

<p>Purpose:</p>	<p><u>[HR POLICY 1.05: SCG WORKING PARTY DRAFT REVISION, FEBRUARY 2007]</u></p> <p><i>To document the policy/principles for the composition and operation of the Staff Consultative Group (SCG).</i></p>
<p>Policy/ Principles:</p>	<p>The University is committed to consulting with staff about matters affecting their employment, including the matters specifically referred to in the Macquarie University Enterprise Agreement 2006–2009, referred to hereafter as the “Agreement”.</p> <p>To facilitate consultation, the University has established a Staff Consultative Group (SCG) as provided in Agreement clause 4.13.</p> <p>The SCG provides a mechanism for direct consultation on workplace relations, human resources and other employment matters such as:</p> <ul style="list-style-type: none"> i) implementation of the Agreement; ii) developing, establishing, varying or revoking any policy, procedure, guideline or code of the University, whether or not referred to in the Agreement; iii) staff development; iv) workplace diversity policy and programs; and v) strategic Occupational Health and Safety policy and programs.
<p>Scope:</p>	<p><i>This Policy applies to the composition and operation of the Staff Consultative Group (SCG).</i></p>
<p>Composition:</p>	<p>The SCG consists of the following 32 members:</p> <ul style="list-style-type: none"> i) one Academic Staff Member elected by and from Academic Staff in each Division (9 in total); ii) one Academic Staff Member elected by and from Academics not attached to a Division (1 in total); iii) one General Staff Member elected by and from General Staff in each Division, excluding the Macquarie Graduate School of Management (8 in total); iv) six General Staff Members elected by and from General Staff in electorates as determined by the University (6 in total); v) four nominees of the CPSU who are Staff Members of the University (4 in total); and vi) four nominees of the NTEU who are Staff Members of the

	<p>University (4 in total).</p> <p><i>Eligible for election are all continuing and fixed-term academic and general Staff Members who are employed by the University at the date of notice of the election.</i></p> <p><i>Each member serves for a term of 2 years.</i></p> <p><i>No member may serve more than 3 consecutive terms.</i></p> <p><i>Members are to be allowed reasonable time during working hours to attend and prepare for meetings, and for related necessary activities including communication with their electorate.</i></p>
<p>Meetings, Committees and Delegation:</p>	<p>The SCG is to meet at least quarterly and at any time at the discretion of the Chair.</p> <p>The procedure for calling meetings of the SCG and for the conduct of business at those meetings is to be as determined by the SCG.</p> <p>The SCG may establish committees to assist it in the exercise of its functions.</p> <p>The SCG may co-opt to such committees persons who are not members of the SCG.</p> <p>The SCG may, by resolution, delegate any of its functions to any member or committee of the SCG.</p>
<p>Procedures:</p> <p>Registrar</p> <p>Registrar</p>	<p>SCG Election</p> <p><i>Qualified to vote in an election are all continuing and fixed-term academic and general Staff Members who are employed by the University at the close of nominations.</i></p> <p><i>They are qualified to vote in the electorate in which they are substantively employed.</i></p> <p><i>Elections will be conducted by the Registrar, who is to be the returning officer.</i></p> <p><i>The elections will be conducted in the manner prescribed in this policy.</i></p> <p>Notice of Election</p> <p><i>The Registrar is to give notice of 24 separate and simultaneous elections by:</i></p>

<p>Candidate</p>	<p><i>elections by:</i></p> <ul style="list-style-type: none"> i) sending the notice to the last known email address of each person eligible to vote; and ii) publishing the notice on the University website. <p><i>The notice of elections will:</i></p> <ul style="list-style-type: none"> i) state the number of persons to be elected and the qualifications for candidature; ii) invite nominations of candidates for election and specify the form in which nominations are to be made; iii) specify the date and time at which nominations will close; iv) specify the date and time at which the poll will close; and v) refer to this Policy and provide a weblink to it.
<p>Human Resources</p>	<p><i>Nominations</i></p> <p><i>A separate nomination form is to be completed for each candidate.</i></p> <p><i>A nomination form must be:</i></p> <ul style="list-style-type: none"> i) signed by 2 persons eligible to vote in the electorate concerned, one of whom is the proposer and the other of whom is the seconder; and ii) endorsed with the written consent of the nominated candidate.
<p>Registrar</p>	<p><i>Nominations will close 7 days from the date of posting of notice of the election.</i></p> <p><i>Each candidate may supply to the Registrar, no later than the close of nominations, a statement (in electronic text form) of no more than 150 words, relating to their candidacy.</i></p> <p><i>Those statements will be posted on the University website within 5 days of the close of nominations.</i></p> <p><i>If no nomination for a position has been received by the close of nominations, the position will remain vacant—subject to the provisions of this Policy relating to vacancies.</i></p>
<p>Candidate</p> <p>Registrar</p>	<p><i>In each electorate where the number of nominations received by the Registrar by the close of nominations does not exceed the number of persons to be elected, the Registrar must declare the person(s) so nominated to be elected.</i></p> <p><i>In each electorate where the number of nominations received by the Registrar by the close of nominations is greater than the number of persons to be elected, the Registrar must proceed to an election.</i></p>

<p>Registrar</p>	<p>Scrutineers</p> <p><i>Each candidate is entitled to nominate one scrutineer to represent the candidate in order to monitor:</i></p> <ul style="list-style-type: none"> i) the draw for the order in which candidates' names are to appear on each ballot paper; and ii) the counting of votes. <p><i>Each nominated scrutineer must provide to the Registrar the written consent of the candidate.</i></p> <p><i>The times for the conduct of the draw and for the counting of votes will be determined by the Registrar, and will be notified to the candidates and to any nominated scrutineers, but will not be subject to the availability of any nominated scrutineer.</i></p>
<p>Human Resources</p>	<p>Form of Voting</p> <p><i>Each ballot paper will contain the names of candidates arranged in the order in which those names are drawn by the Registrar.</i></p>
<p>Registrar</p>	<p><i>Each ballot paper is to be accompanied by:</i></p> <ul style="list-style-type: none"> i) a notice that specifies: <ul style="list-style-type: none"> a. the manner in which the ballot paper is to be completed and submitted to the Registrar; and b. the date and the time by which the completed ballot paper must reach the Registrar;
<p>Voter</p>	<ul style="list-style-type: none"> ii) a form of declaration of identity and eligibility to vote; and iii) 2 envelopes, one marked "Voting Paper" and the other addressed to the Registrar. <p><i>Within 24 hours of the close of nominations, the Human Resources Office will supply to the Registrar accurate rolls and electronic printouts of names and locations for each of the 24 electorates.</i></p> <p><i>Ballot papers and accompanying material will be posted no later than 10 days from the close of nominations.</i></p> <p><i>If a ballot paper has been lost or destroyed, a duplicate may be supplied on written application to the Registrar.</i></p>
<p>Registrar/ Registrar's Deputy</p>	<p>Method of Voting</p> <p><i>The voter is to mark their vote on the ballot paper by placing a cross or a tick in the box alongside the name of the candidate for whom the voter wishes to vote.</i></p> <p>The voter must then:</p>

- i) place the completed ballot paper in the envelope marked "Voting Paper";
- ii) place the envelope marked "Voting Paper" in the envelope addressed to the Registrar;
- iii) complete the declaration of identity and entitlement to vote on the envelope addressed to the Registrar; and
- iv) post or deliver the envelopes so that they reach the Registrar before the close of the poll.

Procedures on Close of Poll

After the poll is closed, the Registrar or the Registrar's Deputy must:

- i) open the outer envelope addressed to the Registrar;
- ii) if the declaration is signed by a qualified voter, ensure that the envelope containing the ballot paper is placed and mixed with other similar envelopes; and
- iii) open the envelopes containing the ballot papers and ascertain the result of the election.

No ballot paper will be accepted by the Registrar after the close of the poll.

CPSU/NTEU

The Registrar is to decide whether any ballot paper is to be accepted or rejected.

Neither the Registrar nor anyone acting as the Registrar's Deputy, nor any scrutineer, may in any way disclose or aid in disclosing in what manner any voter has voted.

SCG

The Registrar may make use of data processing equipment for the whole or any part of the election procedures.

The successful candidates will be the candidates who obtain the greatest number of votes in each electorate.

The Registrar will announce the results of the elections no later than 10 days after the close of the poll.

Subject to these procedures, the Registrar may make such determination as the Registrar thinks is necessary to produce a result in an election or to effect any matter incidental to an election. Any such determination is final.

CPSU and NTEU Nominations

The CPSU and the NTEU will each provide the names of their SCG nominees to the Registrar. The nominations must be in writing and reach the Registrar no later than the close of the poll.

Vacancies

<p><i>CPSU/NTEU</i></p>	<p>If at the close of nominations no nomination has been received for an elected position (that is, other than a CPSU or NTEU position), that position will remain vacant until the next meeting of the SCG.</p> <p>At that meeting the SCG shall decide whether:</p> <ul style="list-style-type: none"> i) the position should remain vacant; ii) there should be a new election for the position, following which the person elected will serve for the remainder of the term; or iii) the position should be filled by co-option, to serve for the remainder of the term. <p>If an elected position is vacated during the 2 year term, whether permanently or by leave for a period, the SCG shall decide whether:</p> <ul style="list-style-type: none"> i) the position should remain vacant; ii) there should be a new election for the position, following which the person elected will serve for the remainder of the term; or iii) the position should be filled by co-option, either for the remainder of the term or for a period of leave so far as it lies within the term. <p>A CPSU or NTEU position that is vacated during the 2 year term may be filled by nomination of the CPSU or the NTEU respectively.</p> <p>A member of the SCG will be deemed to have vacated their position if they:</p> <ul style="list-style-type: none"> i) die; ii) resign their position by notice in writing to the Registrar; iii) proceed on leave of absence (other than OSP) for a period exceeding nine months; iv) are absent without leave of the SCG for three consecutive meetings of the SCG; v) become ineligible for election to the position; or vi) cease their employment with the University, in which case they will be deemed to have resigned their position on the SCG, effective from the cessation date. <p>However, a member who takes extended leave (such as OSP) may propose to the SCG that a particular member of their electorate take their place for the duration of that leave.</p>
<p>Chair and Deputy Chair:</p> <p><i>SCG</i></p>	<p>There shall be a Chair and a Deputy Chair of the SCG, who shall be elected by the SCG from among its members and will each hold office for 1 year.</p> <p>Subject to this Policy, the elections shall take place as the SCG may think fit.</p> <p>If the position of Chair or Deputy Chair is vacated during the 1 year</p>

	<p>minutes; and</p> <p>v) provision to each SCG member of an ability to communicate electronically and otherwise with their electorate, both collectively and as individuals.</p>
Definitions:	<p><i>The Staff Consultative Group (SCG) is an initiative of Macquarie University and its staff unions, within the University's commitment to consulting with staff about matters affecting their employment (including the matters specifically referred to in the Agreement).</i></p> <p><i>In this Policy a reference to a day is to a working day.</i></p>
Responsible Officers:	<p><i>Director, Human Resources Registrar & Vice-Principal</i></p>
References and Further Information:	<p><i>Macquarie University Enterprise Agreement 2006-2009</i></p>

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