any form of illegal discrimination and acts of racism are not condoned within the University. Administrative and/or disciplinary steps will be taken to deal with any such acts or activities brought to the University's attention.

This policy is not intended to interfere with the affirmative action strategies of the University's Equity Plan.

The mere fact that a particular act or series of acts causes offence to a person or persons of particular racial origin does not of itself mean that the act or series of acts breaches this policy.

This policy is not intended to interfere with academic, artistic, scientific or research activities, discussions or debates.

2. Definition

An act of racism is any action involving a distinction, exclusion, restriction or preference based on colour, descent, religion or national or ethnic origin which has the purpose or effect of nullifying or impairing the

recognition, enjoyment or exercise, on an equal footing, of any right or freedom available within the University.

Commonwealth and State Government legislation makes racial discrimination unlawful. Categories of racism include:

- Individual racism involves specific acts of racist behaviour by individuals or groups. This can include language or actions of a racist nature which are offensive, degrading, intimidating or embarrassing;
- Institutional racism describes the way social institutions discriminate directly or indirectly, intentionally or unintentionally, through their structures and organisations to support or maintain racism.
- Cultural racism involves the social production and reproduction of racist beliefs and ideas, both implicit and explicit.

3. Education

The University has a separate Grievance Procedure which covers complaints under this policy. This policy covers:

Informal Complaints

Informal complaints may be made in writing or orally and are dealt with by the Manager, Equal Opportunity and Diversity, Student Equal Opportunity Advisor, Contact Officers and Conciliators.

Formal Complaints

Formal complaints must be made in writing to the Vice-Chancellor and will be dealt with under the University's Formal Grievance Procedures.

Complaints of racism can also be made in relation to acts that are directed at a particular category of people rather than towards a particular individual. In such instances, representative associations can lodge complaints on behalf of their members.

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Responsible Conduct of Research Policy

Establishment: Academic Senate, 29 June 2016

Last Amended:

Nature of Amendment:

Last Reviewed:

Responsible Officer: Deputy Vice-Chancellor (Research)

1. Scope and Objectives

1.1 To establish a framework for the responsible conduct of high quality research that upholds and complies with the principles set out in the [Australian Code for the Responsible Conduct of Research](#) (the Code).

1.2 This policy should be read in conjunction with the Code.

1.3 This policy applies to all researchers conducting research under the auspices of Flinders University, including staff, students and affiliates.

2. Definitions

Research as defined in accordance with the Higher Education Research Data Collection (HERDC) Specifications means the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. This definition of research is consistent with a broad notion of research and development, one that recognises research as comprising creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise applications.

Researcher means any individual who is engaged in research, as defined above, under the auspices of Flinders University, including staff, students and affiliates.

The Code means the *Australian Code for the Responsible Conduct of Research*.

3. Policy Principles

3.1 Overview

3.1.1 The University will encourage and guide a strong research culture that will demonstrate:

- honesty, integrity, ethical conduct and accountability;
- respect for human research participants, animals and the environment;
- good stewardship of public resources used to conduct research;
- appropriate acknowledgement of authors and other participants in research;
- appropriate standards of record keeping and data storage; and
- responsible communication of research results.

3.1.2 The University will support the responsible conduct of research by:

- promoting awareness of relevant legislation and guidelines relating to research conduct;
- establishing clear policies and procedures based on the Code;
- actively encouraging mutual cooperation with open exchange of ideas between peers, and respect for freedom of expression and inquiry; and
- maintaining an environment in which responsible and ethical behaviour in research is expected.

3.2 Research Funding

3.2.1 Researchers must submit all applications for external research funding through the Research Services Office in accordance with relevant guidelines and procedures. All relevant documentation must be provided and all formal funding agreements must be provided for signing by the University's authorised delegate. Applications to funding bodies that have not specified a requirement for formal University authorisation are not exceptions to this requirement.

3.2.2 All externally funded research will be fully costed using costing guidance and tools to be made available by the Research Services Office.

3.2.3 Researchers must comply with all conditions specified by funding bodies with regard to their research.

3.3 Research Integrity

3.3.1 Conflicts of interest may arise from time to time but researchers must ensure that such conflicts are acknowledged and disclosed, and that appropriate steps are taken to manage them. Researchers must comply with the requirements of the University's *Conflict of Interest Policy* and should seek guidance from the relevant section of the Code.

3.3.2 Respect for participants is fundamental to all research undertaken by Flinders researchers. This includes both human and animal participants. Researchers must comply with the *National Statement on Ethical Conduct in Human Research* (current edition), the *Australian Code for the Care and Use of Animals for Scientific Purposes* (current edition), and relevant legislation.

3.3.3 Researchers must seek approval from human and animal ethics committees as required, and may only commence a relevant research activity after final ethics committee approval for that activity has been received.

3.3.4 The University is committed to a positive, productive, supportive and respectful relationship with Indigenous Australians, cultures and communities. Flinders researchers must exercise sensitivity in any research associated with Aboriginal and Torres Strait Islander peoples. Researchers can seek guidance from the Australian Institute of Aboriginal and Torres Strait Islander Studies.

3.3.5 Where appropriate, the University encourages and supports consumer involvement in research in line with the principles set out in the *Statement on Consumer and Community Participation in Health and Medical Research*.

3.4 Research Misconduct

In order to ensure the continued integrity of research at Flinders, the University will maintain appropriate and rigorous mechanisms for responding to allegations concerning breaches of the Code or research misconduct. All staff and students must comply with the provisions set out in the University's *Research Misconduct Policy* and associated procedures.

3.5 Safety

3.5.1 The University will ensure that a safe work environment is provided for the conduct of research. All researchers must comply with the University's Work Health and Safety Policies and Procedures. Where a research project may involve significant hazards, for example hazardous chemicals, advice should be sought from the Dean of School and, where appropriate, the Work Health and Safety Unit.

3.5.2 Research projects involving radiation or radioactive materials must be conducted according to relevant State legislation and the University's *Ionising Radiation Safety Policy*. Proposals in this regard must be submitted to the Radiation Safety Officer in the Work Health and Safety Unit.

3.5.3 Researchers working with gene technology, including genetically-modified organisms, and in relevant areas of microbiological research, must seek approval from the University's Institutional Biosafety Committee, and will only commence their relevant research after final approval has been received.

3.5.4 When dealing with quarantine status material, researchers have a responsibility to comply with the *Biosecurity Act 2015*, and all associated regulatory requirements, before and after the importation or exportation of materials. Researchers wishing to import materials from overseas should determine whether they require an Import Permit from the relevant Commonwealth Government agency.

3.5.5 Researchers must comply with their responsibilities under the *Customs Act 1901* and the *Customs (Prohibited Exports) Regulations 1958*, the *Weapons of Mass Destruction (Prevention of Proliferation) Act 1995*, the *Defence Trade Controls Act 2012* and the *Defence Trade Controls Amendment Bill 2015*, and any other relevant legislation, with regard to the export, supply, brokering and publication of goods, software and technology listed in the *Defence and Strategic Goods List*.

3.6 Training and Supervision

The University acknowledges the importance of appropriate mentoring, supervision and training of research trainees for the promotion of a research culture that demonstrates excellence, integrity, respect and recognition. All research trainees (Honours students, Higher Degrees by Research students and early career researchers) and their supervisors must comply with relevant University policies and procedures as well as relevant legislation and the Code.

3.7 Collaborative Research

3.7.1 Collaborative research within the University, between institutions and across borders gives rise to a range of issues such as authorship, ownership of intellectual property, conflicts of interest and commercialisation of findings. There should be agreement on such matters at the outset of the collaboration and arrangements must be consistent with relevant University policies and procedures as well as relevant legislation and codes of practice.

3.7.2 All agreements between Flinders researchers and partners, collaborators or sponsors must be clearly articulated in writing and be executed in accordance with University policy regarding the exercise of contractual authority.

3.8 Management of Research Data and Primary Materials

Researchers must comply with the requirements of the University's *Management of Research Data and Primary Materials Policy*, as well as relevant legislation and relevant sections of the Code.

3.9 Publication, Authorship and Peer Review

The University's expectations relating to publication and dissemination of research findings, the authorship of research publications, and peer review as it relates to the conduct of research, are set out in the *Research Publication, Authorship and Peer Review Policy*. Researchers must comply with the requirements of this policy and relevant sections of the Code.

3.10 Commercialisation

Research conducted for commercial purposes, or research that is to be commercialised or conducted under a contractual arrangement, must be conducted in accordance with relevant University policies and procedures, including the *Intellectual Property Policy* and *Procedures Relating to Student Intellectual Property, Confidentiality and Contractual Agreements*.

4. Responsibilities

4.1 The Deputy Vice-Chancellor (Research) is responsible for oversight of research at Flinders and ensuring that University policies and procedures relating to the conduct of research are promulgated and implemented.

4.2 Researchers are responsible for conducting research in accordance with the Code, relevant legislative and regulatory requirements, and all relevant University policies and procedures.

4.3 Executive Deans, School Deans and the Research Services Office are responsible for promoting and facilitating the expectations regarding the responsible conduct of research set out in this policy and associated University policies and procedures.

5. Supporting Documents

[Research Misconduct Policy](#)

[Management of Research Data and Primary Materials Policy](#)

[Research Publication, Authorship and Peer Review Policy](#)

Related Links

[Australian Code for the Responsible Conduct of Research](#)

[Academic Status Policy](#)

[Australian Code for the Care and Use of Animals for Scientific Purposes](#)

[Biosecurity Act 2015](#)

[Conflict of Interest Policy](#)

[Customs Act 1901](#)

[Customs \(Prohibited Exports\) Regulations 1958](#)

[Defence and Strategic Goods List](#)

[Defence Trade Controls Act 2012](#)

[Defence Trade Controls Amendment Bill 2015](#)

[Intellectual Property Policy](#)

[Ionising Radiation Safety Policy](#)

[National Statement on Ethical Conduct in Human Research](#)

[Higher Degrees by Research Policy](#)

[Statement on Consumer and Community Participation in Health and Medical Research](#)

Weapons of Mass Destruction (Prevention of Proliferation) Act 1995

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Tobacco Industry Funding

Establishment: Council, 28 August 1997

Last Amended: EDA, January 2011

Nature of Amendment: Consequential amendments arising from a restructure of Central Administration / VCs office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed:

Responsible Officer: Vice-President (Corporate Services)

The University will not accept research or consultancy funding offered to the institution or to individual researchers which is known to be derived directly or indirectly, other than by taxation or government levies, from the tobacco industry, nor to advertise such grant opportunities.