Upcoming Events

21 Dec | School office closes
7 Jan  | School Office reopens
4 Feb  | ARC Discovery Grant closing date to Head of

We wish you a happy
and safe Christmas

Library

Our liaison librarian Cristina Ghiculescu will be on
leave until 31 July 2013. During her absence please
direct all library research related queries to Phil
Yorke-Barber (p.yorke-barber@library.uq.edu.au or
3346 4392).

Conference Leave

As there is no longer a requirement to record
Conference Leave in Aurion, we intend to turn off this
functionality in January next year so that from 2013
onwards staff will no longer be able to enter
conference leave in Aurion.

In April last year the old HUPP “Conference Leave”
policy was replaced with the PPL Conference
Attendance policy -
http://ppl.app.uq.edu.au/content/5.60.15-
conference-attendance.

Turning off the functionality in Aurion will align the
system with the policy and ensure that staff are not
performing unnecessary administrative tasks.

If you have any concerns about Conference Leave
being turned off in Aurion please email Erica Brereton
(e.brereton@uq.edu.au) by Friday 21 December.

Fringe Benefits Tax and Dual
Purpose Travel

Definition of Dual Purpose Travel and FBT
applicability

Travel is considered dual purpose where there is a mix
of both business and private purposes. Dual purpose
travel has an FBT implication when the private
component is more than incidental, that is where the
private component is 50% or more of the total trip or
where the private component is four weeks or greater.

The definition of dual purpose travel has been
determined following advice from the ATO, an external
accountancy firm and review of several private tax
rulings within the University sector.

The definition is in line with other major Australian
universities. The most common example of dual
purpose travel is attaching a holiday onto the start or
end of a business trip.

Other than airfares:
The University’s Travel Policy is explicit in the
distinction between business and private expenditure in
relation to any costs that are incurred on a dual
purpose trip and leaves no doubt that expenditure other
than what is incurred in relation to official University
business must be paid for privately. In this case there is
clearly no benefit accruing to the employee and
therefore no exposure to FBT.

Airfares:
The cost of the airfare is a different issue and in this
regard half of the cost of the airfare for a dual purpose
trip is considered a benefit to the employee and
therefore subject to FBT. The FBT obligation can be
avoided if half of the cost of the airfare is paid for by
the employee for dual purpose travel.

ABB

UQ has signed a five-year agreement with ABB Australia –
read more here:
Teaching and Learning

Flipped classroom workshops
Engage your students, move your lecture content online and create an active classroom. Due to strong demand 5 additional Flipped Classroom workshops will be run in early 2013. You will be able to register for these workshops on the Staff Development site from the 1 January 2013.

- 9:30am – noon, January 17, St Lucia
- 9:30am – noon, January 22, St Lucia
- 1:30pm – 4:00pm, February 12, St Lucia
- 9:30am – noon, February 19, St Lucia
- 1:30pm – 4:00pm, March 14, St Lucia

Previous eLearning Updates are available online, as are an extensive range of Self Help Guides. Read our blog for eLearning tips and updates on current projects.

New workshop: Running online exams
This course will introduce participants the processes and procedures for running online tests and exams using Blackboard. Both invigilated exams on-campus in computer labs and external non-invigilated exams will be covered. Practical skills covered will include setting up exams with recommended settings, how to invigilate on campus online exams and how to monitor external online exams. (This course is jointly presented by ITS and TEDI). You will be able to register for these workshops on the Staff Development site from the 1 January 2013.
- 10am – noon, February 15, St Lucia

Accessing the eLearning workshop calendar
All eLearning workshop dates can be viewed in the public eLearning workshops calendar. > Outlook > Public Folders > All Public Folders > ITS > ITS - Teaching and Learning Support > eLearning workshops (Instructions on how to locate and add the calendar to your favourites)

eLearning workshops Jan/Feb 2013
There are many e-learning training courses will be provided in January and February. You will be able to register for these workshops on the Staff Development site from the 1 January 2013.

Teaching and Learning cont.

The Office of Learning and Teaching has released their 2013 grant guidelines for the following schemes:
- Innovation and Development
- Leadership for Excellence in Learning and Teaching
- Seed Projects – smaller projects that can address any of priorities of the two schemes above
- Extension Grants - support the continued dissemination and embedding of completed learning and teaching projects

Full guidelines and instructions are available on the OLT website and interested staff are encouraged to read these thoroughly: http://www.olt.gov.au/grants-and-projects/programs-and-applications

UQ will again have an internal review and endorsement deadline before the OLT submission deadline. Potential applicants are strongly advised to liaise with TEDI on the development and framing of applications before these deadlines: http://www.tedi.uq.edu.au/resources/grants-and-fellowships

Following internal review, applicants will have a chance to further refine their submission in light of feedback before submitting to OLT through their online portal. One major change this year sees Round 1 of the Innovation and Development and Leadership for Excellence in Learning and Teaching scheme accepting Expressions of Interest. However, Round two will only accept full proposals invited from successful round 1 Expressions of Interest and new Seed Projects. No new full proposals will be accepted in Round 2.

- Innovation and Development, Leadership for Excellence in Learning and Teaching, and Seed Projects – Round 1 Due Tuesday, 29 January 2013
- Extension Grants – Round 1 Due Tuesday, 12 March 2013

Requests for letters of support for UQ involvement in submissions led by other institutions should be emailed to m.card@uq.edu.au

Letters of support from the DVCA also need to be signed by the project leader and/or project members on collaborative projects - please see the attached proformas:
- Proforma for lead institution
- Proforma for partner institution(s)

Requests for DVCA letters for UQ involvement as a partner on projects should be submitted to m.card@uq.edu.au with a copy of the proposal, a draft letter of support addressing the issues in the proforma along with electronic signatures of required team members.
Welcome to 2012 Equity Alert, a bulletin for UQ’s volunteer networks of Discrimination & Harassment Contact Officers (DHCOs) and Equity & Diversity Information Networkers (EDINs).

Thank you for your outstanding contribution at the ‘front line’ of prevention and management of harassment and discrimination, and/or in distributing important information across The University. All of us at The Equity Office wish you a safe and joyful festive season. Please ensure that you distribute widely amongst your organisational areas via email, electronic attachments and hard copy printouts.

**New Horizons Program 2013**

The Equity Office is now calling for applications for the New Horizons 2013 program. New Horizons is a comprehensive career advancement program for women employed at HEW Levels 1 to 7. Six sessions, delivered over the first half of next year at the St Lucia campus, will cover:

- identification of a personal vision and the development of career goals and strategies to achieve this;
- analysis of personal skills and competencies (skills audit);
- updating and sharpening your resumé/CV;
- interview skills;
- clarifying work and non-work priorities and targeting actions to improve outcomes; and
- building self-esteem, assertiveness and confidence.

Workshops are facilitated by an external consultant who has extensive experience delivering career advancement programs for women throughout Australia.

This is one of our most popular programs, and the cost is completely covered by the University Staff Development Program. Women from Aboriginal and Torres Strait Islanders backgrounds, from culturally and linguistically diverse backgrounds, and those with a disability are encouraged to apply, and will be given priority. Applications will be accepted until 8 February 2013, but bear in mind that places are limited to 28 participants. For further information please contact Dr Daniel Walker (d.walker@uq.edu.au, 07 3365 3052) or visit [http://www.uq.edu.au/equity/new-horizons](http://www.uq.edu.au/equity/new-horizons) to download the application form.

**PAN Event - 12 December**

The brand new social employee network, Pride Alliance Network (or PAN) will be having its first event since the launch last month. PAN is a network for LGBTIQ-identifying staff members, their families, friends, and our UQ Allies.

On Wednesday 12 December, from 4pm, PAN members and anyone interested in taking part will meet at Saint Lucy’s (at the Tennis Centre, Blair Drive, St Lucia Campus) to meet each other, share drinks and nibbles, and talk about the direction of the group for 2013. We look forward to seeing you there.

**Self-Audit Instrument**

The Equity Office has recently updated its “Equity & Diversity Self-Audit Instrument”. This is a tool that can be used to assist organisational units to identify areas of their unit that require improvement, and operationalise good practice. The Instrument is available here: [http://www.uq.edu.au/equity/self-audit](http://www.uq.edu.au/equity/self-audit)

We encourage you to use this in your area, and would be pleased to receive any feedback (equity@uq.edu.au).
**Staff conduct at Work End-of-Year Parties**

As the year draws to a close, and we celebrate with our work colleagues, it is timely to remember that a staff member’s conduct at Christmas Parties or End-of-Year Parties is not considered separate from normal work behaviour. This means that staff can be held responsible and employers may be found vicariously liable for inappropriate or illegal behaviour that takes place at these parties, even if they are held off-campus or out of work hours.

Before holding parties, it is important for supervisors and their staff to take a look at UQ’s Prevention of Sexual Harassment policy (http://ppl.app.uq.edu.au/content/1.70.02-prevention-sexual-harassment) and consider any steps they may need to take to ensure that their parties are fun, but appropriate.

The Anti-Discrimination Commission Qld published some tips for avoiding inappropriate behaviour at work parties, which can be found here: http://www.adcq.qld.gov.au/Newsletter29/Christmas.html

**Social Media Policy**

It is acknowledged that 2013 has been a long and particularly difficult year, and with the additional budget pressures we are all facing, people across the University may be feeling somewhat under pressure. It is important to keep in mind that social media such as Facebook and Twitter are not necessarily the most appropriate avenue for venting frustration, particularly if this is work-related. There have been an increasing number of cases in the last few years involving employees making comments on Facebook about their workplace, their employer or their supervisors. In some cases, employees have even been dismissed because of the comments they posted, with Fair Work Australia upholding some of those decisions.

UQ is currently in the process of formulating a Social Media Policy, which will provide clearer guidance for staff on how they can use social media safely, but in the meantime, we recommend that you keep your venting safely within the privacy of your own home, and away from the fluid privacy standards of cyberspace! We also recommend that, at the very least, you use the strictest privacy levels, consider removing work-related details such as your employer, never ‘tag’ anyone else without their express permission, and remember that even the most ‘private’ online comments have a way of being found. Please, think before you post!

**New Federal Anti-Discrimination Bill**

The Federal Government recently released the draft Human Rights and Anti-Discrimination Bill 2012, which consolidates the five separate Commonwealth anti-discrimination acts (the Racial, Sex, Disability and Age acts, and the Australian Human Rights Commission Act). The Government says that this will lift differing levels of protections to the highest current standards to resolve gaps and inconsistencies. The Bill also adds two new grounds for discrimination: sexual orientation and gender identity. The Anti-Discrimination Act Qld (which informs the UQ Policies on Discrimination and Harassment) already includes these two grounds, and UQ’s policies are consistent with these proposed changes. When the Bill is finalised and passed, we will review any impact it may have on our various policies and procedures.

**Staff Changes – Equity Office**

Our Office Manager, Tess Dobinson, has taken a 12 month secondment elsewhere in the University. While she is away from the Equity Office, we will have Michelle Brittan covering her position, starting this month. Please help us make Michelle feel welcome, and we wish Tess all the best in her new position.