

Summary Dismissal Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the management of summary dismissal of a Professional staff member who is subject to an Enterprise Agreement clause that allows such action.

Section 2 - Policy Statement

(2) The University may dismiss a Professional staff member without notice, if the actions or behaviour of the staff member are deemed to be so grave as to warrant summary dismissal.

Section 3 - Policy Purpose

(3) This Policy informs staff members of the process for addressing circumstances which might give rise to the University summarily dismissing a Professional staff member.

Section 4 - Application of Policy

(4) The provisions of this Policy apply to Professional staff of the University.

Section 5 - Procedures

(5) Before taking action to dismiss a staff member whose misconduct is so grave as to warrant summary dismissal; the University will observe the following procedures:

- a. an investigation which is reasonable in the circumstances of the particular case will first be conducted;
- b. a clear written statement of the staff member's alleged misconduct will be prepared and given to the staff member;
- c. the staff member will be invited to respond to the allegations and will be given a fair opportunity having regard to the circumstances of the particular case to be heard as to those allegations;
- d. the staff member will be given a fair opportunity having regard to the circumstances of the particular case to be heard on whether they should be dismissed and will be invited to provide details of the matters (including matters not directly connected with the alleged misconduct which might mitigate any penalty); and
- e. the University may suspend the staff member from duty, on full pay, during the period of the investigation.

Section 6 - Revisions made to this Policy

(6) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
28 June 2022	Editorial	Updating Director, Human Resources to Chief people Officer, removing reference to Australian Workplace Agreement, review date added, related policies and procedures added.

(7) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

Section 7 - Further Assistance

(8) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Further information is available in [Service Central](#).

Section 8 - Associated Information

(9) (21)For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	21st February 2024
Review Date	29th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	21st February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability