



26 November 2007

Ms Carolyn Kennett  
Chair  
Staff Consultative Group  
Macquarie University

Dear Carolyn

**RE: Feedback on Implementation Review Sub Committee report & Report of the PDRP Working party**

I have now had an opportunity to consider the resolutions passed at the 17 October meeting of the SCG and wish to offer the following feedback on the various issues raised.

**Resolution 07/30 Response timeframes to SCG suggestions**

While I will endeavour to respond to SCG feedback on policies as quickly as practicable, at times this may require further consultation with senior managers and/or workgroups. You may recall that this was the case with the OSP and the Promotions policy where further consultation was required with the DVC Research.

**Resolution 07/31 Personal Leave policy**

As has already been identified we are planning to evaluate the Personal Leave policy as a part of the process to automate the leave process and the Ethical Framework Audit. It is also agreed that there needs to be a greater emphasis on the education process for managers, supervisors and HR staff related to the implementation of the personal leave policy.

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### **Resolution 07/32 Status of policies under consultation**

I wish to confirm that all policies that appear on the Human Resources policy website are in effect. Policies that are identified as under consultation may naturally be amended as a consequence of feedback that is received from the SCG.

### **Resolution 07/33 Managing Change, Redundancy & Redeployment**

The Enterprise Agreement is explicit under Clause 6.2.10 in identifying that the University will take all reasonable steps during the notice period to identify positions to which a staff member may be redeployed. Further, Clause 6.2.12 identifies that a staff member will not refuse a reasonable offer of redeployment or training. On this basis, the University is compelled to look for redeployment opportunities, and as a consequence staff are not able to choose whether to take up a redeployment opportunity.

The SCG have also raised concerns related to bullying behaviour. In this regard the Enterprise Agreement has clear processes for dealing with these situations.

### **Resolution 07/34 University Service**

For academic staff workload is primarily around teaching load. Where an academic undertakes University service in a role such as Associate Dean it is explicitly identified as a part of the duties for the position.

### **Resolution 07/35 Scheduling of SCG Meetings**

The SCG have the capacity to schedule additional meetings as identified in the SCG policy. As identified at the last SCG meeting, I am willing to support additional meetings as the need arises. I note the proposal that the SCG meet on a monthly basis. I am concerned that monthly meetings would give the Working parties very limited opportunity to undertake their work between SCG meetings. I do not believe that the SCG would increase the momentum with which issues are progressed purely through the scheduling of additional meetings.

### **Response to the SCG Working Party Report – PDRP Policy**

Thank you for your feedback with respect to the PDRP policy. I have now had an opportunity to consider your feedback and to discuss the report with the Manager, Organisational Development.

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I have accepted a number of the suggested amendments and these changes have now been incorporated into the policy. Summarised below are my specific comments in response to the PDRP Working party report.

### **Performance Development & Review Goals**

I note your suggestion to amend 'align' to 'relate'. Following the pilot programme, the specific feedback that has been received from staff in ACES is that the term 'align' appropriately reflects the intent of the policy. Given this feedback, I have decided to retain the use of the word 'align'.

I acknowledge your comments related to point 4 "enable staff members to achieve desired results". Consequently, this goal has been amended to "Facilitate the process of identifying and/or clarifying career objectives."

Related to the final point under this section of the policy. The goals identify the high level objectives of the program, whereas the mechanism related to how the goals will be achieved are contained in the guidelines document.

### Confidentiality

I note your comments with respect to the parties that can be consulted as a part of the process. Where the supervisor consults with other parties, for example, internal or external clients this will be discussed with the staff member. The policy has been amended to incorporate this requirement.

### Behavioural Indicators

The primary purpose of the behavioural indicators is to facilitate discussion and inform how objectives are achieved. The purpose of the behavioural indicators will be identified in the guidelines document.

### Review of Objectives or Outcomes

This section of the policy has been modified to take into account the issues that have been raised by the Work Group.

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As identified at the last SCG meeting, I would appreciate receiving feedback on the range of policies submitted to the SCG from August as I would like to conclude the consultation process related to these policies before the end of 2007.

Yours sincerely

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Director  
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