

**IMPROVEMENT NOTICE****Notice No: 7-523388**

This notice is issued under section 191 of the *Work Health and Safety Act 2011*. Section 210 requires that the person to whom an improvement notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the notice.

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of 607 penalty units for an individual and 3,036 penalty units for a body corporate.

Notice issued to:

Legal name of person / business or undertaking: MACQUARIE UNIVERSITY

ABN: 90952801237

ACN:

Trading as:

Address: 25WWB WALLYS WALK, 192 BALACLAVA RD, MACQUARIE UNIVERSITY, NSW, 2109

Details of contravention:

Site location: 18 Wally's Walk, Macquarie university, SYDNEY, NSW, 2000

I, Kylie Scott reasonably believe on 1/10/2025 at 10:00:00AM that you are contravening a provision of the *Work Health and Safety Act 2011*, section 47(2).

Brief description of how the provision is being or has been contravened:

The person conducting the business or undertaking has not in so far as is reasonably practicable consulted with workers in accordance with the agreed work health and safety consultation procedures on the proposed workplace changes affecting the workers working in the Faculty of Arts and the Faculty of Science and Engineering.

For example: the agreed work health and safety consultation mechanisms for the Faculty of Arts and the Faculty of Science and Engineering is through the work health and safety committees tier 1, 2 and 3 and the workers represented by the tier 3 work health and safety committee are likely to be affected by the workplace proposed changes and the Person Conducting a Business or Undertaking has not followed the agreed procedures in consulting with workers through the work health and safety committees as specified in the WHS Committee Terms of Reference

Directions as to the measures to be taken to remedy or prevent the contravention or likely contravention: (it is mandatory to comply with these directions)

You must in so far as is reasonably practicable consult with workers affected or potentially affected by the proposed workplace changes on the following matters: identification of hazards, assessment of risks and decisions on ways to eliminate or minimise the risks stemming from the proposed workplace changes.

The consultation must be conducted in accordance with the agreed consultation mechanisms

The consultation must include:

- Providing affected or potentially affected workers with relevant information on the proposed workplace changes
- Providing affected or potentially affected workers with a reasonable opportunity to express their views and raise any work health and safety issues stemming from the proposed workplace changes
- Providing affected or potentially affected workers with a reasonable opportunity to contribute to the decision making process for the proposed workplace changes
- Taking into account the views of the workers on the proposed workplace changes
- Providing an outcome to the workers of the results of the consultation in a timely manner

Recommendations (if any): (It is not an offence not to comply with these recommendations)

In complying with the direction refer to:

SafeWork Australia Code of Practice 'Work, health and safety consultation, cooperation and coordination'.

You may wish to consider conducting an extraordinary meeting or series of meetings with the relevant tier 3 WHS committees for the Faculty of Arts and the Faculty Science & Engineering

You may wish to consider out of session workshops with the relevant tier 3 WHS committees

Issuing Inspector:

ELECTRONICALLY ISSUED

Signature of inspector

01/10/2025

Parramatta 4PSQ Office, PARRAMATTA

0447 296 001

Date issued

Inspector's work address

Inspector's contact number

This contravention must be remedied before:

13/11/2025

Service method:

E-Mail

Lance Islip

Notice given to

Relationship to person to whom notice is issued

Frank Valckenborgh

Copy of Notice given to

Relationship to person to whom notice is issued

Any reference to a 'clause' in this notice should be read as a reference to the corresponding 'section' in the Work Health and Safety Regulation 2025.

Extension of time for compliance with improvement notice

Improvement notices may include directions concerning the measures which must be taken within the time period set out in the notice. You must take those measures within the time period. If there is some practical reason why you cannot comply with the notice in that time (for example, you are relying on a third party supplying something and they do not deliver it), you may seek an extension of the time period by contacting the inspector who issued you with the notice. The inspector's name and telephone number are on the notice. Please note that an inspector can only extend the time period to comply with the notice if the period specified in the notice (or any further period as extended by the inspector in writing) has not ended.

Internal review of decision

If a decision to issue an improvement notice was made by an inspector, an eligible person may apply for an internal review of that decision.

An eligible person is:

1. The person to whom the notice was issued.
2. A person conducting a business or undertaking whose interests are affected by the decision.
3. A worker whose interests are affected by the decision.
4. A health and safety representative who represents a worker whose interests are affected by the decision.

How does a person apply for a review of a decision?

The person must complete the Application for Internal Review form, and lodge it with The SafeWork Reviewable Decisions Unit before the date specified on the improvement notice for compliance has expired or 14 days, whichever is the lesser. There is no application fee.

The operation of the improvement notice is stayed (that is suspend) once the application for review of decision is lodged. The stay remains in effect until a decision is made on the internal review or whichever of the following is earlier - an external review is applied for or 14 days have elapsed since the person became aware of the SafeWork NSW decision.

Please contact The SafeWork Reviewable Decisions Unit on (02) 4724 4920 or email reviews@safework.nsw.gov.au or post to PO Box 592 Richmond NSW 2753. You can also find the application form on www.safework.nsw.gov.au.

What happens next?

Your application will be reviewed within 14 days unless additional information is required. You will receive written confirmation of the result of the internal review including the reasons for the decision.

External review

If a decision to issue an improvement notice was made by The SafeWork Reviewable Decisions Unit, an eligible person may apply to Industrial Relations Commission for an external review of the decision. An external review application must be made within 14 days of the decision first coming to the applicant's notice, or if the regulator is required by the Commission to give the person a statement of reasons, within 14 days after the day on which the statement is provided.

Please refer to www.safework.nsw.gov.au for more information on how to apply for an external review.

Privacy collection statement

This information is collected by SafeWork NSW for the purposes of the Work Health and Safety Act 2011. SafeWork will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork to access and correct any of your own personal information SafeWork holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow, NSW 2252.

An inspector may make minor technical changes to this notice in certain circumstances. This does not change the validity of the notice.