

GIPA2023/04 – Released set of information

Scope:

- Communications relating to paying casuals with gift cards
- During past 12 months
- Limited to People Unit and Payroll

From: Nick Crowley <Nick.Crowley@uts.edu.au>
Date: Tuesday, 12 July 2022 at 12:22 pm
To: Jo Tilly <Jo.Tilly@uts.edu.au>
Subject: Re: Advice on a casual staff payment issue

BTW, I've put to one side the relative power imbalance between the university and this particular cohort of people, because the principle is the same regardless - but Sigh.

N

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From: Jo Tilly <Jo.Tilly@uts.edu.au>
Sent: Tuesday, July 12, 2022 12:20:29 PM
To: Nick Crowley <Nick.Crowley@uts.edu.au>
Cc: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Subject: Re: Advice on a casual staff payment issue

Thanks Nick.

Glad to hear we're all saying the same things 😊

Will pass it on.

Cheers,

Jo

From: Nick Crowley <Nick.Crowley@uts.edu.au>
Sent: Tuesday, 12 July 2022 12:18 PM
To: Jo Tilly <Jo.Tilly@uts.edu.au>
Cc: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Subject: Re: Advice on a casual staff payment issue

Hi Jo,

Thanks for the email.

Scott has also been dealing with this issue, and has provided the same advice I would.

If we engage staff to undertake work, they must be paid. Gift cards are not an acceptable way to remunerate people for their time and effort.

(This is particularly the case when the rationale for issuing cards is apparently based on administrative ease.)

Cheers

N

From: Jo Tilly <Jo.Tilly@uts.edu.au>
Date: Friday, 8 July 2022 at 3:39 pm
To: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: Advice on a casual staff payment issue

Hi Nick,
Hope you are doing well and enjoying the rare bit of sunshine!

I just wanted to get in touch to get some advice about a matter that's come up via the Disability Research Network. I don't know if you're aware of it, but the Network was set up a couple of years ago with some seed funding from CSJI and is largely supported by colleagues in the Research Office and a cross faculty research leadership group. There's about 100 staff in the Network now so it's got pretty good reach across UTS.

It's been pretty successful in terms of supporting cross faculty research initiatives and attracting research funding into the space. One of the things that's been critical to getting funding and new projects off the ground has been integrating people living with disability into projects from the design stage, and ensuring they are involved throughout project life cycles. This is relatively easy to support when projects are funded via grant funding as payment for participants in whatever capacity is funded from the grant itself.

However it's been brought to my attention that we now seem to be running into some issues with inconsistency in relation to the payment of community partners who are involved in other parallel UTS activities - particularly in co-designing courses and delivering tutorials or guest lectures. This has come up in connection with embedding the voices of people with lived experience of disability into our courses and research programs, but also has broader implications. Other examples that spring to mind are engaging with people with lived experiences of homelessness, addiction, domestic violence, financial insecurity, health issues, etc and these are just areas where CSJI has some involvement. I'm sure there would be other examples across most faculties.

My understanding was that if community members are asked to undertake these kind of activities on an on-going basis, they are meant to be employed as casual staff members. (I clarified that this didn't relate to people who were providing a one-off visiting lecture but had some on-going involvement).

However, I have been told that in some cases academics are being directed by faculty management to pay guest lecturers etc by gift voucher because creating contracts for them isn't cost effective.

When this was raised with me, I directed people to the advice on Staff Connect as follows:

(at <https://staff.uts.edu.au/topic/sub/Doing%20my%20job/Finance%20at%20UTS/Tax/Visiting%20Guest%20Speakers/Visiting-Guest-Speakers%20or%20Lecturers.aspx>)

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Frequently Asked Questions

Question	Answer
<i>If the Guest speaker is a current or previous UTS staff member or is regularly visiting or if the engagement can be constituted as an employment relationship, then how should this engagement be treated?</i>	<i>Such Guest visitors cannot be engaged as a Contractor or sole trader. They should be engaged as casual employee.</i> <i>Seek guidance from your HR Partner</i>
Are travel and other incidental expenses incurred by Guest reimbursable?	This is solely on the discretion of the Faculty/Division who are inviting the Guest Speaker/lecturer

But I also undertook to check in with you to get some clarification for the Network because many academics across the network are working in partnerships with individuals with various types of lived experience. And some seem to be getting fairly strong pushback from their faculties.

It's something that CSJI are concerned about for a number of reasons. As you may know, we fund an annual Social Impact Grants program which requires applicants to demonstrate community engagement with their projects and in some cases, this facilitates ongoing community involvement with UTS courses or programs in this kind of way. Secondly, we're concerned because many of these individuals are advocates with community organisations which I think poses a real reputational risk for UTS in terms of not being seen to appropriately recognise the expertise of these organisations or the individuals. Not to mention of course the possible industrial implications.

If you wouldn't mind letting me know what you think I'd be most grateful. I'm happy to convey this to the Network but we could perhaps think about whether it might be something that might also be worth clarifying more broadly across UTS.

Thanks and have a great weekend.

Cheers,
Jo

Jo Tilly
(She/Her)
Manager, Research & Practice Development
UTS Centre for Social Justice & Inclusion

E. jo.tilly@uts.edu.au

P. 02 9514 1084

M Redacted-GIPA

Sent from my iPad

From: Mark Goodhew <[Redacted-GIPA]@uts.edu.au>
Date: Friday, 15 July 2022 at 2:08 pm
To: Jo Dwyer <Jo.Dwyer@uts.edu.au>
Cc: School of Nursing and Midwifery HR <sonmhr@uts.edu.au>, Amanda Wilson <Amanda.Wilson@uts.edu.au>, Jo Tilly <Jo.Tilly@uts.edu.au>, Nick Crowley <Nick.Crowley@uts.edu.au>, Scott Nicholson <Scott.Nicholson@uts.edu.au>
Subject: Re: [Redacted-GIPA] Lecture [Redacted-GIPA]

Hi Jo,

Jo Tilly indicated that this is an HR issue at university level, and you should contact Nick Crowley (or Scott Nicholson who works with Nick), who have also had this issue raised across other faculties. I have CC'd them here.

I have also checked the ANMAC accreditation standards, and there is a requirement for consumer involvement in curricula. Also, ANMAC stipulates that where a teaching staff member's qualifications are not in nursing, their qualifications must be relevant to the education of the given students, which is the case for academics in science (not registered as nurses) teaching our nursing students, as well as industry partners and consumers.

Kind regards,
Mark

Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility
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Websites:

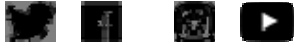
Empathy Initiative: <https://theempathyinitiative.org/>

Virtual Empathy Museum: <https://www.virtualempathymuseum.com.au/>

Staff Pride Network



I recognise the Gadigal people of the Eora Nation as the traditional owners and holders of knowledge of the place where our campus stands. I acknowledge Elders past, present and emerging as the custodians of knowledge for these lands.



From: Jo Dwyer <Jo.Dwyer@uts.edu.au>

Date: Friday, 15 July 2022 at 10:54 am

To: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Cc: School of Nursing and Midwifery HR <sonmhr@uts.edu.au>, Amanda Wilson <Amanda.Wilson@uts.edu.au>, Jo Tilly <Jo.Tilly@uts.edu.au>

Subject: Re: Redacted-GIPA Lecture Redacted-GIPA

Hi Mark

Thanks for your email. I am following directive based on ANMAC course accreditation requirements.

I will follow up with the DHoS (T&L) on your behalf who will respond.

Kind regards

Jo Dwyer

School Manager – Public Health and Nursing & Midwifery

Faculty of Health

University of Technology Sydney

PO Box 123 Broadway NSW 2007 Australia



From: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Date: Friday, 15 July 2022 at 10:13 am
To: Jo Dwyer <Jo.Dwyer@uts.edu.au>
Cc: School of Nursing and Midwifery HR <sonmhr@uts.edu.au>, Amanda Wilson <Amanda.Wilson@uts.edu.au>, Jo Tilly <Jo.Tilly@uts.edu.au>
Subject: Re: Redacted-GIPA Lecture Redacted-GIPA

Hi Jo,

I'm concerned that not paying people with a lived experience as casual academics will impact our student's education. This is because the school's experts by experience will not return if they are not paid as casual academics.

Lived experience perspectives are essential to contemporary nursing education and are outlined in the registered nurses' standard of care.

The issue of paying experts by experience via gift cards has been brought up in the Faculty's diversity and inclusion committee. The issue has been referred UTS Centre for Social Justice and Inclusion (SJI). I have included Jo Tilly from SJI in this email, who recently contacted HR about payment with gift cards. I have also been informed that the faculty of health has been instructed not to pay continuing guest lecturers with gift cards.

Please see Jo Tilly's advice below.

Kind regards,
 Mark

The advice on Staff Connect is as follows:

(at <https://staff.uts.edu.au/topic/sub/Pages/Doing%20my%20job/Finance%20at%20UTS/Tax/Visiting%20Guest%20Speakers/Visiting-Guest-Speakers%20or%20Lecturers.aspx>)

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**Frequently
 Asked
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<i>If the Guest speaker is a current or previous UTS staff member or is regularly visiting or if the engagement can be constituted as an employment relationship, then how should this</i>	<i>Such Guest visitors cannot be engaged as a Contractor or sole trader. They should be engaged as casual employee. Seek guidance from your HR Partner</i>

engagement be treated?	
Are travel and other incidental expenses incurred by Guest reimbursable?	This is solely on the discretion of the Faculty/Division who are inviting the Guest Speaker/lecturer

(The rest of the info is

at: <https://staff.uts.edu.au/topichub/Pages/Doing%20my%20job/Finance%20at%20UTS/Tax/Visiting%20Guest%20Speakers/Visiting-Guest-Speakers%20or%20Lecturers.aspx>)

Also, for reference, the enterprise agreement spells out the principles for casual employment arrangements as follows (see clause 45)

45 CASUAL ACADEMIC EMPLOYMENT

Principles 45.1. The parties acknowledge that the UTS model of practice-based student-centred learning is important to the student experience. The parties also acknowledge that casual employment is an essential component of this model. Through its workforce planning process, the University is committed to the use of casual employment to circumstances for which it is appropriate. Such circumstances are:

- a. provision of industry or professional experience to teaching programs;*
- b. for the supervision of teaching or nursing practical classes;*
- c. covering short-term absences;*
- d. provision of employment opportunities to post-graduate students;*
- e. where the work is of a temporary, irregular or intermittent nature.*

It would seem to me that the situations you have described in relation to providing industry/professional experience into your teaching programs and temporary, irregular or intermittent work tick at least 2 of those boxes.

Hope that helps and I'll be in touch asap.

Cheers

Jo

Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility
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Websites:

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From: Jo Dwyer <Jo.Dwyer@uts.edu.au>

Date: Friday, 15 July 2022 at 8:35 am

To: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Cc: School of Nursing and Midwifery HR <sonmhr@uts.edu.au>, Amanda Wilson <Amanda.Wilson@uts.edu.au>

Subject: Re: Redacted-GIPA Lecture Redacted-GIPA

Hi Mark

I am responding to your query on behalf of Jessie.

To our knowledge Redacted-GIPA is not AHPRA nursing registered, therefore cannot be contracted to teach/lecture as a casual academic. Redacted-GIPA can be engaged as a guest speaker at UTS as detailed in the attached. This will avoid contravening any accreditation requirements.

To thank Redacted-GIPA for their time you can provide them a gift card (eg Visa card) to the value of approx. \$200, which is considered the equivalent of the contracted rate.

If the AHPRA status of Redacted-GIPA has changed, please let me know and I will arrange to have them reinstated into CAD and get them contracted. Otherwise, I will await return of the attached letter and then action.

Please reach out to myself or Amanda if you have any queries.

Kind regards

Jo Dwyer

School Manager – Public Health and Nursing & Midwifery

Faculty of Health

University of Technology Sydney

PO Box 123 Broadway NSW 2007 Australia



From: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Sent: Thursday, July 14, 2022 2:53 PM

To: Redacted-GIPA

Cc: Jessie Fung <Jessie.Fung@uts.edu.au>

Subject: Redacted-GIPA Lecture Redacted-GIPA

Hi Redacted-GIPA,

I hope you are well.

As your lecture about Redacted-GIPA was so well received last year, I would like to invite you back to present it to this year's cohort of students. The lecture will occur on Redacted-GIPA via ZOOM.

I hope you are available.

Warmly,
Mark

Jessie, Redacted-GIPA is a casual academic. Are you the person that arranges contracts? Is there a form I need to complete? I also heard there is a new ticketing system. Please let me know how I can arrange Redacted-GIPA's contract.

Warmly,
Mark

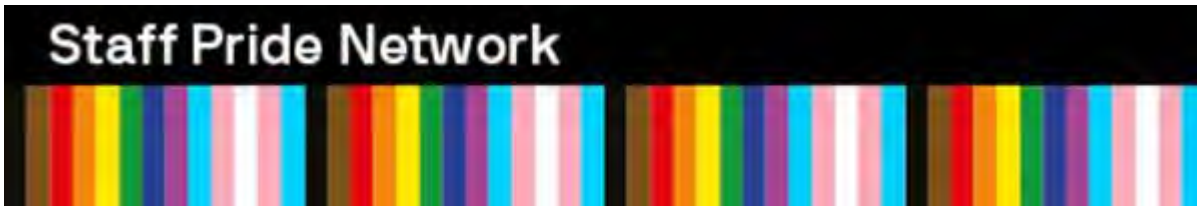
Dr Mark Goodhew
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From: Nick Crowley <Nick.Crowley@uts.edu.au>
Date: Thursday, 25 August 2022 at 10:30 am
To: Felicity Howell <Felicity.Howell@uts.edu.au>, Rayhaan Shiraz <Redacted-GIPA>
Subject: FW: Query regarding Guest presenters

As discussed

N

From: Leigh Skene <Leigh.Skene@uts.edu.au>
Date: Tuesday, 19 July 2022 at 12:06 pm
To: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Query regarding Guest presenters

Thanks Scott

From: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Sent: Tuesday, 19 July 2022 11:49 AM
To: Leigh Skene <Leigh.Skene@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Query regarding Guest presenters

Hi Leigh

I've made some slight changes. Let me know your thoughts.

Regards

Scott Nicholson

Case Manager

Culture and Partnerships Team, People Unit

University of Technology Sydney

T. +61 (02) 9514 2166 – M. <Redacted-GIPA>

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uts.edu.au



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From: Leigh Skene <Leigh.Skene@uts.edu.au>
Sent: Tuesday, 19 July 2022 11:41 AM
To: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Query regarding Guest presenters

Hi Scott

Here is the email I have prepared for the Dean to send out to stop the practice of using gifts cards as payment for guest lecturers can you review that this is ok to send.

Dear all,

I have recently sought advice from the People Unit in regards to the use of gift cards in lieu of payment for guest lecturers/presenters.

The advice received is that **the University does not permit** the use of gift cards as payment for services such as a guest lecturer/presentation. This manner of payment is not allowed under the UTS enterprise agreement.

Casual academics will be paid to complete compulsory training: Consent Matters once only and Health & Safety Essentials every two years.

Gift cards may only be used as an **additional** gesture (up to \$300 maximum), **but cannot be used in exchange for a service in lieu of regular casual payment.**

From: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Sent: Monday, 18 July 2022 9:09 AM
To: Leigh Skene <Leigh.Skene@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Query regarding Guest presenters

Hi Leigh

Not sure if Nick is looking into this any further, but I have cc'd him in just in case.

The main questions I have with the below, are: why can casual academic contracts only be used for APHRA registered staff? What is the administrative issue that is stopping the guest lecturers from receiving a casual academic contract? Why can't that admin issue be rectified?

The bottom line here is that if the individual is doing casual academic work (like lecturing) then they need to be given a casual academic contract and be paid as such. If there are admin issues with getting this contract across the line then either: 1) they deal with these admin issues separately, so that they ensure the contract is processed and the guest lecturer gets paid, or 2) they do not engage the guest lecturers.

Nick – what are your thoughts?

Happy to chat if needed.

Regards

Scott Nicholson

Case Manager

Culture and Partnerships Team, People Unit

University of Technology Sydney

T. +61 (02) 9514 2166 – M. Redacted-GIPA

PO Box 123 Broadway NSW 2007 Australia

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From: Leigh Skene <Leigh.Skene@uts.edu.au>
Sent: Monday, 18 July 2022 8:53 AM
To: Scott Nicholson <Scott.Nicholson@uts.edu.au>
Subject: FW: Query regarding Guest presenters

Hi Scott

Can you advise if Nick was looking into this further so I can provide the necessary advice.

Thanks kindly

Leigh

From: Jane Maguire <Jane.Maguire@uts.edu.au>
Sent: Monday, 18 July 2022 8:49 AM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Cc: Leigh Skene <Leigh.Skene@uts.edu.au>
Subject: Re: Query regarding Guest presenters

Dear Fiona,

Thank you for giving some more clarity to this and I agree it is very complex.

The main thing is I need a clear directive from HR in order to advise our school manager and reassure and inform the employee attempting to do this, who is quite disgruntled. I know this could become problematic for UTS if I give the wrong advice.

According to the advice I have been given , our Casual academic contracts can only be used for APHRA registered staff, registered nurses and midwives- we would have to disregard this if we gave a casual academic contract to a presenter. A casual professional contract would be workable but I am not a HR expert and need advice about this.

I would expect that all compliance training would need to be completed prior to commencement of the 1 hour or so presentation.

I am meeting with the employee tomorrow and would appreciate more advice prior to that meeting.

If you have time to talk this through today that would be helpful,

Best wishes

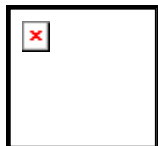
Jane

*Jane Maguire PhD,
BA, BNurs (Hons), Grad Cert CFH, RN, MACN
Professor of Nursing
Deputy Head of School-Research*

*Conjoint Professor, University of Newcastle
Tri-Lead Investigator, Genetics Of Stroke Functional Outcome (GISCOME)
Chair Genomics Education and Research (GenRE)*

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From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Monday, 18 July 2022 7:22 AM
To: Jane Maguire <Jane.Maguire@uts.edu.au>
Cc: Leigh Skene <Leigh.Skene@uts.edu.au>
Subject: RE: Query regarding Guest presenters

Hi Jane,

This is a hot topic at the moment. HR are following this up for me and I will contact them again this week. I was informed a short while ago that we were not able to provide gift cards and that guests who are presenting even if only once must be provided with a casual academic contract. This has a lot of implications including paperwork for everyone, the requirement to complete compulsory H&S training etc. which HR are aware of, however there is concern that this practice is not in line with the University enterprise agreement.

When do you need an answer to this? I suspect soon with Spring semester commencing?

Regards,

Fiona

From: Jane Maguire <Jane.Maguire@uts.edu.au>
Sent: Friday, 15 July 2022 4:02 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Subject: Query regarding Guest presenters

Dear Fiona,

I hope you are well.

In my capacity as Acting HOS, I am seeking clarity about a matter that has been ongoing and unresolved.

In our accredited courses we often invite guest presenters to make an hour or so presentation within a subject. These presenters are usually clinician academics, however on occasion these presenters are members of the public. It is this group I am interested in. We have traditionally given them a small monetary gift to thank them for their time, transport costs and generosity in the form of a Visa, or equivalent, gift card if the school budget allows.

Please can you, or whoever may have this information, confirm that this practice is permitted at the discretion of the School's HOS. If not, please can you advise how these guest presenters are best thanked for their time.

Best wishes,

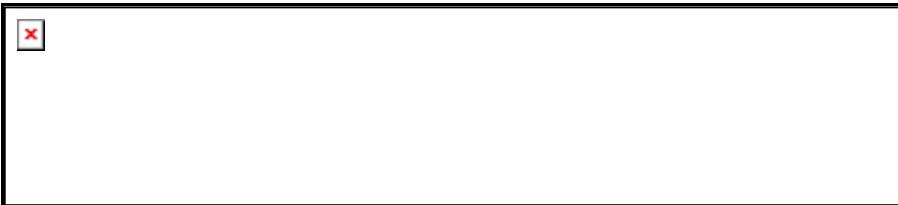
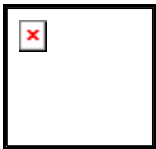
Prof Jane Maguire
Acting HOS

Jane Maguire PhD,
BA, BNurs (Hons), Grad Cert CFH, RN, MACN
Professor of Nursing
Deputy Head of School-Research
Conjoint Professor, University of Newcastle
Tri-Lead Investigator, Genetics Of Stroke Functional Outcome (GISCOME)
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I acknowledge the Gadigal People of the Eora Nation, upon whose ancestral lands UTS stands. I pay my respect to the Elders both past and present, acknowledging them as the traditional custodians of knowledge for this land.



From: [Nick Crowley](#)
To: [Felicity Howell](#)
Subject: Fwd: FoH - Questions re Gift Cards
Date: Monday, 24 October 2022 7:55:01 PM

Seriously?

Why can't the Dean send something out. She has the authority.

Sheesh

N

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From: Leigh Skene <Leigh.Skene@uts.edu.au>
Sent: Monday, October 24, 2022 7:41:36 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>; Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: FoH - Questions re Gift Cards

Hi Nick

Just to chime in on this matter we have tried to stamp out this practice but I think it now needs a directive with some authority to communicate when Gift Cards can be issued and when it isn't appropriate ie FOH used gift cards to staff to perform assessment marking when they should be engaged and paid as casual academics for an exchange of service.

I believe there is some inconsistency across faculties on the use of Gift Cards and how they are applied.

Thanks kindly

Leigh

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Monday, 24 October 2022 4:56 PM
To: Nick Crowley <Nick.Crowley@uts.edu.au>
Cc: Leigh Skene <Leigh.Skene@uts.edu.au>
Subject: FoH - Questions re Gift Cards

Hi Nick,

If you have a spare moment I was wondering if you had any advice.

I have three different academics all wanting to use gift cards in the following scenarios. I was wondering what your thoughts were.

1. Internally funded teaching and Learning scholarship to run a quality improvement project. One hundred academic participants across the Faculty who are already casual academics or continuing/ fixed term staff. If willing they will mark 2 papers (not real papers in terms of student marks but rather to test that a certain rubric always lands in the same

range) which will take one hour. In appreciation of this they will receive a \$50 gift voucher. My only concern here is that they are employees normally however this is more like participating in a one off research survey and so could be ok?

2. Students standing in as actors for other student practical exams. They were paid with \$100 gift cards without my knowledge. Assuming they should have been paid as SPROUTs. Is this correct?

3. In the below request the research participants are co-designing rather than just completing a survey. This will involve 2 workshops and they receive a voucher for each workshop. On one hand I see this as research participants and so gift cards maybe ok. But then they are providing a service – co-design. What are your thoughts?

Email to me:

I'm just seeking permission to buy gift vouchers for Mark Goodhew on the school credit card, similar to the previous situation where Jo River requested gift cards bought for their research project.

Mark has asked me to buy 10x \$150 visa vouchers as gifts for members of the MSIC consumer action group, to be taken from his research project funds as stated in the email below.

The MSIC CAG members are not research participants they are part of a team who are helping to co-design a drug and alcohol course for clinical nurses. The members will be attending two workshops and will receive one voucher for each workshop. As these workshops are not researched, ethics are not required. These will be one-off workshops. Once the course is developed, it will be piloted, which will be the research part of the project. We will apply for ethics for the pilot study.

Regards,

Fiona

From: [Ray Shiraz](#)
To: [Felicity Howell](#)
Subject: RE: FoH - Questions re Gift Cards
Date: Tuesday, 25 October 2022 12:32:58 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image014.png](#)

Hi Felicity

I believe the use of card cards should be solely for the purposes of participation in a research project and not to provide any services to the university i.e. teaching/designing courses. I also think that best practice is that there is some documentation in place which outlines the arrangement for the use of gift cards.

- My view is that in scenario 1, UTS should not use gift cards as a form of payment. The FWO has the Universities on their priority list now and as such I believe we should be extremely careful in how we engage casuals and paying them for their service as time worked as opposed to using gift cards.
- Scenario 2 appears to be students genuinely volunteering their time as a one off and in these circumstances, I believe it is appropriate to use the gift cards.
- Scenario 3, as the MSIC CAG members are not research participants and rather members of a team who are co-designing an AOD course for clinical nurses, I believe they are not participating in a research, rather providing a service to UTS. As such these individuals should either be paid as employees or be set up as contractors as opposed to the use of gift cards.

Kind Regards

Ray Shiraz (*he/him*)
Workplace Relations Specialist

Please note my work days are Tuesday – Friday

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technology and ideas

I acknowledge the Gadigal People of the Eora Nation and the Boorooberongal People of the Dharug Nation upon whose ancestral lands the UTS campuses now stand

From: Felicity Howell <Felicity.Howell@uts.edu.au>

Sent: Tuesday, 25 October 2022 9:48 AM

To: Ray Shiraz <Rayhaan.Shiraz@uts.edu.au>

Subject: FW: FoH - Questions re Gift Cards

Felicity Howell

Manager, Workplace Relations

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From: Nick Crowley <Nick.Crowley@uts.edu.au>

Sent: Monday, 24 October 2022 4:58 PM

To: Felicity Howell <Felicity.Howell@uts.edu.au>

Subject: Fwd: FoH - Questions re Gift Cards

Get [Outlook for iOS](#)

From: Fiona Scott <Fiona.Scott@uts.edu.au>

Sent: Monday, October 24, 2022 4:56:05 PM

To: Nick Crowley <Nick.Crowley@uts.edu.au>

Cc: Leigh Skene <Leigh.Skene@uts.edu.au>

Subject: FoH - Questions re Gift Cards

Hi Nick,

If you have a spare moment I was wondering if you had any advice.

I have three different academics all wanting to use gift cards in the following scenarios. I was wondering what your thoughts were.

1. Internally funded teaching and Learning scholarship to run a quality improvement project. One hundred academic participants across the Faculty who are already casual academics or continuing/ fixed term staff. If willing they will mark 2 papers (not real papers in terms of student marks but rather to test that a certain rubric always lands in the same range) which will take one hour. In appreciation of this they will receive a \$50 gift voucher. My only concern here is that they are employees normally however this is more like participating in a one off research survey and so could be ok?

2. Students standing in as actors for other student practical exams. They were paid with \$100 gift cards without my knowledge. Assuming they should have been paid as SPROUTs. Is this correct?

3. In the below request the research participants are co-designing rather than just completing a survey. This will involve 2 workshops and they receive a voucher for each workshop. On one hand I see this as research participants and so gift cards maybe ok. But then they are providing a service – co-design. What are your thoughts?

Email to me:

I'm just seeking permission to buy gift vouchers for Mark Goodhew on the school credit card, similar to the previous situation where Jo River requested gift cards bought for their research project.

Mark has asked me to buy 10x \$150 visa vouchers as gifts for members of the MSIC consumer action group, to be taken from his research project funds as stated in the email below.

The MSIC CAG members are not research participants they are part of a team who are helping to co-design a drug and alcohol course for clinical nurses. The members will be attending two workshops and will receive one voucher for each workshop. As these workshops are not researched, ethics are not required. These will be one-off workshops. Once the course is developed, it will be piloted, which will be the research part of the project. We will apply for ethics for the pilot study.

Regards,

Fiona

From: [Felicity Howell](#)
To: [Raelene La Ferla](#)
Subject: RE: FoH - Workload Guideline and gift cards
Date: Tuesday, 22 November 2022 10:04:58 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

yes

Felicity Howell

Manager, Workplace Relations

People Unit

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From: Raelene La Ferla <Raelene.LaFerla@uts.edu.au>
Sent: Tuesday, 22 November 2022 9:59 AM
To: Felicity Howell <Felicity.Howell@uts.edu.au>
Subject: RE: FoH - Workload Guideline and gift cards

Hi Felicity

Do you have a sec to chat about this?

Rae

From: Felicity Howell <Felicity.Howell@uts.edu.au>
Sent: Tuesday, 15 November 2022 3:30 PM
To: Raelene La Ferla <Raelene.LaFerla@uts.edu.au>
Subject: RE: FoH - Workload Guideline and gift cards

Hi Rae,

Ultimately, this is a Faculty decision. If they want to include something similar to DAB then they can. As long as what is proposed is compliant with the relevant clauses in the Agreement and the Faculty undertakes a consultation program and considers any feedback then whatever is proposed may be possible. I can provide advice on compliance with the agreement but can't suggest proposed workload allocation for the Faculty.

Maybe we can both discuss before you get back to the Faculty.

Regards,
Felicity

Felicity Howell

Manager, Workplace Relations

People Unit

University of Technology Sydney

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PO Box 123 Broadway NSW 2007 Australia

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From: Raelene La Ferla <Raelene.LaFerla@uts.edu.au>

Sent: Tuesday, 15 November 2022 9:21 AM

To: Felicity Howell <Felicity.Howell@uts.edu.au>

Subject: FW: FoH - Workload Guideline and gift cards

Hi Felicity

I know you are flat out but I was chatting to Fiona Scott last week about the workload allocations and what advice I provided her back in 2020 (see attached). They are really keen to progress the below in their new workload allocations (like DAB – see below). They prefer the payment method rather than buying out teaching hours which is what they do now.

Is this something they could do in their next iteration of workload allocation guidelines and how should they go about this?

Also note DAB use gift vouchers for guest lecturers which the FoH have been told they can't do. I didn't want to 'dob' them in but wanted to let you know.

Rae

From: Fiona Scott <Fiona.Scott@uts.edu.au>

Sent: Tuesday, 8 November 2022 10:34 AM

To: Raelene La Ferla <Raelene.LaFerla@uts.edu.au>

Subject: FoH - Workload Guideline and gift cards

Hi Raelene,

As per our discussion just now.

This is what I am interested in including in the new FoH workload draft instead of the SoNM being so 'teaching buy-out' focussed.

WORKLOAD ADJUSTMENTS & RECOGNITION

Program Director responsibilities are recognised by adjusting the individual's service, teaching, and / or research workload allocation. Workload allocations vary in recognition of enrolment and complexity of courses, with the ultimate responsibility resting with Heads of School. DAB recommended guidelines for workload allocation are as follows:

- More than 500 EFTSL: 40%-50% service loading (2 to 2.5 days a week)
- 250 - 500 EFTSL: 30%-40% loading (1.5 to 2 days a week)
- More than 20 EFTSL but less than 250 EFTSL: 20%-30% loading (1 to 1.5 days a week)

These guidelines may be varied to reflect special circumstances. The upper end of the range may apply for years when internal / external accreditations / reaccreditations are due, or for relatively large programs. They refer to the service component attributable to Program Director responsibilities, and include the basic service commitment (e.g., to attend school and faculty meetings, graduation and other ceremonies) expected of all academics. If an individual takes on a second substantive service role, an additional workload allocation to reflect additional services may be justified.

The Faculty intends to phase out Program / Course Director stipends in the medium term, in line with practice elsewhere at UTS. Program Directors will continue to receive stipends until the end of 2022, at which point stipends will be terminated. However, the faculty is committed to helping Program Directors maintain their Faculty of Design, Architecture and Building: Program Director Roles and Responsibilities.

research productivity. Research support will continue to be available to Program Directors, within these recommended guidelines:

- More than 500 EFTSL: \$10,000 p.a.
- 250 - 500 EFTSL: \$7,500 p.a.
- More than 20 EFTSL but less than 250 EFTSL: \$5,000p.a.

Research support funds may be spent on a wide range of items, including administrative support. These Guidelines propose an expanded definition of research support, to include items used for work that are either consumed in the course of work, are items that do not attract FBT, or loan of equipment that attracts FBT (such as mobile phone or computers).

Examples of expenditure that would be consumed might include:

- Labour (e.g. research assistant)
- Editing support
- Consultant support
- Securing images for publications
- Paying publisher costs for illustrations
- Open source publication fees
- Conferences or seminars for work-related purposes
- Work-related travel and accommodation (but not personal holiday travel)
- Work-related software
- Any other work-related services related that would otherwise be fully tax deductible under the ATO rulings, i.e. do not attract fringe benefits tax (FBT)

Example of item that don't attract FBT, and could remain the property of the academic:

- Research related books (but not personal novels)

Items that could be used (on loan from UTS) by the course director might include:

- Mobile phone, and contract costs
- Tablets and Ipad
- Additional computer or laptop
- Cameras
- Research-related equipment (including items that have a dual work and personal purpose as defined by the ATO)

These items would need to be returned by the course director at the end of their directorship.

Academics that take on the role of program director and reduce their teaching load while undertaking these duties may request they resume teaching these subjects once their Director role ends. While this is ultimately the decision of the Head of School, such requests should be given priority if possible.

Workload allocation will be negotiated with the Head of School and communicated in the Work Plan. In some cases, Schools may be able to provide shared administrative support to Program Directors.

The other interesting part is that the DAB Workload Guideline allows for Guest Lecturers to be given gift cards as per below:

13. Guest Lectures

If a Guest Lecturer is **not** a UTS employee and opts not to take a casual academic contract (for example because of the required paperwork), their contribution can be acknowledged with a thank you electronic gift voucher to the value of up to \$150 per appearance. Contact School Manager for procedure.

14. Guest Lectures

If a guest lecturer is not a UTS employee and opts not to take a contract (for example because of the required paperwork), their contribution can be acknowledged with a thank-you electronic gift voucher to the value of up to \$100. The e-gift voucher is made available only after the completion of the lecture. All requests should be sent to the School Manager for approval who then forward it to the School EA for processing.

Regards,

Fiona

Fiona Scott

Faculty General Manager, Faculty of Health

Faculty of Health | University of Technology Sydney

T +61 (02) 9514 5752

M Redacted-GIPA

Level 6, Building 10, 235 Jones St, Ultimo NSW 2007

(PO Box 123 Broadway NSW 2007 Australia)

From: Tusha Dahal <Tusha.Dahal@uts.edu.au>
Sent: Thursday, 2 March 2023 9:47 AM
To: Amanda Campbell <Amanda.Campbell@uts.edu.au>; Ashley Longbottom <Ashley.Longbottom@uts.edu.au>
Cc: Daisy Velasquez <Daisy.Velasquez@uts.edu.au>; Gillian O'Donovan <Gillian.ODonovan@uts.edu.au>; Tax <tax@uts.edu.au>
Subject: Advice re: gift cards

Good Morning Amanda and Ashley,

Thank you for your time on the phone yesterday. Sorry I could not send this info earlier.

As your query also touches on other areas – I am also copying key contacts here (Gillian- concur, and Daisy-procurement) who may be able to add further information.

In regards to gifts cards below is the information from tax (FBT perspective).

Gifts to external :

Gift cards to external (students/ or visitors /industry partners) attract no FBT. In circumstances where a higher value gifts /gift cards are purchased for externals – we would recommend that you check with tax team to ensure that this is a pure gift in the form of a thank you and not actually a payment for some services.

Gifts to staff :

If taxable value is less than \$300 (incl GST) and the gift is adhoc/ infrequent in nature – It is exempt for FBT
If taxable value is more than \$300 (incl GST)- it will attract FBT which will be charged to the faculty.

Recordkeeping : For recordkeeping purposes- we would recommend that you have a document in place where you list out the intended recipients and the value of the gift cards. This is for audit purposes.

Query : In regards to your query about having manually enter all recipients in concur – for FBT compliance – tax team would need names of recipients **when they are UTS staff and when the gift value is more than \$300 (incl GST)**. For externals – tax team do not specifically require recipients name as they are exempt for FBT. We can accept your info in concur such as say \$50 gift cards for x number of attendees/externals.

I am not sure if there is concur audit requirement to enter the details when it's a bulk gift card purchase going out to numerous recipients. @Gillian O'Donovan may be able to advise further on this.

I'd appreciate if @Daisy Velasquez would be able to provide advice from a procurement perspective esp. when they are new suppliers.

Thank you everyone !

Kind Regards,
Tusha

From: Amanda Campbell <Amanda.Campbell@uts.edu.au>
Sent: Wednesday, 1 March 2023 11:16 AM
To: Tusha Dahal <Tusha.Dahal@uts.edu.au>
Cc: Ashley Longbottom <Ashley.Longbottom@uts.edu.au>
Subject: Advice re: gift cards

Hi Tusha

Contacting you in the first instance but if this is not your area please feel free to forward to the correct person.

For many reasons the Centre purchases gift cards to be handed out to community members, students or staff.

Ashley Longbottom and I would like to meet with you to discuss what we need to do to make sure the Centre is fully compliant in tracking and reconciling these purchases.

We are happy with a teams or in person meeting but would like to do so asap.

Kind regards

Amanda

Amanda Campbell
Executive Assistant to:

The Hon. Prof. Verity Firth, Pro Vice-Chancellor (Social Justice and Inclusion)
Jo Tilly, (acting) Director Equity, Diversity and Inclusion

Centre for Social Justice and Inclusion
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From: Fiona Scott <Fiona.Scott@uts.edu.au>
Date: Wednesday, 26 October 2022 at 12:01 pm
To: Felicity Howell <Felicity.Howell@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Gift cards

Hi Felicity (and Nick),

This is very helpful. I think it would be worth putting guidelines together for the Faculty as the requests to use gift cards are never straight forward. On a positive note at least they are asking me for advice (mostly) rather than just going ahead and I am finding out later.

I will await to hear back re the students.

Kind regards,

Fiona

From: Felicity Howell <Felicity.Howell@uts.edu.au>
Sent: Wednesday, 26 October 2022 9:50 AM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: Gift cards

Hi Fiona,

Nick forwarded your additional email.

Regarding the MSIC CAG members my view is that you can provide gift cards on this occasion on the basis that these are one off workshops, , the project is not researched and there are now time constraints. However, as stated these individuals are members of a team helping to co-design a course, and this could reasonably be considered work or a service which should be remunerated. It may be worth considering developing guidelines around the use of gift cards if these situations come up frequently in the Faculty. We can help with that.

In the meantime, it is important that records are kept about the use of any gift cards and who received them.

Regarding the other scenarios. I will get back to me on the students. I don't think its an issue if this has already occurred but I want to confirm the arrangements for the use of SPROUTS. Engaging them as SPROUTS may have been preferable but I am aware of similar use of students and they were paid using gift cards.

I am not comfortable with the proposal to pay existing academic staff gift vouchers for marking ghost papers. I do not think this is appropriate. Again, it is a fine line but given that this is ordinarily work of the type that is paid I recommend that staff are paid for this task. The best way to do this is probably with the use of exiting casual academic staff.

Let me know when you are free to chat today if you want to discuss further.

Regards.
Felicity

Felicity Howell

Manager, Workplace Relations

People Unit

University of Technology Sydney

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PO Box 123 Broadway NSW 2007 Australia

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From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Monday, 31 October 2022 10:41 AM
To: Felicity Howell
Subject: RE: Gift cards
Attachments: Invitation Letter to Student Assistants - Faculty of Health_.docx

Hi Felicity,

I have been advised that the students acting as patients in exam OSCEs is planned for November, so any advice in regards to this would be greatly appreciated. I have attached the letter that the SoNM sends to students. The previous Faculty Marketing Manager provided me with the advice below before she went on parental leave. This was in regards to marketing engaging students.

We are allowed to use the vouchers as a 'thank you' for students volunteering their time. We just have to ensure:

- They are a one-off activity
- Not regular casual work (which in this case we'd ask a SPROUT anyway and pay them as usual)
- The amount is under the minor benefits limit (which it always will be, as this limit is currently \$200).

Regards,

Fiona

From: Fiona Scott
Sent: Wednesday, 26 October 2022 12:02 PM
To: Felicity Howell <Felicity.Howell@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: RE: Gift cards

Hi Felicity (and Nick),

This is very helpful. I think it would be worth putting guidelines together for the Faculty as the requests to use gift cards are never straight forward. On a positive note at least they are asking me for advice (mostly) rather than just going ahead and I am finding out later.

I will await to hear back re the students.

Kind regards,

Fiona

From: Felicity Howell <Felicity.Howell@uts.edu.au>
Sent: Wednesday, 26 October 2022 9:50 AM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: Gift cards

Hi Fiona,

Nick forwarded your additional email.

Regarding the MSIC CAG members my view is that you can provide gift cards on this occasion on the basis that these are one off workshops, , the project is not researched and there are now time constraints. However, as stated these individuals are members of a team helping to co-design a course, and this could reasonably be considered work or a service which should be remunerated. It may be worth considering developing guidelines around the use of gift cards if these situations come up frequently in the Faculty. We can help with that.

In the meantime, it is important that records are kept about the use of any gift cards and who received them.

Regarding the other scenarios. I will get back to me on the students. I don't think its an issue if this has already occurred but I want to confirm the arrangements for the use of SPROUTS. Engaging them as SPROUTS may have been preferable but I am aware of similar use of students and they were paid using gift cards.

I am not comfortable with the proposal to pay existing academic staff gift vouchers for marking ghost papers. I do not think this is appropriate. Again, it is a fine line but given that this is ordinarily work of the type that is paid I recommend that staff are paid for this task. The best way to do this is probably with the use of exiting casual academic staff.

Let me know when you are free to chat today if you want to discuss further.

Regards.
Felicity

Felicity Howell

Manager, Workplace Relations

People Unit

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From: Nick Crowley <Nick.Crowley@uts.edu.au>
Date: Wednesday, 26 October 2022 at 9:05 am
To: Felicity Howell <Felicity.Howell@uts.edu.au>
Subject: FW: URGENT: Giftcard for workshops

As per my teams message

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Date: Tuesday, 25 October 2022 at 6:04 pm
To: Leigh Skene <Leigh.Skene@uts.edu.au>
Cc: Nick Crowley <Nick.Crowley@uts.edu.au>
Subject: FW: URGENT: Giftcard for workshops

Hi Leigh,

I am thinking that as this is linked to a research project and only involves to workshops for each participant that a gift card is ok?

What do you think?

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>
Sent: Tuesday, 25 October 2022 4:00 PM
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: URGENT: Giftcard for workshops
Importance: High

Hi Fiona,

I'm just following up again about the visa gift cards. Apologies for pushing on this, but I have people that I have promised to send out a gift card to and I need to confirm that I can be re-imbursed.

Are you able to confirm that people who are employed by another organisation can be given a gift card for attending research sessions (e.g. to co-design a research project). The gift card is a gift for their time and not employment (given that they are already employed).

Thank you for your support with this.

Warm regards,
Jo

From: Jo River <Jo.River@uts.edu.au>
Sent: Monday, 17 October 2022 3:44 PM
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi Fiona,

I'm just following up on emails from last week.

Are you able to confirm that people who are employed by another organisation can be given a gift card for attending research sessions (e.g. to co-design a research project). The giftcard is a gift for their time and not employment (given that they are already employed). Otherwise, if people are not coming in their work capacity, they are employed as research assistants. Is this correct? I need to clarify before purchasing giftcards.

Thank you for your support with this.

Warm regards,
Jo

From: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Sent: Tuesday, 11 October 2022 5:48 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>; Jo River <Jo.River@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi Fiona,

As Jo stated that the people are not coming as individuals but from another organisation, the voucher will be a gift, not a payment.

Also, this education is not being co-designed for UTS students. It is being designed for health services.

The participants would much prefer the vouchers, as this will save them time doing the paperwork and the new employee orientation.

Kind regards,
Mark

Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility

Faculty of Health | University of Technology Sydney
Room 254, Level 7, 235 Jones St, Ultimo NSW 2007
T +61 2 9514 5968
E mark.goodhew@uts.edu.au

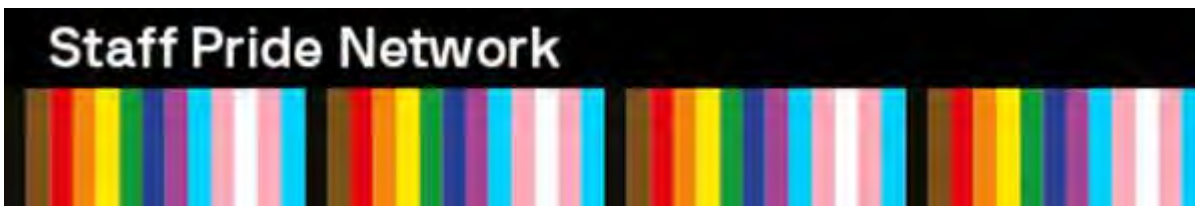


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Websites:

Empathy Initiative: <https://theempathyinitiative.org/>

Virtual Empathy Museum: <https://www.virtualempathymuseum.com.au/>



I recognise the Gadigal people of the Eora Nation as the traditional owners and holders of knowledge of the place where our campus stands. I acknowledge Elders past, present and emerging as the custodians of knowledge for these lands.



From: Fiona Scott <Fiona.Scott@uts.edu.au>

Date: Tuesday, 11 October 2022 at 5:00 pm

To: Jo River <Jo.River@uts.edu.au>, Mark Goodhew <Mark.Goodhew@uts.edu.au>, Mary Valentin <Mary.Valentin@uts.edu.au>

Subject: RE: Vouchers for workshops

Hi all,

I am seeking advice. If they are performing a service in this case co-designing then potentially we should be employing them as casual employees.

Gift cards cannot be used in lieu of payment for service provision. I will get back to you shortly with further advice.

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>

Sent: Tuesday, 11 October 2022 4:38 PM

To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>

Subject: Re: Vouchers for workshops

Hi all,

I think this comes under the rule that they are coming in their role from a different organisation and this is a gift and not payment.

Warm regards,

Jo

From: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Sent: Tuesday, 11 October 2022 2:06 PM

To: Mary Valentin <Mary.Valentin@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>

Cc: Jo River <Jo.River@uts.edu.au>

Subject: Re: Vouchers for workshops

Hi Mary and Fiona,


The MSIC CAG members are not research participants they are part of a team who are helping to co-design a drug and alcohol course for clinical nurses. The members will be attending two workshops and will receive one voucher for each workshop. As these workshops are not researched, ethics are not required. These will be one-off workshops. Once the course is developed, it will be piloted, which will be the research part of the project. We will apply for ethics for the pilot study.

Jo River's project was similar, and their participants were involved in a co-design process and not research. I have included Jo in this email in case they would like to clarify.

The vouchers outlined in the budget for my application for the SoMN grant application.

The MSIC CAG member names are:

Redacted-GIPA

A large grey rectangular redaction box covers the names of the MSIC CAG members.

I hope all of this makes sense.

Warmly,
Mark

Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility
Faculty of Health | University of Technology Sydney
Room 254, Level 7, 235 Jones St, Ultimo NSW 2007
T +61 2 9514 5968
E mark.goodhew@uts.edu.au

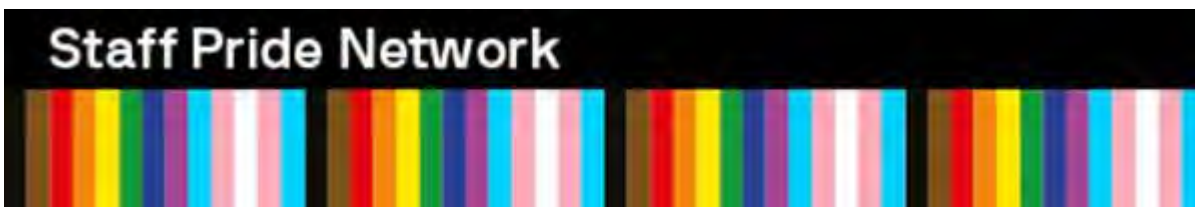


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Websites:

Empathy Initiative: <https://theempathyinitiative.org/>

Virtual Empathy Museum: <https://www.virtualempathymuseum.com.au/>



I recognise the Gadigal people of the Eora Nation as the traditional owners and holders of knowledge of the place where our campus stands. I acknowledge Elders past, present and emerging as the custodians of knowledge for these lands.





From: Mary Valentin <Mary.Valentin@uts.edu.au>
Date: Tuesday, 11 October 2022 at 1:34 pm
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Subject: Fw: Vouchers for workshops

Dear Mark,

Please see the questions below from Fiona - seems she needs more information before I can purchase them



Kind Regards,

Mary Valentin

Administration Assistant

Faculty of Health - School of Nursing and Midwifery

University of Technology Sydney

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PO Box 123 Broadway NSW 2007 Australia

*Working days: **Monday, Tuesday, Wednesday.***

I work flexibly and may send emails outside normal working hours. Please do not feel any pressure to respond outside of your own work schedule.

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Tuesday, October 11, 2022 1:17 PM
To: Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: RE: Vouchers for workshops

Hi Mary,

A couple of questions.

1. Are these one off participants?
2. Is there ethics approval and does this include approval to 'reimburse' research participants for their time with this amount?

Depending on the answers above and if then I can approve this you will need to get the names of all participants receiving a gift card for auditing purposes and use this to when acquitting expenses.

Regards,

Fiona

From: Mary Valentin <Mary.Valentin@uts.edu.au>

Sent: Tuesday, 11 October 2022 1:05 PM

To: Fiona Scott <Fiona.Scott@uts.edu.au>

Subject: Fw: Vouchers for workshops

Dear Fiona,

I'm just seeking permission to buy gift vouchers for Mark Goodhew on the school credit card, similar to the previous situation where Jo River requested gift cards bought for their research project.

Mark has asked me to buy 10x \$150 visa vouchers as gifts for members of the MSIC consumer action group, to be taken from his research project funds as stated in the email below.

Please let me know if you approve this.

Thank you.

Kind Regards,

Mary Valentin

Administration Assistant

Faculty of Health - School of Nursing and Midwifery

University of Technology Sydney

T. +61 (02) 9514 5262 www.uts.edu.au

PO Box 123 Broadway NSW 2007 Australia

Working days: Monday, Tuesday, Wednesday.

I work flexibly and may send emails outside normal working hours. Please do not feel any pressure to respond outside of your own work schedule.

From: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Sent: Wednesday, October 5, 2022 11:28 AM
To: Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Vouchers for workshops

Hi Mary,

When you have time, could you please buy 10 \$150 visa vouchers for my research project on the school's credit card?

Here are my project's details:

0224559

SoNM Phase 2 ECR Support (ICR) - 2 - Dr Mark Goodhew - \$5K - 31 Dec 2022

Thanks,
Mark

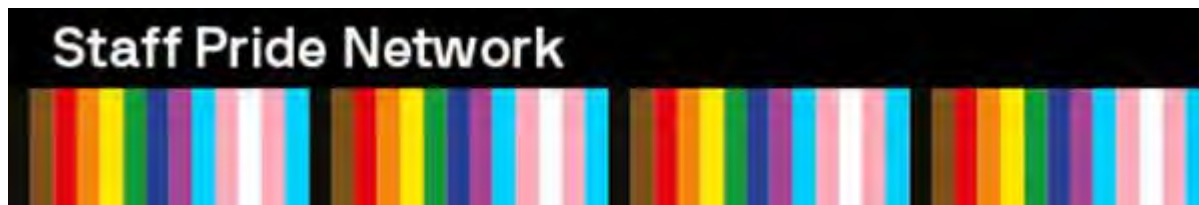
Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility
Faculty of Health | University of Technology Sydney
Room 254, Level 7, 235 Jones St, Ultimo NSW 2007
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From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Wednesday, 26 October 2022 1:39 PM
To: Felicity Howell
Subject: RE: URGENT: Giftcard for workshops

Thanks felicity. I have sent you an invite for the 23 November 14:00.

From: Felicity Howell <Felicity.Howell@uts.edu.au>
Sent: Wednesday, 26 October 2022 1:06 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Subject: RE: URGENT: Giftcard for workshops

Hi Fiona,

Any of those times are suitable.

Regards,
Felicity

Felicity Howell

Manager, Workplace Relations

People Unit

University of Technology Sydney

T. +61 (02) 9514 1079

PO Box 123 Broadway NSW 2007 Australia

uts.edu.au



From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Wednesday, 26 October 2022 1:03 PM
To: Felicity Howell <Felicity.Howell@uts.edu.au>
Subject: FW: URGENT: Giftcard for workshops

Hi Felicity,

Would any of the dates below suit for you to meet with me and with Jo and mark to try and establish guidelines for the faculty around the use of gift cards for co-design etc.

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>
Sent: Wednesday, 26 October 2022 12:42 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>; Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: URGENT: Giftcard for workshops

Thanks Fiona.

Do any of these dates work for you and Felicity:

23rd Nov after 1pm
29th Nov between 10 and 2pm
30th Nov before 11 or after 2:30pm

Warm regards,
Jo

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Wednesday, 26 October 2022 12:33 PM
To: Jo River <Jo.River@uts.edu.au>; Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: RE: URGENT: Giftcard for workshops

Hi Jo,

I think that would be a great idea.
Can you please let me know when may be suitable and I will see if Felicity form HR can also attend.

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>
Sent: Wednesday, 26 October 2022 12:22 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>; Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: URGENT: Giftcard for workshops

Hi Fiona,

Thank you for getting back to us. That's helpful.

Moving forward, I think we do need some clear guidelines, but it would be important to include us as there are many different scenarios that we face in co-design of research, co-design of education, and co-design of interventions. Each case probably comes under different funding rules.

Perhaps we could set up a meeting in November/December to discuss this with you in more detail. Do you think that would be a good idea?

Thanks again,
Jo

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Wednesday, 26 October 2022 11:53 AM
To: Jo River <Jo.River@uts.edu.au>; Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: RE: URGENT: Giftcard for workshops

Hi Jo, Mark and Mary,

I have received advice from HR that in this instance you can provide gift cards on the basis that these are one off workshops, the project is not research as such and there are time constraints.

However, HR have advised that these individuals are members of a team helping to co-design a course, and this could reasonably be considered work or a service which should be remunerated. They have suggested that the Faculty should consider developing guidelines around the use of gift cards if these situations come up frequently. I can work with HR on this if you can advise how often these sought of situations where gift cards will be used are to arise?

It is essential that records are kept about the use of any gift cards and who received them.

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>
Sent: Tuesday, 25 October 2022 4:00 PM
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: URGENT: Giftcard for workshops
Importance: High

Hi Fiona,

I'm just following up again about the visa gift cards. Apologies for pushing on this, but I have people that I have promised to send out a gift card to and I need to confirm that I can be re-imbursed.

Are you able to confirm that people who are employed by another organisation can be given a gift card for attending research sessions (e.g. to co-design a research project). The gift card is a gift for their time and not employment (given that they are already employed).

Thank you for your support with this.

Warm regards,
Jo

From: Jo River <Jo.River@uts.edu.au>
Sent: Monday, 17 October 2022 3:44 PM
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi Fiona,

I'm just following up on emails from last week.

Are you able to confirm that people who are employed by another organisation can be given a gift card for attending research sessions (e.g. to co-design a research project). The giftcard is a gift for their time and not employment (given that they are already employed). Otherwise, if people are not coming in their work capacity, they are employed as research assistants. Is this correct? I need to clarify before purchasing giftcards.

Thank you for your support with this.

Warm regards,
Jo

From: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Sent: Tuesday, 11 October 2022 5:48 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>; Jo River <Jo.River@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi Fiona,

As Jo stated that the people are not coming as individuals but from another organisation, the voucher will be a gift, not a payment.

Also, this education is not being co-designed for UTS students. It is being designed for health services.

The participants would much prefer the vouchers, as this will save them time doing the paperwork and the new employee orientation.

Kind regards,
Mark

Dr Mark Goodhew
Pronouns: Him/He
Lecturer, Mental Health and Drug and Alcohol Nursing
Academic Liaison Officer – Accessibility
Faculty of Health | University of Technology Sydney
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Staff Pride Network



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From: Fiona Scott <Fiona.Scott@uts.edu.au>
Date: Tuesday, 11 October 2022 at 5:00 pm
To: Jo River <Jo.River@uts.edu.au>, Mark Goodhew <Mark.Goodhew@uts.edu.au>, Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: RE: Vouchers for workshops

Hi all,

I am seeking advice. If they are performing a service in this case co-designing then potentially we should be employing them as casual employees.
 Gift cards cannot be used in lieu of payment for service provision. I will get back to you shortly with further advice.

Regards,

Fiona

From: Jo River <Jo.River@uts.edu.au>
Sent: Tuesday, 11 October 2022 4:38 PM
To: Mark Goodhew <Mark.Goodhew@uts.edu.au>; Mary Valentin <Mary.Valentin@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi all,

I think this comes under the rule that they are coming in their role from a different organisation and this is a gift and not payment.

Warm regards,

Jo

From: Mark Goodhew <Mark.Goodhew@uts.edu.au>
Sent: Tuesday, 11 October 2022 2:06 PM
To: Mary Valentin <Mary.Valentin@uts.edu.au>; Fiona Scott <Fiona.Scott@uts.edu.au>
Cc: Jo River <Jo.River@uts.edu.au>
Subject: Re: Vouchers for workshops

Hi Mary and Fiona,

The MSIC CAG members are not research participants they are part of a team who are helping to co-design a drug and alcohol course for clinical nurses. The members will be attending two workshops and will receive one voucher for each workshop. As these workshops are not researched, ethics are not required. These will be one-off workshops. Once the course is developed, it will be piloted, which will be the research part of the project. We will apply for ethics for the pilot study.

Jo River's project was similar, and their participants were involved in a co-design process and not research. I have included Jo in this email in case they would like to clarify.

The vouchers outlined in the budget for my application for the SoMN grant application.

The MSIC CAG member names are:



I hope all of this makes sense.

Warmly,
Mark

Dr Mark Goodhew
Pronouns: Him/He
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From: Mary Valentin <Mary.Valentin@uts.edu.au>

Date: Tuesday, 11 October 2022 at 1:34 pm

To: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Subject: Fw: Vouchers for workshops

Dear Mark,

Please see the questions below from Fiona - seems she needs more information before I can purchase them 😞

Kind Regards,

Mary Valentin

Administration Assistant

Faculty of Health - School of Nursing and Midwifery

University of Technology Sydney

T. +61 (02) 9514 5262 www.uts.edu.au

PO Box 123 Broadway NSW 2007 Australia

Working days: Monday, Tuesday, Wednesday.

I work flexibly and may send emails outside normal working hours. Please do not feel any pressure to respond outside of your own work schedule.

From: Fiona Scott <Fiona.Scott@uts.edu.au>
Sent: Tuesday, October 11, 2022 1:17 PM
To: Mary Valentin <Mary.Valentin@uts.edu.au>
Subject: RE: Vouchers for workshops

Hi Mary,

A couple of questions.

1. Are these one off participants?
2. Is there ethics approval and does this include approval to 'reimburse' research participants for their time with this amount?

Depending on the answers above and if then I can approve this you will need to get the names of all participants receiving a gift card for auditing purposes and use this to when acquitting expenses.

Regards,

Fiona

From: Mary Valentin <Mary.Valentin@uts.edu.au>
Sent: Tuesday, 11 October 2022 1:05 PM
To: Fiona Scott <Fiona.Scott@uts.edu.au>
Subject: Fw: Vouchers for workshops

Dear Fiona,

I'm just seeking permission to buy gift vouchers for Mark Goodhew on the school credit card, similar to the previous situation where Jo River requested gift cards bought for their research project.

Mark has asked me to buy 10x \$150 visa vouchers as gifts for members of the MSIC consumer action group, to be taken from his research project funds as stated in the email below.

Please let me know if you approve this.

Thank you.

Kind Regards,

Mary Valentin

Administration Assistant

Faculty of Health - School of Nursing and Midwifery

University of Technology Sydney

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PO Box 123 Broadway NSW 2007 Australia

Working days: Monday, Tuesday, Wednesday.

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From: Mark Goodhew <Mark.Goodhew@uts.edu.au>

Sent: Wednesday, October 5, 2022 11:28 AM

To: Mary Valentin <Mary.Valentin@uts.edu.au>

Subject: Vouchers for workshops

Hi Mary,

When you have time, could you please buy 10 \$150 visa vouchers for my research project on the school's credit card?

Here are my project's details:

0224559

SoNM Phase 2 ECR Support (ICR) - 2 - Dr Mark Goodhew - \$5K - 31 Dec 2022

Thanks,
Mark

Dr Mark Goodhew

Pronouns: Him/He

Lecturer, Mental Health and Drug and Alcohol Nursing

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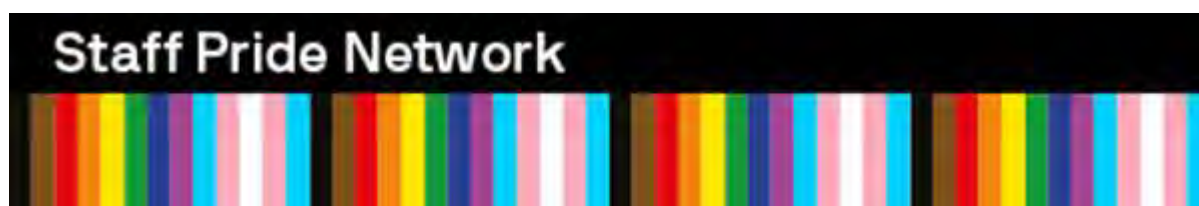
E mark.goodhew@uts.edu.au

health.uts.edu.au

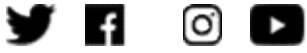
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Chat between F.Howell and N.Crawley

24/10/2022 4:48 pm

Bloody hell. I may be premature, but I think health want to have another run at the gift card idea.

Fiona Scott wants to talk about it. Sheesh.

FH

Felicity Howell 24/10/2022 4:48 pm
really?

I can talk to her tomorrow if you like

24/10/2022 4:51 pm

Thanks. That would be helpful.

Sheesh. Again.

FH

Felicity Howell 24/10/2022 4:52 pm
ok ill call her tomorrow

24/10/2022 5:06 pm

Sent you an email. From my quick read, my starting point is no
They are doing the work of employees.

24/10/2022 5:13 pm

Maybe the first for fixed term and continuing, maybe. Busy casuals, no.

25 October 2022

25/10/2022 8:04 am

Hi Felicity. Redacted-GIPA
Redacted-GIPA

Sorry. Hope you're ok. Cheers. N

FH

Felicity Howell 25/10/2022 9:50 am

Hi Nick, sorry to hear that. Redacted-GIPA
Redacted-GIPA

I will follow up with Fiona Scott re gift cards. Don't work.

26 October 2022

FH

Felicity Howell 26/10/2022 9:02 am

Thats good. I didn't get on to Fiona Scott yesterday as she was busy all day hope to chat with her this morning so don't
worry about that one. I've let her know you passed that on to me.

26/10/2022 9:04 am

Thanks. I'll forward an email I got from her late yesterday. Seems to me that of the co-design of a research project is
itself part of a research project, then maybe - but it's a stretch.

FH

Felicity Howell 26/10/2022 9:11 am

Yes, my first instinct was that this should be considered work. but reading the emails I think gift cards would be ok.
Overall, I am not a fan of gift cards. I feel people should either volunteer and have reasonable costs covered.

27 October 2022