

DRAFT

MACQUARIE UNIVERSITY

STAFF CONSULATIVE GROUP

MINUTES OF MEETING OF 29 November 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:

Ms Laura Billington	G7
Dr Peter Browne	A10
Associate Professor Suzan Burton	A2
Ms Robyn Clarke	G2
Mr Edward Davies	CPSU
Phoebe Dangerfield	G6
Ms Alana Freeburn	NTEU
Ms Stephanie Grolimund	NTEU
Mr David Hackett	G9
Ms Carolyn Kennett (Chair)	NTEU
Dr Rosalind Kitson	A4
Associate Professor Julian Leslie	A3
Associate Professor Catriona McKenzie	A7
Ms Catherine McMahon	G11
Mr Michael Marston	G5
Ms Meredith Martinelli	G1
A/Professor Marea Mitchell	A5
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 Sondra Wibberley	CPSU
Ms Cathy Wright	G14

Apologies

Ms Leanne Cameron	G8
Ms Dianne Mitchell	CPSU
Mr Lachlan Morgan (Deputy Chair)	G4

The apologies as listed above were noted.

Guests: Mr Tim Sprague Director, Human Resources

2. MINUTES OF PREVIOUS MEETING

Noted that electorates for Catherine McMahon and A/Prof Marea Mitchell were incorrectly identified.

Noted title for Dr Rosalind Kitson.

Resolution 7/33 insert "reasonable" related to redeployment.

Corrections noted and minutes accepted.

3. BUSINESS ARISING FROM MINUTES

University Service

The SCG identified that the contribution of staff to University Service activities eg University Committee work should be formally recognized either as a part of Workload or for General Staff as a part of the position description.

Resolution 07/36

The SCG recommends that the University develop a policy for University Service. This policy should include guidelines for recognition of University service in both general and academic staff work areas.

(draft resolution provided by Chair following SCG meeting of 29 Nov for feedback from SCG members)

Consultation on Policy

There was discussion with respect to the response from the Director Human Resources concerning policies under consultation (resolution 07/32).

The Director, Human Resources identified that in circumstances where there is an organizational imperative to have a policy in place prior to the consultation process he will communicate with the Chair SCG concerning the circumstances. Further the Director Human Resources identified that the SCG does not determine how and when the consultation process with respect to policies will take place.

The SCG identified that a small working group would be established to consult with Human Resources regarding the best way to communicate with the University community regarding policy development initiatives.

Resolution 07/37

This meeting of the SCG notes that Mr Sprague, Director Human Resources has undertaken to notify the Chair of the SCG of any urgent policies prior to posting them on the web.

Further the SCG recommends the formation of a group to consult with Human Resources regarding communication with the University community Related to policy development.

The SCG reaffirms resolution 07/32 from the 17 October meeting of the SCG.

Passed unanimously.

Accessibility of SCG Policy Working Documents

A range of issues related to SCG policy documents and working party reports were identified by SCG member Ms Sondra Wibberley (CPSU) in an email dated 28 Nov 2007.

Resolution 07/38

The SCG requests that HR makes policy documents available in formats that comply with accessibility guidelines and requirements.

Passed unanimously.

5. REPORTS FROM SUB COMMITTEES

Staff Development Sub Committee

The report of the Staff Development Sub Committee was circulated with the papers.

The SCG seeks a formal response from the Director Human Resources concerning:

1. How will the University support supervisor development of interpersonal skills to enable staff to receive regular performance feedback ?
2. What are the resourcing levels in Human Resources to support this culture change where supervisors can focus and spend time given the skills have been developed monitoring and providing feedback on performance ? There is a concern about the commitment to the implementation of PDR within the timeframe with so few staff to train and support the University.

Process and Agenda Sub Committee

PDRP Policy

Further comments with respect to the PDRP Policy and Forms were tabled together with a range of recommendations concerning further enhancements to the process.

Resolution 07/39

The SCG recommends that Human resources adopts the recommendations fo the SCG Workgroup related to the PDRP policy and forms.

Reports from Working Parties

Recruitment & Selection Policy

The Report of the Working Party was briefly discussed.

The Director Human Resources provided clarification with respect to questions concerning the statement that "applicants may be interviewed multiple times by different panel members'. Identifying that this approach is supported by contemporary research data.

Other Business

Election of Chair & Deputy Chair

The SCG members wanted to formally recognize the work of the current Chair of the SCG Carolyn Kennett.

Motion was passed by the SCG members that the Chair and Deputy Chair be rolled over for a 2nd term. Motion carried.

Given the absence of the Deputy Chair it was determined that the election of the Chair and deputy Chair would be deferred to the first meeting of 2008. SCG members are to provide nominations to Andrea Lerche as Returning Officer by close of business 29 January 2008.

Next meeting is scheduled for 5 February 2008 9:30 am – 11:30 am.

Meeting closed at 11:20 am

