



Application for Payment of a Staff Loading to an Existing Staff Member or Continuance of a Loading

*When determining whether a loading should be paid, the University must satisfy itself (based on the most objective information available) that: a) there exists a competitive, short supply labour market, b) the person under consideration could be highly sought after within that market; and c) the person is recognised as performing at an outstanding level. Refer to the full [Staff Loadings and Responsibilities Allowance policy](#) for more information.

SUPERVISOR TO COMPLETE THE FORM AND FORWARD TO THE DEAN/DIRECTOR

Name of Staff Member:			
Position:		Level:	
School/Unit:			
IS THIS APPLICATION:			
<input type="checkbox"/> Application for a Loading		<input type="checkbox"/> Continuance of a Loading	

LOADING PERCENTAGE RECOMMENDED

Please tick the relevant percentage.

Academic Staff

5-10%	Demonstrated sustained exceptional contributions in one of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or governance at the University	<input type="checkbox"/>
11-20%	Demonstrated sustained exceptional standards in two of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or governance at the University	<input type="checkbox"/>
21%+	Demonstrated sustained exceptional standards in all three of the following: (a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or governance at the University over three or more performance cycles, and be making a strategic contribution to the University	<input type="checkbox"/>

Specify Loading % _____ (for payroll purposes)



Professional Staff

5-10%	Demonstrated sustained exceptional contributions in core competencies of the role.	<input type="checkbox"/>
11-20%	Demonstrated sustained exceptional standards in core competencies of the role and recognised as a knowledgeable professional expert in the role	<input type="checkbox"/>
21%+	Demonstrated sustained exceptional standards in core competencies and had consistently demonstrated a capacity to perform highly effectively in the role over three or more performance cycles and be making a strategic contribution to the University	<input type="checkbox"/>

Specify Loading % _____ (for payroll purposes)

STATEMENT OF SUPPORT

Please attach a statement detailing the reasons for continuing the loading for this staff member, including evidence of sustained outstanding performance (maximum 1 page).

KEY PERFORMANCE INDICATORS

Please list the agreed KPIs below, and provide the rationale for your ranking.

KPI One						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						



KPI Two						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						

KPI Three						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						



KPI Four						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						

KPI Five						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						



KPI Six						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						

KPI Seven						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						



KPI Eight						
Ranking	Outstanding	<input type="checkbox"/>	Above Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Rationale						

Additional Comments *(If insufficient space, please attach additional information)*



SHORT SUPPLY LABOUR MARKET

Is the staff member sought after in a short labour market? Yes No

NOTE: Please attach documentation which provides evidence that the staff member skills and performance are sought after in a short supply labour market, e.g. clarification of the specific market; current state of that market as articulated in published salary surveys; statistical information on labour market status; current remuneration data for comparable skills and experience.

Relevant documentation attached Yes No

RETENTION INFORMATION

Is the staff member's performance exceptional and at the leading edge of the relevant discipline? Yes No

Are the services of the staff member essential to the operations of the work unit? Yes No

Would the staff member's departure be disadvantageous to the unit? Yes No

NOTE: PERIOD OF ALLOWANCE

The common date for renewal of all loadings is 31 May. Depending on the time of year of submission of the application, the application may be approved to 31 May of the following year. Continuation of the allowance, following the annual performance review, will be dependent on evidence being provided that the staff member has met the agreed KPI's/targets. An application for continuance of the payment will be required on an annual basis.



RECOMMENDATIONS

DEAN OR DIRECTOR

Payment of a Staff Loading, as outlined above, is recommended.

Signed _____

Print Name _____

Date _____

EXECUTIVE DIRECTOR, HUMAN RESOURCES

Payment of a Staff Loading, as outlined above, is recommended.

(Form signed or attach Recommendation Documentation, e.g. emailed recommendation).

Signed _____

Print Name _____

Date _____

APPROVAL - VICE-CHANCELLOR AND PRESIDENT

Signed _____

Print Name _____

Date _____