• Senior Executive Team - HoS, DHoS, SM
  • Finance & Strategic Planning
  • Teaching Executive Group
  • Teaching & Learning
  • Research Committee
  • Nursing
  • [IT / Accommodation]
  • Social Committee

• Whole of School Meetings
  • Reports
  • Fun Awards
  • Citizen of the year
  • Jan Watt prize

http://www.sph.uwa.edu.au/staff
Faculty Funding Model

FMDHS $

COURSEWORK (DEST; 62.5%)
- MNursSc/MSW $350/$930
- BHlthSc $350/$650
- MBBS $575/$928

Commonwealth Supported Places

RESEARCH (37.5%)
- INPUTS (50%)
  - RES INCOME (60%) 3.9 or 7.7c/$
  - HD RES LOAD (40%) $2435/yr
- OUTPUTS (50%)
  - HD COMP (58.5%) $6281 x 3yr
  - PUBLICATIONS (39%) $987
  - PROMOTIONS (1%) $3700
  - FELLOWS (1.5%) $6673

Fee Paying Students
- BSc (PH) $

Research Projects & Consulting
- MPH/PROF DEV $1250/$1980
- INFRASTRUCTURE 15%/35%
### How the money comes in

<table>
<thead>
<tr>
<th>Year</th>
<th>Grant</th>
<th>Infr $</th>
<th>Pub</th>
<th>EFTSU</th>
<th>$/EFTSU</th>
<th>Comp $</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>$100K</td>
<td></td>
<td></td>
<td>*Start</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>2007</td>
<td>$100K</td>
<td>*</td>
<td>1</td>
<td>$2,565</td>
<td></td>
<td></td>
<td>$2,566</td>
</tr>
<tr>
<td>2008</td>
<td>$100K</td>
<td>$5,000</td>
<td>*</td>
<td>1</td>
<td>$2,565</td>
<td></td>
<td>$7,566</td>
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<tr>
<td>2009</td>
<td>$10,000</td>
<td>$1,209</td>
<td>*</td>
<td>1</td>
<td>$2,565</td>
<td></td>
<td>$12,565</td>
</tr>
<tr>
<td>2010</td>
<td>$10,000</td>
<td>$2,418</td>
<td>1</td>
<td>$2,565</td>
<td></td>
<td></td>
<td>$14,984</td>
</tr>
<tr>
<td>2011</td>
<td>$5,000</td>
<td>$2,418</td>
<td></td>
<td></td>
<td>$7,128</td>
<td>$14,546</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>$1,209</td>
<td></td>
<td></td>
<td></td>
<td>$7,128</td>
<td>$8,337</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td>$7,128</td>
<td></td>
<td></td>
<td>$7,128</td>
<td>$7,128</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
<td>$6,045</td>
<td>4</td>
<td>$10,259</td>
<td>$21,384</td>
<td>$67,691</td>
<td></td>
</tr>
</tbody>
</table>

1 NHMRC grant $100,000/yr 2006 - 2009
2 Publications (single author) 2007 & 2008
1 PhD student (Sem 1 2006 – Sem 2 2009)
Student Accommodation

• Computer Lab - Large room - 30 computers
  – Health Science
  – OOD phone centre > 5pm for 4 x 4 weeks

• Computer Lab - 2 Small rooms - 16 computers
  – PG coursework [PH, Nursing, Social Work, Education Centre]

• 1st Floor - 8 computers
  – PG coursework - [PhD overflow for part time students]

• PhD rooms - 3 ground floor (16)
  - 1 first floor (8)
  - 1 #10 Stirling Hwy (8)

_Allocation is by seniority, full time & writing up. Part time may need to share_
• Desktop Computer
• Photocopying & printing [individual #s; a limit will be set]
• Basic programs for analysis eg N-vivo, SPSS

• Percentage supervision is important – minimum is 10%
• If 50:50, $ come in automatically
• If any other %, then SMs recover from each other
• Completion funds – signed off by SMs in GRS forms
• Copy of any/all forms to Admin please

• Population Health Postgraduate Society
  • Travel Grant
  • Student support, workshops
  • Social functions
Staff Accommodation

- Allocation is on seniority
- Full time teaching staff – single
- Part time teaching – share/small
- Full time research staff, above Level C – single
- No research students unless they are > 0.2 FTE staff

**Two air conditioners which compete**

**Blocking vents or using heaters sends them crazy**
Staff Appointments

- Appoint under 2 years without advertising
- If > 1 year; 17% superannuation will apply
- Must go through a competitive process – advertise internally with very specific skills and duties

- Casual General, Teaching & **Academic Research**
- Contracts 31 Dec, removed each year if not renewed
- 25% rate; superannuation payable if >$450/month
- You cannot sign!
- Signing is dependant on hierarchy, type and level of appointment
  - SM/HoS/FM/Dean/Executive

- Admin now using electronic HR files

- Casual timesheets - You can initial or sign, but SM must sign

**NEW**
- No appointments without funds or a signed contract, please!!!!
- Any external salary recoup needs a signed agreement
- [Annette has a standard letter]
- Salary recovery from external grants/projects will be charged 15% infrastructure
• Universities and Government - Long Service Leave liability (not $) is transferred if paperwork is done

• Transferring between UWA schools, centres - HR calculates the liability and the money is paid by research group or School at current rates of pay to new place

• All research staff have a 3% LSL levy taken from their pay and put into a school account. Payments put in to the PG can be used by research groups to part pay for LSL or transfer LSL payment
Salary packaging allows you to deduct some of your pre-tax income and use it to pay for benefits [http://www.hr.uwa.edu.au/hr/](http://www.hr.uwa.edu.au/hr/). Items available to be packaged @ UWA

- Superannuation [your 7%]
- Parking on campus & some hospitals
- Novated Car Leases
- UWA Sport & Rec Fitness Membership
- Airport Lounge Membership
- Laptops
- PDA’s & small Electronic Devices
- Portable Printers
- Mobile Phones
- Tools of Trade
- Briefcases & similar carry bags
- UniClub Membership
- Perth International Arts Festival
- Robin Winkler Clinic
- Podiatry Clinic
- Professional Expenses
- Self Education Expenses
- Union Membership
- Financial Advice
- Income Protection Insurance
- Childcare on campus
- Relocation not met by UWA
• Submit all grants through Research Services with forms:
  • Application - gold
  • Acceptance - green
  • Interim access [when waiting for Ethics] – pink
• Acceptance forms need codes - ask SM before submitting
• If you are getting eg NHMRC $ from another university, it must be put through Research Services
• Infrastructure sharing is not to be signed off as 0%; minimum is 10% if your name is on a grant [any grant]
• Give Admin a copy – we can’t chase your money if we don’t know about it!

• research-announcements@maillists.uwa.edu.au.
• Academic staff - 20%
• A PG Consulting Account can be opened for this
• If you are paying yourself and it is not directly related to your work, then you should take leave [HR]
• Consultancy form must be signed by HoS before committing to each instance of consultancy
• Tammie will not invoice your $ without a consultancy form
• If a contract is involved, you CANNOT sign it.
• Give it to SM > Legal Services > ?Research Services? > UWA executive signs
At what point do I submit an application form to the HOS?
Before a commitment is made.

If I work outside of University normal hours, and the work does not relate to my profession at UWA or reflect on UWA do I have to complete any forms?
No [but you may need your own insurance coverage]

If I am undertaking a private consultancy and want to use University facilities, is this possible?
Yes, must be agreed by the HOS and all costs recouped.
Consulting and Research Contracts pay infrastructure

A 35% infrastructure charge will be applied if funding agency is claiming a share of project intellectual property (IP) and/or is *restricting* publication of project outcomes.

A 15% infrastructure charge will be applied where the funding agency is not claiming a share of project IP and is *not restricting* the publication of project outcomes.

Two types of money
• Restricted - research grants, in PGs starting with 3, 4, 5
• Unrestricted - any money in 10 and 63 accounts
  Beware, UWA believes any money in 10 and 63 accounts is theirs, not yours and they can take it back if need be

• Any spending must follow UWA and awarding body’s rules and conditions
• Your spending must survive an auditor’s scrutiny
• You can purchase items by Purchase Order [Tammie], Credit Card [Tammie, Fiona, Peta] or reimbursement [Tammie]
• IT [Bernie, Lindsay] order your computers
• UWA has preferred suppliers which should be used
Fringe Benefits Tax (FBT)

- Tax paid by employer your PG on benefits provided to the employee (current, former or future employees and associates of employees (spouse, child)
- Car, meal, entertainment, alcohol, gifts, PIAF tickets, travel, phones, memberships and more.
- Nearly doubles the cost
- **Must** submit a FBT form with invoice/receipt for travel with personal holidays, entertainment, meals +/- alcohol with number of staff and non-staff [which includes students].
- New code for light snack with no alcohol # 615 – no form
  
  - FBT Manual [120+ pages] available from Admin

Note: **students do not attract FBT** unless it is something like a School Xmas lunch.
• Current system is you need a signed Travel Approval form, Tammie will give you a purchase order, you can book your flights with Tertiary Travel or Campus Travel.

• A new travel system will be introduced, all bookings must use this system

• Several Admin staff will be trained, staff can also do their own bookings on this system [33 page pictorial manual]

• All in one package, approval, budget check, FBT estimate, flights, insurance, emergency assistance

• UWA will not reimburse travel from other suppliers

• Any alcohol or meals must have a FBT form with it

• Should talk to SM/Annette about FBT before you travel to a conference and take holidays there
What is Socrates?

Socrates [https://www.socrates.uwa.edu.au/](https://www.socrates.uwa.edu.au/)

- Socratic Index - rate your performance by Level within School, Faculty and University [used for PDRs and promotions]
- Socratic index now calculated from 2004 – 2009
- Grants, research students, publications, esteem factors
- Publications have impact factors, ERA class and # citations
- How do I know what I should do?
- Academic Staff Agreement Schedule F – Minimum standards for Teaching and Research or Research only Academic Staff

**Note: Admin cannot do anything about Socrates data**
• Publications are continually collected all year by Admin
• We need a pdf or print of the FINAL article, not proofs, preprints etc
• For books, reports, conference abstracts, please give editorial and referee information too

• There are two kinds of collections
  1. **Annual collection** 1 Jan – 31 Dec
     • Data base entry by 31 Mar; audited by 30 Jun
     • Complete printout of final article
     • Refereed journal check
  2. **ERA collection**
     • Different deadline, same requirements
     • Need to enter 5 years of publications for all new staff

**Note: Publications entered into the data base do not necessarily match Socrates publications**
• Publications rewards - $1000/UWA point

• First author - $200 plus $300 if impact factor is over 3.5

• Highest Impact Factor - Level A/B and Level C/D staff ($250)

• Most citations last year - Level A/B and Level C/D staff ($250)

• Recognising research performance - awarded to a lead investigator for any NHMRC /ARC Project/ Discovery Grant won in last round with a rating of 6 or 7
SPH Rewards

• Award for Grant application support ($3000)

• Award for supporting teaching research ($3000)

• Travel and conference awards - for academic staff to attend and present at national and international conferences

• Participation in public health associations - encourages active participation in external public health associations.
Do not sign anything
Always give SM a copy
Questions are free