

DRAFT

MACQUARIE UNIVERSITY
STAFF CONSULTATIVE GROUP
MINUTES OF MEETING OF 10 May 2007

Minutes of the meeting of the Staff Consultative Group held on 10 May 2007 at 9.00 am in the Senate Room, Level 3, Lincoln Building.

Present:

Mr John Andrews	G7	
Dr Peter Browne	A10	
Associate Professor Suzan Burton		A2
Ms Leanne Cameron	G8	
Ms Robyn Clarke	G2	
Ms Phoebe Dangerfield	G6	
Mr Edward Davies	CPSU	
Ms Alana Freeburn		NTEU
Ms Stephanie Grolimund	NTEU	
Mr David Hackett	G9	
Associate Professor Ritchie Howitt		A8
Ms Carolyn Kennett (Chair)		NTEU
Associate Professor Julian Leslie		A3
Mr Ryan Lawson	G3	
Associate Professor Catriona MacKenzie		A7
Mr Michael Marston	G5	
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
Ms Sue Spinks	A9	
Mr Greg Stark	CPSU	
Dr Iain Stewart	A6	
Ms Cathy Wright	G14	
Ms Sandra Cheeseman substituting for		A4

Guests:

Mr Tim Sprague Human Resources

1. APOLOGIES

Ms Meredith Martinelli	G1
Dr Ros Kison	A4
Dr Richie Howitt	A8

The apologies as listed above were noted.

2. MINUTES OF PREVIOUS MEETING

Corrections noted and minutes accepted.

3. BUSINESS ARISING FROM MINUTES

a. SCG Policy

There was lengthy discussion of the revised SCG policy.

Resolution 07/13

Amendment to internal SCG Rules and procedures

That the SCG Agenda and Process Sub Committee be empowered to create ad hoc working groups on policies notified to the SCG Chair between scheduled meetings. This recognizes the need for expedited policy consultation in order for the University to comply with external requirements such as HEWRR's and to adapt to internal structural and other change.

Resolution 07/14

Promotion and status of the SCG

The SCG recommends that:

The work of the SCG Chair is formally recognized in terms of workload pattern and workload allocation as a fraction of a full time load with appropriate central funding.

The SCG as a formally constituted University Committee is consistently promoted across the University in particular to University managers in order to clarify and emphasize the importance of time release and workload recognition for SCG members.

b. Filling of Vacancies

The Chair identified that Christine Jones (G11) has resigned from the SCG. As a consequence there are currently 4 electorates without representation.

There was considerable discussion concerning the manner in which casual vacancies on the SCG would be dealt with under the proposed policy revisions progressed by Human Resources.

There was no support from the SCG for the “2nd past the post “ proposal contained in the current version of the policy.

Criteria for the filling of Vacancies need to be included in the policy.

Resolution 07/15

SCG recommends that Human Resources revisit wording of Casual vacancies clause in light of SCG discussions.

c. University Procedures for policy development

Resolution 07/16

The SCG recommends that :

HR devise a clear procedure for policy development that includes guidelines on :

- Notification to the SCG of policies under development
- Identify whether policy is new or revised
- Consultation obligations in accordance with the *Macquarie University Enterprise Agreement 2006 – 2009*
- Mechanisms for staff consultation on draft policies and availability of support for implementation
- All policies identify the status of consultation
- Provenance is identified

The SCG further recommends that:

The University establish a central policy register with easy web access, including access to previous versions of policies.

d. Chairs of Sub Committees

Resolution 07/17

Associate Professor Julian Leslie was appointed as the Chair of the Agenda and Process Sub Committee unopposed.

Resolution 07/18

Robyn Clarke was appointed as the Chair of the Staff Development Sub Committee unopposed.

Resolution 07/19

Cathy Rytmeister was appointed as Chair of the Implementation Sub Committee unopposed

e. SCG Website

The Report from the Chair identified that an alternate SCG website has been developed and is available to be viewed at www.math.mq.edu.au/-carolyn/SCG

Resolution 07/20

The SCG recommends that a link to the SCG Homepage be created from the Macquarie Staff Homepage as opposed to the link being from the Human Resources Homepage given that the SCG performs a policy consultation role beyond HR policy.

5. REPORT FROM THE CHAIR

Report from the SCG Chair was tabled.

6. PRESENTATION/QUESTION TIME – DIRECTOR HR

2007 HEWRR's compliance requirements

The Director Human Resources, Tim Sprague gave a short presentation with respect to the HEWRR's compliance requirements for 2007. The list of indicative policies identified by DEST was circulated to SCG members by the SCG Chair.

Position Classification for General Staff

The *Macquarie University Enterprise Agreement 2006 –2009* Clause 4.10.10 requires that the outcomes of the job evaluation banding project will be presented to the SCG within 12 months of the Agreement coming into operation.

The Director Human Resources presented the details of the outcomes of this project and will circulate a formal report to SCG members in the short term.

Policies to be released to SCG imminently

The Director Human Resources identified that the following policies would be released to the SCG for consultation in the short term:

Performance Development and Review Policy
Pre retirement Contract Policy
Flexible Working Arrangements
Variable Working Hours policy
Market Loadings policy

Review of Code of Conduct

The Director Human Resources identified that originally the University was intending to undertake a review of the Code of Conduct. As a precursor to this review the University is undertaking a University Values project. Associate Professor Mackenzie is a participant in this project and provided an update on the process. The Director Human Resources indicated that the review of the Code of Conduct will occur following the University Values project.

9. REPORTS FROM WORKING PARTIES

a) Outside Studies Program and Promotions Policy

Human Resources is currently awaiting feedback from the DVC Research

Resolution 07/21

SCG unanimously endorse the recommendations of the OSP and Promotions Policy Working party

b) Outside work and Personal leave policy

Report of the working party was tabled.

Resolution 07/22

SCG unanimously endorse the recommendations of the Outside Work and Personal leave Working party

c) Position Classifications

Report of the Working party was tabled.

Resolution 07/23

SCG unanimously endorse the recommendations of the Position Classifications Working party

10. POLICIES FOR REVIEW

Resolution 07/21

That the workgroups related to the next round of policies for review would be established via email.

There being no further business the meeting was declared closed at 12:35 pm