

**DRAFT**

**MACQUARIE UNIVERSITY**  
**STAFF CONSULTATIVE GROUP**  
**MINUTES OF MEETING OF 13 October 2008**

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Minutes of the meeting of the Staff Consultative Group held on 13 October at 10 am in the Council Room, E11A.

Present:

|                                  |      |
|----------------------------------|------|
| Ms Laura Billington              | G7   |
| Dr Peter Browne                  | A10  |
| Associate Professor Suzan Burton | A2   |
| Ms Leanne Cameron                | G8   |
| Phoebe Dangerfield               | G6   |
| Mr Edward Davies                 | CPSU |
| Mr Dylan Hodson                  | G5   |
| Ms Stephanie Grolimund           | NTEU |
| Ms Carolyn Kennett (Chair)       | NTEU |
| Dr Rosalind Kitson               | A4   |
| Mr Michael Marston               | G3   |
| A/Professor Marea Mitchell       | A5   |
| Ms Dianne Mitchell               | CPSU |
| Mr Lachlan Morgan (Deputy Chair) | G4   |
| Mr Vasantha Saparamadu           | NTEU |
| Ms Cathie Shanley                | G13  |
| Mr Greg Stark                    | CPSU |
| Ms Cathy Wright                  | G14  |

Apologies

|                                       |      |
|---------------------------------------|------|
| Catherine McMahon                     | G11  |
| Vasantha Saparamadu                   | NTEU |
| Dr Iain Stewart                       | A6   |
| Associate Professor Julian Leslie     | A3   |
| Associate Professor Catriona McKenzie | A7   |
| Ms Cathy Rytmeister                   | A1   |
| Ms Sue Spinks                         | A9   |
| Ms Sondra Wibberley                   | CPSU |
| Ms Carlene Kirvan                     | G9   |

Vacant Electorates General Staff VC  
Academic Staff ELS  
General Staff ELS  
Genera Staff Law

The apologies as listed above were noted.

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

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

Minutes from 8 August 2008 SCG meeting were accepted without alteration.

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

### **Constitution of the SCG 2009 -2011**

There was lengthy discussion amongst SCG representatives with respect to the proposal put forward by Human Resources in June related to the constitution of the SCG including the disproportionate representation of academic to general staff related to the size of the constituency.

### **Resolution 20/08**

The SCG recommends the SCG electorates be established as proposed by Human Resources in the proposal dated 29 June 2008 with one additional academic representative for each of the 4 Faculties.

Passed Unanimously.

The Director Human Resources Tim Sprague confirmed that management would accept the recommendation of the SCG.

#### **4. REPORT FROM THE DIRECTOR HUMAN RESOURCES**

##### **Code of Conduct**

The draft Code of Conduct had been circulated to the SCG prior to the meeting. It was identified that the University intended to send the Code of Conduct to the December meeting of Council following further consideration by the Ethics Committee.

##### **HR Delegations**

The Director HR identified that the draft HR Delegations document had been circulated to the Executive and that he had received feedback that the document was too complex. The University will wait for feedback from the SCG before making further revisions.

##### **Flexible Working Arrangements**

The Manager Employee Relations has identified that further work needed to occur with respect to this policy and had made contact with the Working party Chair Suzanne Burton with respect to the lack of progression on this policy with acknowledgement that Human Resources needed to progress this matter in the short term.

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

There were no reports circulated from Sub Committees.

#### **6. REPORTS FROM WORKING PARTIES**

##### **Promotions Policy & Casual Employment Policy**

The Working Party report on the revised Promotions policy and the Casual Employment policy was circulated and endorsed unanimously.

##### **Other Business**

It was noted that the new Sustainability policy and anti discrimination guidelines needed to be circulated to the SCG.

**Meeting closed 11:50 am**

**Next Meeting 4 December 2008  
9:30 am Senate Room**