

DRAFT

MACQUARIE UNIVERSITY

STAFF CONSULATIVE GROUP

MINUTES OF MEETING OF 2 April 2008

Minutes of the meeting of the Staff Consultative Group held on 2 April 2008 at 9.30 am in the Mollie Thomson Meeting Room, Library, Level 5.

Present:

Dr Peter Browne	A10
Associate Professor Suzan Burton	A2
Ms Leanne Cameron	G8
Mr Edward Davies	CPSU
Ms Alana Freeburn	NTEU
Ms Carolyn Kennett (Chair)	NTEU
Dr Rosalind Kitson	A4
Ms Catherine McMahon	G11
Ms Dianne Mitchell	CPSU
Mr Lachlan Morgan (Deputy Chair)	G4
Mr Rod Nurthen	G12
Ms Cathy Rytmeister	A1
Mr Vasantha Saparamadu	NTEU
Ms Cathie Shanley	G13
Dr Iain Stewart	A6
Ms Sue Spinks	A9
Ms Stephanie Grolimund	NTEU

Apologies

Ms Laura Billington	G7
Phoebe Dangerfield	G6
Mr Greg Stark	CPSU
A/Professor Marea Mitchell	A5
Associate Professor Julian Leslie	A3
Ms Sondra Wibberley	CPSU
Ms Cathy Wright	G14
Associate Professor Catriona McKenzie	A7

<u>Vacant Electorates</u>	General Staff VC	G2
	General Staff Humanities	G9
	Academic Staff ELS	A8
	General Staff HR, ITS, OFS	G5
	General Staff Library	G1
	General Staff ELS	G12
	General Staff Law	G10

The apologies as listed above were noted.

Guests: Mr Tim Sprague Director, Human Resources

2. MINUTES OF PREVIOUS MEETING

It was noted that Dr Peter Browne should be listed as an apology for the meeting of 5 February 2008.

Corrections were noted and minutes accepted.

3. BUSINESS ARISING FROM MINUTES

It was noted that David Hackett (G9) has tendered his resignation from the SCG.

It was recommended that in future the details of vacant electorates be noted in the minutes.

It was noted that the high number of resignations and apologies from the SCG appear to be driven by workload demands.

It was agreed that the SCG Chair and the Director Human Resources would work on a joint letter of support to go to the manager of staff representatives on the SCG identifying the importance of allowing release time for the work of the SCG.

There was discussion of Committee work and other University contribution not directly related to the staff members work and how this work fitted within the PDRP.

It was also noted that the work of staff on the SCG was acknowledged as a part of the PDRP for some academic staff but not for General Staff.

The Director Human Resources identified that one of the difficulties with including these contributions in the PDRP is the inability of the supervisor to measure these contributions.

Resolution 13/08

The SCG requests that HR look at mechanisms to acknowledge and support staff members contributions and service to the University community including those contributions that may not be directly related to their work.

Moved: Carolyn Kennett

Seconded: Cathy Rytmeister

Passed Unanimously.

Performance Development and Review

There was further discussion with respect to the implementation of the SCG recommendation that 360 degree feedback be incorporated into the PDRP process. The Director Human Resources identified that the roll out of this process would be significant and needs to be managed effectively.

The SCG has requested that the Director Human Resources commit to a time frame for the roll out of this aspect of the PDRP process.

Recruitment and Selection Policy

There was further discussion of the SCG report with respect to the Recruitment and Selection policy with a particular focus on :

- a) The requirement for positions to undergo a competitive selection at 24 months. The SCG recommendation has been that this should occur at 12 months.
- b) The criteria for direct appointment
- c) The guidelines with respect to the composition of Selection Committees

The SCG has requested that these issues be given further consideration by Human Resources.

It was noted that Human Resources is yet to provide a response to the Working Party reports for the Annual Leave and Long Service Leave policies.

4. REPORT FROM THE DIRECTOR HUMAN RESOURCES

Policy Central

The Director Human Resources identified that a Central Policy Register had been established and that Human Resources would be working to have all HR policies revisited to ensure consistency with the new policy template by September 2008.

Human Resources is also currently liaising with the Manager Accessibility, Sharon Kerr with respect to the Accessibility compliance of the policy template and Website. Ms Kerr has indicated her availability to present to the June SCG meeting on this issue.

Code of Conduct

Human Resources is currently working on a review of the Code of Conduct and will seek input from the SCG once a draft of this document has been prepared.

Grievance Handling Project

Human Resources has commenced a review project with respect to the University's current Grievance Handling process. This will include a review of the role of contact officers.

Automation of HR Processes

Over recent months Human Resources has been working on the roll out of the Leave Online project which allows for online booking of annual and long service leave. The next phase of this project will be to roll out Personal leave which will focus accountability for sign off with the supervisor and manager.

Delegations Document

Human Resources is currently working on the finalisation of a HR delegations document which will be referred to the SCG for feedback in the short term.

5. REPORTS FROM SUB COMMITTEES

Implementation Review Sub Committee

The report of the Implementation Review Sub Committee was circulated to SCG members 1 April 2008.

Resolution 14/08

The SCG endorses the recommendations of the IRSC.

Carried Unanimously

6. REPORTS FROM WORKING PARTIES

Flexible Working Arrangements

Suzan Burton reported that a meeting of the Flexible Working Arrangements Working Party had taken place with Nick Crowley and that this meeting had been constructive. This policy remains under consultation.

7. Space Policy

Resolution 15/08

The SCG notes that a new Space Policy is being applied in the allocation of offices in Y3A. The SCG requests that HR remind senior management that all policies affecting staff must be brought to the SCG for consultation before implementation.

Passed unanimously

Other Business

It was noted that the Senate Room was available for the meeting of 5 June but not for the remaining SCG meetings for 2008. It was agreed that the Mollie Thompson meeting room was a suitable alternate venue.

Meeting closed 11:50 am

Next Meeting 5 June 9:30 am Senate Room

