

DRAFT

MACQUARIE UNIVERSITY

STAFF CONSULTATIVE GROUP

MINUTES OF MEETING OF 24 July 2007

Minutes of the meeting of the Staff Consultative Group held on 24 July 2007 at 9.00 am in the Senate Room, Level 3, Lincoln Building.

Present:

Mr John Andrews	G7
Dr Peter Browne	A10
Assoc 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
Assoc Professor Ritchie Howitt	A8
Ms Carolyn Kennett (Chair)	NTEU
Assoc Professor Julian Leslie	A3
Mr Ryan Lawson	G3
Assoc 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 Sue Spinks	A9
Mr Greg Stark	CPSU
Dr Iain Stewart	A6
Ms Cathy Wright	G14
Ros Kitson	A4
Sondra Whibberley	CPSU

Guests:

Mr Tim Sprague Human Resources

1. APOLOGIES

Di Mitchell

CPSU

Pheobe Dangerfield

G6

The apologies as listed above were noted.

2. MINUTES OF PREVIOUS MEETING

Noted that Sondra Wibberley had extended her apologies for the meeting of 10 May 2007.

Corrections noted and minutes accepted.

3. BUSINESS ARISING FROM MINUTES

a. Filling of Vacancies

There was discussion of the revised SCG policy and the need for the election process for the SCG vacancies to be progressed.

Associate Professor Ritchie Howitt tendered his resignation from the SCG due to workload commitments. The Chair thanked A/Prof Howitt for his valuable contribution to the group.

b. SCG Website

5. It was noted that a new SCG website had been relocated to the staff webpage

6. Resolution 07/25

That the SCG policy be finalized within the next month and that Human Resources facilitate the election process for the vacant SCG electorates.

Once elected members can participate in working groups.

4. INVITED PRESENTATIONS FROM SENIOR MANAGEMENT

Job Evaluation Project Report

The Director Human Resources spoke briefly on the Job Evaluation project report which had been circulated to SCG members and this report was noted.

7. Selection process for University Secretary

8.

9. The Director Human Resources identified that the Selection process for the University Secretary was underway and that interviews were likely to be conducted in the next couple of weeks. It was identified that a centralized policy register would form part of this portfolio.

The Director Human Resources identified that the release of the new HR website and finalisation of policies for the 31 August 2007 HEWRR's deadline continued to be key priorities for Human Resources. It was identified that policies would include details of the status of the consultation process and version control.

10. REPORT FROM THE CHAIR

11. SCG Chair – time release

It was noted that issues related to time release for the SCG Chair had been satisfactorily resolved. (resolution 07/14 refers)

It was noted that Ryan Lawson has resigned from the University.

12. REPORTS FROM SUB COMMITTEES

Implementation & Review Sub Committee

The report of the IRSC identified a need for the University to take a more constructive approach to engagement with the requirements under the Enterprise Agreement.

The Director Human Resources requested that tangible examples be provided of instances where this had not occurred. It was identified by the Chair that the SCG meeting was perhaps not the most appropriate forum for this to occur.

A range of privacy issues concerning the personal leave policy were identified. The Director Human Resources advised that some of these issues may be minimized as a consequence of the introduction of on line leave from October 2007.

The Director Human Resources also identified that the Flexible working arrangements policy under development would go some way to allowing flexibility to accommodate ad hoc appointments.

13. Staff Development Sub Committee

The report identified a range of recommendation related to the Staff development policy and funding for Staff Development.

The Director Human Resources acknowledged that funding for Staff Development needs to be included as a part of the budget cycle discussions.

Issues around the types of staff development that is funded at the local level vs

centrally still needs to be resolved.

14.

15. *Agenda & Process Sub Committee*

It was identified that this Sub Committee would look at guidelines for working party report.

REPORTS FROM WORKING PARTIES

The reports from the various policy working parties and the response from the Director Human Resources related to the feedback received from the SCG were discussed in brief.

There was further discussion related to the timeframe for the submission of reports following completion of OSP (this has been changed from 6 mnths to 1 month).

It was identified that the Staff Awards & Staff Development Grant system needs to be reviewed by the Staff Development Sub Committee.

It was identified that a meeting would be established between the Reward & Recognition working group and Human Resources to finalise this policy.

Resolution 07/26

It was identified that the language concerning unapproved leave was too strong. Rather than the policy reading that the supervisor will “instruct” Human Resources to suspend payment it is suggested that this should be altered to “recommend”.

OTHER BUSINESS

Associate Professor Catriona Mackenzie provided an update with respect to the University’s Ethics Framework Project.

The report also identified a range of recommendations seeking the support of the SCG.

Resolution 07/27

The recommendations received the majority support of the SCG (1 member abstained)

Working parties for newly released policies to be established via email.

12:25 pm Meeting close