

DRAFT

MACQUARIE UNIVERSITY

STAFF CONSULTATIVE GROUP

MINUTES OF MEETING OF 17 October 2007

Minutes of the meeting of the Staff Consultative Group held on 17 October 2007 at 9.00 am in the Senate Room, Level 3, Lincoln Building.

Present:

Dr Peter Browne	A10
Associate Professor Suzan Burton	A2
Ms Leanne Cameron	G8
Ms Robyn Clarke	G2
Mr Edward Davies	CPSU
Ms Alana Freeburn	NTEU
Ms Carolyn Kennett (Chair)	NTEU
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 Sue Spinks	A9
Mr Greg Stark	CPSU
Ros Kitson	A4
Ms Sondra Wibberley	CPSU
Ms Phoebe Dangerfield	G6
Ms Meredith Martinelli	G1
Ms Cathie Shanley	G13

Guests:

Mr Tim Sprague Human Resources

1. APOLOGIES

Associate Professor Julian Leslie	A3
Dr Iain Stewart	A6
Associate Prfoessor Catriona Mackenzie	A7
Ms Stephanie Grolimund	NTEU
Mr David Hackett	G9
Marea Mitchell	G11
Ms Cathy Wright	G14
Ms Laura Billington	G7
Ms Catherine McMahon	G11

The apologies as listed above were noted.

2. MINUTES OF PREVIOUS MEETING

Noted that Ryan Lawson (G3) had resigned prior to the previous SCG meeting.

Liz Harrison had attended on behalf of Sue Spinks (A9).

Discussions concerning the definitions of "research active" should be noted.

Corrections were noted and minutes accepted.

5. REPORT FROM THE CHAIR

Review of Academic Structure

The Chair presented a verbal report identifying that she had been heavily involved in the various discussions and forums related to the Review of Academic Structure. It was identified that generally there had been a lack of clarity with respect to whether documents/information could be made public given that many documents had been marked Confidential.

In response the Director Human Resources identified that in the development of the proposal documents the proposed models were changing frequently and as a consequence broader release of documents beyond the Advisory Group had the potential to lead to confusion.

SCG members identified that this had the potential for staff to rely on rumours that can fuel anxiety. In addition concern was raised that there had

been limited opportunity to date for General Staff to provide input into the review process.

The Director Human Resources confirmed that following the Council meeting on 19th October 2 staff forums would be conducted at which the formal Managing Change proposal would be released. After this time there would be the opportunity for formal consultation to take place on the proposal that would allow for input from affected staff.

i. Resolution 07/28

The SCG recommends that the announcement regarding the restructure meetings includes confirmation that these meetings mark the beginning of the formal Managing Change process in accordance with Clause 4.14 of the *Macquarie University Enterprise Agreement 2006 -2009*. Further, that supervisors be required to release general staff to attend one of the two meetings.

The SCG raised the issue of whether the grading level of general staff positions based in Departments would be capped at Level 6. The Director Human Resources confirmed that there is no cap on grading levels of positions and that positions are, and would continue to be evaluated based on the level of accountability.

4. INVITED PRESENTATIONS FROM SENIOR MANAGEMENT

Performance Development & Review

The Director Human Resources provided a brief presentation with respect to the Performance Development and Review pilot program and roll out plan. (slides at attachment A)

It was identified that in support of the program and as a consequence of feedback following the pilot a Glossary of Objectives had been developed to assist staff with the development of objectives.

The SCG raised issues of approval from staff in the use of the examples so that the identity of the individual remained protected.

Questions were raised concerning how the Reward and Recognition policy would feed into the Performance Development and Review process. The Director Human Resources confirmed that in the first performance review cycle it was unlikely that monetary reward would be linked to exceptional performance. This would be more appropriately introduced once process issues were ironed out.

It was confirmed that as an outcome from the pilot, performance targets would be referred to as objectives as opposed to KPIs.

The Director Human Resources confirmed that the Performance Development and Review process would be reviewed at the conclusion of the pilot and then at the end of 12 months (one performance cycle).

It was agreed that a list of measures to assess the effectiveness of the Performance Development & Review process would be developed.

Report on Ethical Framework project

The SCG Chair presented an update on the project on behalf of Associate Professor Catriona Mackenzie.

It was identified that the next key stage in the project would be to conduct an ethical audit.

Resolution 07/29

The SCG unanimously supports the adoption of the Ethical Framework document.

REPORTS FROM SUB COMMITTEES

Implementation & Review Sub Committee

The report of the Implementation Review Sub Committee had been circulated with SCG papers for consideration.

Resolution 07/30

That the HR Director circulate to the SCG responses to suggestions for policy amendments within 3 weeks of each SCG meeting.

Resolution 7/31

That clarification of personal leave entitlements and approvals emphasise the ethical and reasonable decision making role of supervisors, managers and HR officers rather than attempting to provide more detailed rules to deal with complex and special cases. The University's actions in this area should include the provision of information, advice and professional development that reminds supervisors, managers and HR officers that they should make decisions with due regard for the Ethical framework and decision making principles that ensure probity, accountability, transparency and accessibility. We suggest that a case study approach is appropriate for training and development in this area.

Resolution 07/32

While new and replacement policies are under consultation (with SCG and/or other sections of the University), they should not be regarded as "in force" unless there is a clear legislative or funding imperative to do so (eg to comply with OH&S legislation). Existing practice (even if not explicitly stated in policy or the previous EA) should prevail until such time as the policy is reviewed and approved by the SCG. If feedback is not received within 3 months the policy can be regarded as in force.

Resolution was passed with a majority (4 members abstained)

The Director Human Resources confirmed that all policies that are posted on the policy website are to be considered in force. Clearly, once feedback is received from the SCG the feedback will be taken into account and amendments made to policy as considered appropriate.

Resolution 07/33

That in the course of managing change, general staff whose positions are made redundant are offered a genuine choice between the full redundancy entitlement and redeployment. If the redeployment is to a lower level position, this should include appropriate salary maintenance. The HR Office should once again make clear to all staff that bullying behaviour is not acceptable.

Resolution passed unanimously.

Resolution 07/34

That general staff and academic staff position descriptions explicitly include the possibility of undertaking University service outside the Office or Department in which the position resides. Further, that a "University Service" policy be created which explicitly requires Offices, Departments and Faculties to take into account such service in workload allocations.

Resolution passed unanimously

Resolution 07/35

That the SCG consider meeting more often than quarterly, if necessary, for a

shorter time. The EA can be varied for this purpose if the SCG and HR can reach agreement on this and recommend it to staff. We recommend that six weekly meetings of shorter duration (1 and half hours) will improve both the effectiveness and efficiency of the SCG and motivate greater responsiveness in HR support for its work.

That an additional meeting of the SCG be held on 29 November 2007 between 9:30 – 11 am.

Resolution passed unanimously

Report from Working parties

Rod Nurthen provided feedback with respect to the Workgroup for the Rewards & Recognition policy. A meeting was conducted between the Workgroup and the Director Human Resources on 6 August 2007 and the majority of feedback from the workgroup was incorporated into the policy.

Meeting closed at 12:05 pm.