

UNSW Arts, Design and Architecture (ADA)

Guidelines on the Acceptable Use of Faculty Workshop Resources

Associated UNSW Policy	The University's Code of Conduct
Approving Authorities	ADA Dean & ADA Faculty Executive Director
Effective Date	August 2022
Contact Officers	Heads of School Manager, Student Innovation Opportunities, ADA

Purpose	<p>This Guide informs users of the Faculty's workshop resources of their responsibilities; and of the Faculty's requirement that its workshop resources are used in a legal, ethical and responsible manner.</p> <p>This Guide must be read in conjunction with the UNSW Code of Conduct, which requires all staff and affiliates to <i>use University resources for University purposes only</i>.</p>
Scope and Definitions	<p>This Guide applies to users of the Faculty's workshop resources – including all academic and professional staff, consultants and contractors, third parties and all honorary/adjunct appointments and visitors to the Faculty.</p> <p>Faculty workshops include The Making Centre in the School of Art and Design (including all its production facilities), the Design Futures Lab in the School of Built Environment and the Esme Timbery Creative Practice Lab in the School of Arts and Media.</p> <p>This Guide applies to the use of Faculty workshop resources at all times, regardless of whether such use occurs during business hours or on UNSW premises.</p> <p>Faculty workshop resources refers to all facilities, equipment and tools of Faculty workshops.</p>

1. Preamble

UNSW ADA's workshops are of critical importance to the Faculty in the support of academic enquiry and research; teaching and learning; and core business activities. In recognition of this, the Faculty provides workshop facilities to its staff and students for the purposes of research, teaching and learning or for other University business where approved by the relevant Head of School.

2. Guidelines

The conditions of use of the Faculty's workshop resources are stated below and should be read in conjunction with the University's Code of Conduct . The key principles, and consequences of breaching this Guide, are:

- (a) The Faculty requires users to use ADA workshop resources in a legal, ethical and responsible manner. This means that Faculty workshop resources should only be used to carry out University activities.
- (b) The Faculty's workshop resources must not be used for unauthorised commercial activities or unauthorised personal gain and must not cause loss of service, or risk loss of reputation to the Faculty and/or the University.
- (c) Misuse of Faculty workshop resources, including use of resources for personal gain, could be regarded as misconduct or serious misconduct (under the *UNSW (Academic Staff) Enterprise Agreement 2018* or the *UNSW (Professional Staff) Enterprise Agreement 2018*) and that the University can impose penalties. Penalties will depend upon the type and severity of breach. Penalties may range from loss or restriction of resource access, to formal University disciplinary action for breach of Code of Conduct.
- (d) Misuse or unauthorised use of workshop resources may be considered corrupt conduct and dealt with under the University's Report Wrongdoing policy. Corrupt Conduct is defined in sections 7, 8 and 9 of the *Independent Commission Against Corruption Act 1988* as "*any conduct of an officer or employee or former an officer or employee that involves the misuse of information or material that they acquired in the course of their employment, whether or not for his or her benefit or for the benefit of any other person.*" It might also be considered a '*serious and substantial waste of public funds*' under the Public Interest Disclosures Act 1994, which is any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss of public funds or resources. Both Corrupt Conduct and waste of public funds may be considered breaches of the UNSW Code of Conduct and reportable to ICAC and the NSW Ombudsman's office.

