

- ❖ Use this agreement to engage a guest lecturer, who is not a current University employee, to provide a one-off lecture/presentation for a fee. A casual contract must be used when the guest lecturer is providing a series of lectures or additional services (eg marking).
- ❖ Section 1 of this agreement is to be completed before the lecture is given.
- ❖ Section 2 of this agreement is to be completed by the guest lecturer at the time of the lecture and submitted for payment no later than two weeks after the lecture has been given.
- ❖ **The completed form, tax file number declaration and documentation confirming the guest lecturer's right to work in Australia are to be submitted to HR Services.**
- ❖ A copy of this agreement is to be provided to the guest lecturer and a copy kept in the work unit.

**SECTION 1** (to be completed by the work unit)

**Lecture details:**

Name: .....

Work unit: ..... Location: .....

Unit code: ..... Lecture/tutorial title: .....

Date: ..... Activity code: ..... Project code: .....

Presentation type (eg Lecture, Tutorial)	Classification code	Hourly rate	Length of presentation (hrs)

 Approved: ..... Date: .....  
 (Head of Work Unit or nominated delegate)

**Terms:**

The University acknowledges and appreciates you sharing your expertise with our students. In providing this service, the University:

- Requires you:
  - to complete and sign section 2 of the document;
  - Comply with the University's [Code of Conduct](#);
  - provide the following original documents to confirm your:
    - **Date of Birth**  
Passport, Australian birth certificate, Australian citizenship certificate or Australian or New Zealand passport.
    - **Right to work in Australia** (must be provided unless you are an Australian or New Zealand citizen)  
Valid working visa or Department of Immigration and Citizenship certificate of evidence of resident status.
- Does not assert ownership of copyright in your lecture materials but seeks your permission to reproduce and distribute your lecture materials (in hardcopy or electronically) to students enrolled in the course.
- Has a legal requirement to advise you of our workplace surveillance activities. The University advises that it conducts ongoing and continuous camera surveillance of its campuses and buildings to ensure the safety of employees, students and visitors and the protection of property and buildings. Cameras operate in an overt surveillance manner (not hidden) and will be clearly visible and signed in the areas in which monitoring occurs. Camera recordings will be maintained for a period of time to allow the opportunity for review should an incident require further investigation.

**SECTION 2** (to be completed by the guest lecturer)

**Personal details:**

Title: ..... Surname: .....  
 (Mr, Mrs Ms, Dr etc)

Given names: ..... Date of birth: .....

Residential address: .....

Email: ..... Contact phone no: .....

**Salary payment details:**

Bank / credit union / building society: .....

Branch: ..... Branch no. / BSB: .....

Account name: ..... Account number: .....

**Acknowledgement and declaration:**

- I acknowledge and agree to the terms.
  - I confirm that I have a right to work in Australia and have met the appropriate visa requirements.
  - I declare that I am not a person prohibited by law from seeking, obtaining, undertaking or remaining in child related employment.
  - I acknowledge that during and after my employment with the University, I must keep confidential and not disclose or utilise any confidential information to obtain any advantage or benefit except with the prior written consent of the University. I understand that confidential information may only be disclosed to the extent required by law or as necessary to perform the duties required by this employment contract.
  - I **consent / do not consent** (circle as applicable) to my lecture being recorded and the recording being made available to students enrolled in the course.
  - I confirm that I have completed the guest lecture as detailed in section 1 and claim payment for providing these services.
- Attached are:**
- Completed tax file number declaration
  - Original documentation required to confirm right to work in Australia
- I certify that the information provided in this agreement is true and correct.

**Signature:** ..... **Date:** .....

**SECTION 3** (to be completed by the Course Coordinator/Unit Assessor)

**Authority to pay**

I confirm that the above lecture has been completed.

**Signature:** ..... **Date:** .....  
 (Course Coordinator/Unit Assessor – must be same person as recommended appointment in section 1)

[Sep17]

**Privacy notice**

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, unless we are required by law. The requested information is required to facilitate your employment; it is not required by law. To access or update your information please contact [hr@scu.edu.au](mailto:hr@scu.edu.au). For further information refer to the University's [Privacy Management Plan](#).

Office use only:  Aurion updated Initials: ..... Date: .....  
 Pos No: ..... Person No: ..... Emp No: .....