

**DRAFT**

**MACQUARIE UNIVERSITY**  
**STAFF CONSULATIVE GROUP**  
**MINUTES OF MEETING OF 5 February 2008**

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Minutes of the meeting of the Staff Consultative Group held on 5 February 2008 at 9.30 am in the Senate Room, Level 3, Lincoln Building.

Present:

	Ms Laura Billington	G7
	Dr Peter Browne	A10
	Associate Professor Suzan Burton	A2
	Ms Leanne Cameron	G8
	Mr Edward Davies	CPSU
	Phoebe Dangerfield	G6
	Ms Alana Freeburn	NTEU
	Ms Carolyn Kennett (Chair)	NTEU
	Dr Rosalind Kitson	A4
	Associate Professor Julian Leslie	A3
	Associate Professor Catriona McKenzie	A7
	Ms Catherine McMahon	G11
	Ms Dianne Mitchell	CPSU
	A/Professor Marea Mitchell	A5
	Mr Lachlan Morgan (Deputy Chair)	G4
	Mr Rod Nurthen	G12
	Ms Cathy Rytmeister	A1
	Mr Vasantha Saparamadu	NTEU
	Ms Cathie Shanley	G13
	Mr Greg Stark	CPSU
	Dr Iain Stewart	A6
	Ms Sondra Wibberley	CPSU
	Ms Cathy Wright	G14
Apologies	Ms Sue Spinks	A9
	Ms Stephanie Grolimund	NTEU

The apologies as listed above were noted.

**Guests:** Mr Tim Sprague Director, Human Resources

## **2. MINUTES OF PREVIOUS MEETING**

Corrections noted and minutes accepted.

## **3. BUSINESS ARISING FROM MINUTES**

It was noted that Meredith Martinelli (G1) and Rod Nurthen (G12) had tendered their resignations from the SCG.

It was noted that Michael Marston has changed electorates to (G3) following a change in position. This electorate was vacated by Ryan Lawson in 2007.

It was noted that the merger of CFL and CPD together with the resignation of Robyn Clark in late 2007 would need to be considered.

It was noted that SCG vacancies would need to be discussed with Human Resources.

### **Resolution 01/08**

The SCG wishes to formally acknowledge the contributions of Meredith Martinelli and Rod Nurthen and to extend thanks for their valuable contributions.

Passed Unanimously.

**A range of draft resolutions had been circulated amongst SCG members following the November meeting of the SCG as follows:**

### **Performance Development and Review**

#### **Resolution 02/08**

The SCG recommends that HR adopt the changes to the PDR documentation and process as recommended in bold throughout report of 29<sup>th</sup> November.

Moved: Carolyn Kennett

Seconded: Catriona Mackenzie

Resolution passed by majority (1 against)

### **Resolution 03/08**

The SCG believes that the proposed system of cascading objectives represents performance management as a top down task driven process. Our view is that this approach to performance management is not appropriate for much academic work. The SCG recommends that the management of the University creates a flexible PDR system that recognises the unique nature of the work done by staff in the higher education sector, reinforces the principles of freedom of inquiry, communication and encourages initiative.

Moved: Carolyn Kennett  
Seconded: Catriona Mackenzie

Resolution passed by majority (1 against)

### **Recruitment and Selection Policy**

The SCG recommends that HR adopts the changes recommended by the working group for the recruitment and Selection Policy in their report on the policy to the SCG meeting held on the 29<sup>th</sup> November 2007 with the changes suggested below:

### **Resolution 04/08**

The SCG strongly recommends in the interests of transparency and equity that continuing positions or fixed term positions in excess of 12 months be generally notified internally by the University's online recruitment service and other electronic dissemination mechanisms. Furthermore that the time limit associated with direct appointments be similarly reduced to 12 months.

### **Resolution 05/08**

The SCG recommends that Human Resources develop and maintain a casual employment register for general staff positions across the university.

Further, the SCG recommends that a register of general staff interested in secondments will be developed and maintained with expressions of interest for inclusion on this register being called for on an annual basis.

Finally, the SCG recommends that Departments/Divisions are encouraged to develop and maintain an employment register for casual academic staff positions within their areas of expertise.

The SCG recommends that the guidelines for selection panels shall include information on setting probation periods and requirements.

Moved: Cathy Rytmeister  
Seconded: Suzan Burton

Passed unanimously

## **Reporting of Incidents and Accidents**

### **Resolution 06/08**

The SCG recommends that HR make the changes to the policy recommended in the report of the working party for Incident and Accident Reporting distributed for the SCG meeting on the 29<sup>th</sup> November 2007.

Moved: Vasantha Saparamadu  
Seconded: Phoebe Dangerfield

Passed unanimously

## **Probation and Incremental Progression**

### **Resolution 07/08**

The SCG recommends that the changes suggested by the working party for the Incremental Progression and Probation policies, and outlined in their electronic report to the SCG meeting of the 29<sup>th</sup> November 2007, be adopted by HR.

Moved: Cathy Wright  
Seconded: Carolyn Kennett

Passed unanimously

## **Casual Employment**

### **Resolution 08/08**

The SCG recommends that the changes and additions suggested by the working party to the Casual Employment policy, and outlined in their report to the SCG meeting of the 29<sup>th</sup> November 2007, be adopted by HR.

Moved: Cathy Wright

Seconded: Carolyn Kennett

Passed unanimously

### **Flexible Working Arrangements**

#### **Resolution 09/08**

The SCG supports the recommendations made by the working party for Flexible Working Arrangements and recommends that the working group for Flexible Working Arrangements meet with HR representatives to work through the problems in the policy identified by the working group.

Moved: Suzan Burton

Seconded: Greg Stark

Passed unanimously

### **Personal Leave**

#### **Resolution 10/08**

The SCG recommends that the changes suggested by the working party to the Personal Leave policy with the substitution of accommodation and adjustment, and outlined in their report to the SCG meeting of the 29<sup>th</sup> November 2007, be adopted by HR. The SCG also requests that the working group revise the policy in light of implementation issues that have been raised by the university community.

Moved: Julian Leslie

Seconded: Suzan Burton

Passed unanimously

### **OSP Allowances**

#### **Resolution 11/08**

The SCG recommends that, in line with other universities, the financial support of staff on OSP include a component for living expenses. We suggest that the amounts of \$1000 per month be allocated for staff on an overseas OSP trip and \$750 per month for an OSP taken outside NSW.

The policy should also include a stated minimum period of time to be spent away from Sydney in order for a staff member to be eligible for the funding. The SCG recommends that a minimum period of one month would be appropriate.

Moved: Carolyn Kennett  
Seconded: Catriona Mackenzie

Passed unanimously

### **Outside Work**

Dr Iain Stewart tabled a paper on privacy issues related to the Outside Work policy currently under consideration.

## **5. REPORTS FROM SUB COMMITTEES**

### **Implementation Review Sub Committee**

The report of the Implementation Review Sub Committee was tabled.

### **Resolution 12/08**

The SCG endorses the recommendations of the IRSC.

Carried Unanimously

### **Other Business**

#### **Election of Chair & Deputy Chair**

At the 29 November meeting of the SCG it was determined that nominations for the Chair and Deputy Chair SCG would need to be provided to Andrea Lerche as Returning Officer by close of business 29 January 2008.

At the close of business 29 January 2008 1 nomination had been received for the role of Chair.

Carolyn Kennett nominated by Vasantha Saparamadu

No nominations had been received for the role of Deputy Chair.

Carolyn Kennett was confirmed in the role of SCG Chair for a further term unopposed.

Given that no nominations had been received for the role of Deputy Chair. The Chair called for nominations from the floor. No new nominations were advanced. As a consequence the Chair invited Mr Lachlan Morgan to continue in his role as Deputy Chair.

Mr Lachlan Morgan was appointed as Deputy Chair for a further term.

### **Meeting dates for 2008**

The following meeting dates were proposed for 2008

2 April 2008

5 June 2008

8 August 2008

13 October 2008

### **Revised Induction Process**

Charlotte Simon, Manager Staffing and Workforce Planning tabled the site map for the revised Induction program for feedback.

**Meeting closed 11:50 am**