Warden Eligibility and Remuneration Policy

Section 1 - Audience

(1) This policy should be read and understood by all University of Newcastle (University) staff who are approved Building Wardens and Emergency Wardens.

Section 2 - Executive Summary

(2) Building Wardens and Emergency Wardens (wardens) safeguard the University community.

(3) This Policy upholds the important role of wardens within the University's Emergency Control Organisation (ECO) and:

a. complies with health and safety legislation by maintaining adequate warden coverage;
b. mitigates risks associated with inadequate warden numbers, such as delayed response times and reduced emergency preparedness; and
c. enhances the University's reputation for safety and security.

Section 3 - Purpose and Scope

Purpose

(4) This document defines a staff member’s eligibility for the Warden Allowance and the warden performance criteria for continued eligibility for the allowance.

Scope

(5) This policy applies to all ongoing or fixed term staff members of the University who are actively involved in the Emergency Control Organisation (ECO) as Building Wardens and Emergency Wardens. The remuneration framework outlined herein is designed to specifically address and benefit this group, in recognition of their crucial role in implementing and activating the University's Emergency Management Plan (EMP).

Section 4 - Definitions

(6) In the context of this document, the following definitions apply:

Defined Term	Definition
Building Warden	A Building Warden is assigned to an individual facility/area within the University and is responsible for: - actively promoting the benefits and importance of Personal Evacuation Emergency Plan's (PEEP); - reporting on deficiencies of emergency equipment; - ensuring Emergency Control Organisation members in their facility / area are identifiable to all occupants; - attending and supporting emergency management training and exercises as required; and - implementing the emergency response procedures for their area/facility.
Chief Warden	The role of Chief Warden is performed by the Senior Manager Security. The Chief Warden takes on the leadership role during an emergency situation.
Deputy Chief Warden	Campus Security performs the role of Deputy Chief Warden.
Emergency Warden	Emergency Wardens responsibilities include: - being familiar with the University's Emergency Management Plan; - carrying out safety practices, including reporting on deficiencies of emergency management; - responding as instructed by the Chief Warden or Building Warden; - assessing the situation and implementing emergency procedures within their assigned area of control; - reporting to the Chief Warden and/or Building Warden, confirming that the activities have been completed, status of the evacuation and noting remaining occupants such as mobility impaired or those refusing to leave; - ensuring occupants are aware of the emergency response procedures; - attending and supporting emergency management training and exercises, as required; and - doing all things necessary to support the Chief Warden, Building Wardens, and Critical Incident Team.
Emergency Control Organisation (ECO)	The ECO facilitates the safe and orderly implementation of the emergency procedures in a building, including the evacuation of the occupants from the building when appropriate. The ECO is a structured organisation of people employed within a building who take command on the declaration of an emergency, pending the arrival of emergency services. The ECO comprises: - Chief Warden / Deputy Chief Wardens; - Building Wardens; - Emergency Wardens; - First Aid Officers; - Mental Health First Aid Officers.
First Aid Officers	Are as defined by the University's HSG 5.2 First Aid.

Section 5 - Building Wardens and Emergency Wardens (Wardens)

(7) Wardens are self-nominated or nominated by their respective business units and appointed by the University to support the University's response in an emergency. They are critical voluntary 'frontline' roles.

(8) All wardens should:

a. be physically capable of performing their duties;
b. have leadership qualities and command authority;
c. have maturity of judgement and good decision-making skills;
d. be capable of remaining calm under pressure;
e. be responsible for informing the Chief Warden or his nominee of their availability to perform their duties in their assigned buildings.

Section 6 - Warden Remuneration Principles

(9) The following core principles for remunerating wardens aim to fortify the effectiveness, integrity, and sustainability of the University's Emergency Control Organisation (ECO). These principles serve as guiding pillars for the implementation, evaluation, and ongoing refinement of this policy.

Safety and Well-being

(10) The paramount principle is the safety and well-being of the University community, including staff, students, and visitors. Wardens play a critical role in safeguarding these interests, especially during times of emergency. Wardens must also ensure that they themselves, are in a physical and psychological state to be able to safely carry out the inherent requirements of the role. Wardens are responsible for their own safety and well-being and must not endanger themselves or others in a response to an emergency situation.

Recognition and Value

(11) The University recognises and values the significant contributions and sacrifices made by staff members who take on the extra responsibilities of being a warden. It also recognises and values the behaviours and ability of the individuals serving as warden, to act in a manner that reflects the University Student Code of Conduct and that wardens are measured and controlled in potentially stressful situations.

Transparency and Accountability

(12) All aspects of the remuneration process, from eligibility criteria and assessment of performance criteria to the determination of allowances, are transparent. Clear mechanisms for accountability ensure the policy's effective implementation.

Fiscal Responsibility

(13) While the aim is to adequately remunerate wardens for their services, this must be balanced with responsible fiscal management to ensure the long-term sustainability of the policy and in alignment with other allowances of the Enterprise Agreement.

Section 7 - Warden Allowance

Eligibility

(14) University staff members who occupy the role of Building Warden or Emergency Warden and meet the required Warden Performance Criteria (see Clause 19 – 22 below) are eligible for the Warden Allowance. In order to avoid the duplication of benefits, the allowance is ineligible to First Aid Officers that are receiving the First Aid Allowance, as detailed in the Enterprise Agreement, or to those roles where the duties are embedded within the position description or service contract, such as Chief Warden and Deputy Chief Warden, and therefore already compensated.

(15) The appointment, continuation, suspension (during periods of leave) or rescinding of the role is at the discretion of the Chief Warden or their nominee.

Structure

(16) The Warden Allowance is a regular fortnightly payment commensurate with the First Aid Allowance outlined in the relevant Enterprise Agreement, that is funded by the employing business unit.

(17) Payment of the Warden Allowance is not retrospective.

(18) Notwithstanding the provisions for the eligibility and payment of the Warden Allowance as outlined in this section, it is important to note that the Warden Allowance is not payable during extended periods of leave. For the purposes of this policy, extended leave is defined as any continuous leave period exceeding 3 weeks, including but not limited to, long service leave, parental leave, and leave without pay.

Warden Performance Criteria

(19) Eligibility for the Warden Allowance is contingent on meeting specific performance criteria, which includes but is not limited to:

a. active participation in Emergency Control Organisation Committee meetings and other required emergency management activities;
b. regular attendance and successful completion of mandated training and exercises;
c. consistent performance in carrying out safety practices;
d. effective response and implementation of emergency procedures within their assigned area of control;
e. maintaining reasonable on-campus attendance to enable the performance of warden duties;
f. satisfactory assessment of individual performance; and
g. maintaining the ability to receive and respond to emergency communications through the University's approved emergency notification system, an d complying with associated operational requirements.

(20) An annual review of each warden's achievement of the above performance criteria will be written into the individuals performance goals and reviewed annually by the individuals manager.

(21) Annual audit of achievement of performance criteria will be conducted by the Emergency Management Team and details of each warden's performance will be provided to their manager for the purposes of annual review (see Clause 20).

(22) Wardens who have not demonstrated they have met the above performance criteria will have their eligibility for the Warden Allowance reviewed. The Warden's manager will play a pivotal role in this evaluation, providing guidance, support, and feedback to facilitate the warden's professional development and success.

Section 8 - Warden Recruitment

(23) A formal call for warden nominations will be disseminated annually or as needed by the Emergency Manager in conjunction with line management.

(24) Staff can self-nominate or be nominated by their respective business units.

(25) Nominations must be made using the Warden Expression of Interest Form.

(26) Nominations must be endorsed by the nominee's respective Head of School or Director (or equivalent) of the employing business unit.

(27) The Emergency Manager, as the Chief Warden's nominee, is responsible for reviewing and approving all nominations for Warden Expressions of interest.

(28) Each nominee will be notified in writing of the outcome of their Expression of Interest.

(29) HRServices is responsible for implementing the allowance payment arrangements.

(30) The Warden Allowance will commence on the next applicable pay cycle after the approved warden has completed their mandatory training.

(31) A warden may withdraw from their duties at any time. A warden withdrawal may result in a formal call for warden nominations where necessary.

(32) All records relating to Wardens Expression of Interest and Remuneration (including review of performance criteria) must be maintained in accordance with the University's Records Governance Policy.

Section 9 - Related Documents

(33) Emergency Management Plan

(34) Emergency Management Framework

(35) Warden Expression of Interest

Status and Details

Status	Current
Effective Date	2nd September 2026
Review Date	2nd September 2029
Approval Authority	Chief Operating Officer
Approval Date	1st September 2026
Expiry Date	Not Applicable
Responsible Executive	Morven Cameron Chief Operating Officer
Enquiries Contact	Natalie Evans Emergency Manager Risk Services

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

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