

1 PURPOSE

This context document describes the of the University of Melbourne’s internal and external issues that are relevant to purpose and affect the ability to achieve the intended outcome(s) of the University’s health and safety management system.

2 SCOPE

This requirement applies to the University of Melbourne and its wholly-owned subsidiaries.

3 DEFINITIONS

Not applicable

4 REQUIREMENTS

The University’s health and safety policy, plans, requirements, processes and guidance take into account the operating context of the University when pursuing opportunities to eliminating and/or minimising risk of injury or illness through risk management processes related to the University’s operations.

4.1 Governance

Founded by an Act of the Victorian Parliament, the University of Melbourne was established as a centre of learning in 1853. The University of Melbourne is currently governed by the University of Melbourne Act 2009 (Vic).

The University's governing body is University Council which is empowered with the authority to make statutes and regulations in accordance with the University of Melbourne Act 2009 (Vic). University Council has several subcommittees, including Audit and Risk Committee which has delegated responsibility for governance of health and safety matters.

4.2 University management and leadership

The University is led and managed by the Vice-Chancellor who is advised by and delegates some decision making to University Executive. University Executive is top management within the University. University Executive has several subcommittees, including Risk Management and Compliance Committee which has delegated responsibility for management oversight and monitoring of health and safety matters.

Academic Board is the chief academic body, responsible for quality assurance in academic activities including teaching, learning and research. Academic board is also responsible for development of academic and research policy.

4.3 Operational management and leadership

Faculties are the primary academic bodies of the University delivering the University's teaching and learning, research, and engagement activities. There are nine faculties¹ of various sizes and structures, some comprising a few academic departments, whilst others are multi-layered, comprising multiple schools, academic departments, centres, or institutes. Each faculty is led by a dean who is supported an executive director, deputy deans and heads of each school, department, institute or centre within the faculty. The dean is advised by and delegates some decision making to the relevant Faculty Executive. The Faculty Executive is top management within each faculty.

Chancellery develops the overall strategic direction and policy settings for the University, determines University identity, allocates resources, builds capability, leads operations, and delivers shared services. There are seven Chancellery portfolios² of various sizes, structures, and organisation tiers. Each Chancellery portfolio is led by a member of University Executive (Vice President, Deputy Vice Chancellor, or the Provost) who is supported by executive directors and pro-vice chancellors who lead Chancellery departments. Various executive committees advise Chancellery portfolio heads and may have delegated specific decision-making authority. Members of these Chancellery portfolio committees comprise top management within Chancellery.

There are seven unique non-academic departments³ (NAD) of the University, each with their own charter or goals to undertake specific University related activity, such as teaching and learning, research, and engagement activities. Each of these non-academic departments has a reporting relationship to a Chancellery portfolio.

Supplementing the University, as established in accordance with the University of Melbourne Act 2009 (Vic), there are twelve subsidiary companies⁴. Each subsidiary is established in accordance with relevant corporations' law and each with a board of directors. The board and the executive for each subsidiary comprises top management. Each subsidiary has their own charter or goals to undertake specific University related and/or commercial activity. The University's safety management system applies to some subsidiaries, all of which are wholly-owned, are employers and have workplaces based in Victoria.

¹ The University's current faculties are:

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|---------------------------------------------------|-------------------------------------------------------|
| 1. Faculty of Architecture, Building and Planning | 2. Faculty of Arts |
| 3. Faculty of Business and Economics | 4. Faculty of Education |
| | 5. Faculty of Engineering and Information Technology |
| 6. Faculty of Fine Arts and Music | 7. Faculty of Medicine, Dentistry and Health Sciences |
| 8. Faculty of Science | |
| 9. Melbourne Law School | |

² Chancellery's portfolios include:

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|-----------------------------------|----------------------------------------------|
| 1. Office of the Vice-Chancellor | 2. Office of the Provost |
| 3. Research & Enterprise | 4. Chief Operation Officer Portfolio |
| 5. | 6. Advancement, Communications and Marketing |
| 7. Global, Culture and Engagement | |

³ The University's non-academic departments are:

- | | |
|---------------------------------------|-------------------------------------|
| 1. Asialink | 2. Museums and Cultural Collections |
| 3. International House | 4. Medley Hall |
| 5. Melbourne Theatre Company | 6. Melbourne University Sport |
| 7. Atlantic Fellows for Social Equity | |

⁴ The University's subsidiaries are:

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|---------------------------------------------------|------------------------------------------------------|
| 1. Australian Music Examinations Board (Vic) Ltd* | 2. UoM International Holdings Limited |
| 3. Melbourne Teaching Health Clinics Ltd* | 4. Australia India Institute Private Limited (India) |
| 5. Melbourne University Publishing Ltd* | 6. UMELB Pte Ltd (Singapore) |
| 7. Nossal Institute Ltd* | 8. Melbourne Business School Ltd |
| 9. Doherty Clinical Trials Ltd | 10. UM Commercialisation Pty Ltd |
| 11. Goulburn Valley Equine Hospital Pty Ltd | 12. UOM Commercial Ltd |

*Denotes subsidiaries within the scope of the University's health and safety management

4.4 University Strategy

Advancing Melbourne is the University's current strategic plan. It is structured according to five intersecting themes: place, community, education, discovery and global. They represent four key focus areas from for 2030:

1. We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
2. We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
3. We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the city of Melbourne in close collaboration and synergy.
4. We will deliver this through building a brilliant, diverse, and vibrant University community, with strong connections to those we serve.

4.5 Teaching and Learning

The University provides teaching and learning services to Australian domestic and international students at undergraduate, post-graduate and research higher degree level. Teaching and learning services are provided for a wide range of academic disciplines through the faculties. The inputs for teaching and learning services include people, property, plant and equipment, large and small animals, plants, chemicals and substances, storage, handling and transit of goods and people, information technology, processes and systems of work, information, instruction and training.

Some teaching and learning programs involve partner organisations, including host workplaces for work-integrated learning, other universities for student exchange programs and third-party locations for experiential field work and performing arts production or exhibition.

The outputs of teaching and learning services include educated, qualified, and engaged members of the community.

Teaching and learning are supported by student enrolment and administrative services, academic enrichment services, childcare, residential services, health services, sport and fitness, student representative organisations, club, societies and groups.

4.6 Research

The University provides research services to advance the state of knowledge and to answer specific research questions. Research may be funded via domestic or international competitive grant programs, philanthropy or through commercial arrangements.

The inputs for research services include people, property, plant and equipment, structures, chemicals and substances, systems, and processes. The outputs of research services include development of the body of knowledge and specific products, processes, or services.

Some research activities involve partner organisations, including host workplaces for graduate researchers, other universities, hospitals and research institutes for collaboration and third-party locations for experimental or sample collection and field work.

4.7 Property, buildings, and structures

The University occupies a large property footprint. This includes University-owned buildings and property, property leased from landlords via commercial lease and property accessed via lease or licence from partner organisations, such as hospitals. In some cases, buildings leased or licensed by the University are shared with other tenants or the landlord.

The University also acts as landlord via leases and licenses to both commercial tenants and partner organisations.

Temporary structures for internal events, engagement, and celebrations.

Temporary space hire and licensing for externally managed events including performances, exhibitions, gatherings, celebrations, and film/television production.

The University engages contractors to demolish, refurbish and construct buildings, landscapes, and other structures.

4.8 Facilities management

The University provides hard facilities management and soft facilities management services for property and buildings owned by the University.

Landlords usually provide hard-facilities management and soft-facilities management for leased or licensed buildings, however depending upon the terms of lease or license, the University may also provide some or all of these services.

4.9 Plant and equipment

Business Services as a shared service provider, has responsibility for inspection, maintenance, repair and/or alteration of most fixed plant and equipment. Local management within faculties, chancellery portfolios, non-academic departments and subsidiaries have responsibility for inspection, maintenance, repair and/or alteration of all non-fixed plant and equipment and some fixed plant and equipment under their management control.

Some plant and equipment are shared with partner organisations and tenants. This may be under the management control of the University or the partner organisation/tenant.

4.10 Affiliation and recognition agreements

University statutes provide for affiliation of residential colleges to the University. There are ten affiliated colleges providing residential accommodation and support services for University of Melbourne students and researchers.

University Council may approve affiliation and/or recognition agreements with other external institutions, organisations, or bodies. These agreements usually consider:

- a) strategic alignment of the parties.
- b) rights and obligations of the parties.
- c) attainment of University objects;
- d) work undertaken by students at the University for the purpose of satisfaction of degree requirements of the University;
- e) research undertaken by staff of the University; and
- f) any other work undertaken that assists the University to obtain its objects.

There are currently 36 external organisations affiliation agreements with the University and 45 external organisations with recognition agreements with the University.

4.11 Student organisations

Council may recognise student organisation to represents students in the University deliberative and decision-making processes. Council may fund a recognised student organisation to provide services and amenities via a written agreement.

There are currently two Council-recognized student organisations that represent the University's students; these are University of Melbourne Student Union Inc. (UMSU) and Graduate Student Association Inc. (GSA).

4.12 Student clubs, societies, and groups

UMSU and GSA may affiliate student clubs, societies, and groups.

Melbourne University Sport may affiliate sporting clubs.

Student and sporting clubs have independent governance arrangements. Affiliation may provide access to the University's assets, equipment, property, funding and insurance.

4.13 Workers

There are a range of employment and contractual arrangements for workers at the University campuses or workplaces. The majority of the University's workers include employees directly engaged by the University in continuing, fixed-term and casual employment relationships.

The University is also a host employer for a small number labour-hire employees.

In addition, independent contractors may be directly engaged by the University or via labour-hire providers.

The University has contracts for services requiring contractor's workers to be based at or attend the University campuses or workplaces. The University has contracts for goods requiring the suppliers' workers to deliver goods to University campuses or workplaces.

The University is a registered labour-hire provider and places some employees with host employers via contracts for services. The host employers are usually affiliated with the University.

Others who undertake work-like activity with the University include honorary academics, guest researchers, visiting academics and volunteers.

4.14 Coursework students

The single largest cohort within the University community is course work students. In addition to attending lectures, tutorials, laboratory sessions, seminars, and other educational activity, they received administrative, academic and engagement services from the University.

4.15 Graduate research and honours students

Graduate researchers are a cohort of students enrolled in higher degrees (PhD and master's by research).

Honours students are coursework students undertaking and additional study focused on research.

These students receive the same services of coursework students and in addition they often have access to allocated office and/or laboratory space to undertake research associated with their candidature.

4.16 Members of the public

The University provides wide range of services to members of the public, customers, clients, children, patients, patrons, residents, animal owners and sports & fitness participants.

4.17 Stakeholders

In addition to the employees, students, and external parties with formal relationships with the University there are range of other stakeholders. These include:

- a) traditional owners of the lands the University has campuses and workplaces⁵
- b) communities where the University has campuses and workplaces.
- c) Victorian state government, the Commonwealth of Australia government, and relevant local governments
- d) Research customers
- e) Patients receiving medical and allied health services.
- f) Patrons and customers provided entertainment services and cultural services.
- g) Residents receiving residential services.
- h) Commercial partners, including those supplying goods and/or contracted services.
- i) Sporting participants, sports club members and customers
- j) Employee associations
- k) Students, future, current and past

⁵ Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Parkville, Southbank and Werribee), Yorta Yorta people (Dookie and Shepparton) and Dja Dja Wurrung people (Creswick).

- l) Donors
- m) Property neighbours and their representative associations
- n) Landlords, their employees, agents, and contractors
- o) Tenants, their employees, agents, contractors, customers, and visitors.
- p) Embassy and consul representatives of countries of international students
- q) Next of kin of employees and students

4.18 Health and safety management system intended outcomes

The University's Health and Safety Policy commits the University to providing a safe and healthy working and learning environment for all staff, contractors, students, and visitors. This is supported by the University's Health and Safety Management Plan 2021–2025 sets out health and safety goals against three strategic objectives:

1. Safety System Improvement.
2. Safety Leadership and Engagement; and
3. Injury Reduction.

5 REFERENCES

- AS/NZS ISO 45001: Requirements with guidance for use Occupational health and safety management systems - Requirements with guidance for use.

6 RESPONSIBILITIES

Not applicable