
MACQUARIE UNIVERSITY
STAFF CONSULTATIVE GROUP**MINUTES OF MEETING OF 14 FEBRUARY 2007**

Minutes of the meeting of the Staff Consultative Group held on 14 February 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
Mr Ryan Lawson		G3
Associate Professor Catriona MacKenzie	A7	
Ms Meredith Martinelli		G1
Mr Michael Marston		G5
Ms Dianne Mitchell		CPSU
Mr Lachlan Morgan		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
Dr Shirley Wyver substituting for		A4

Guests:

Mr Tim Sprague	Human Resources
Mr Nick Crowley	Human Resources

Apologies:

Ms Christine Jones	G11
Dr Rosalind Kitson	A4
Associate Professor Julian Leslie	A3

The apologies as listed above were noted.

1. MINUTES OF PREVIOUS MEETING

Corrections noted and minutes accepted.

2. DRAFT SCG POLICY AND INTERNAL STRUCTURES AND PROCEDURES

Iain Stewart was invited to present the revised SCG Policy.

Tim Sprague indicated that the re-drafted policy may be inconsistent with the terms of the Enterprise Agreement, particularly as it relates to the provisions for vacancies and substitutes. It was agreed that the SCG would decide what they want and the University would advise accordingly.

Resolution 07/1

That the revised SCG Policy (Amended) be accepted and forwarded to Human Resources.

Cathy Rytmeister was invited to present the proposed SCG Internal Structures and Procedures on behalf of the working party.

Resolution 07/2

That the proposed SCG Internal Structures and Procedures (Amended) be accepted.
The meeting thanked the working party for their efforts.

3. SCHEDULE OF MEETINGS FOR 2007

It was agreed

Resolution 07/3

Meetings would be held on:

Thursday 10 May 2007

Tuesday 24 July 2007

Wednesday 17 October 2007

Dates to be confirmed upon notification of room availability.

4. ELECTION OF DEPUTY CHAIR

Lachlan Morgan was elected Deputy Chair unopposed.

5. PERFORMANCE DEVELOPMENT AND REVIEW PROGRAM UPDATE

Robyn Clarke gave a presentation on the Performance Development and Review System.

Following the presentation there was extended debate between the members of the SCG and Tim Sprague.

In particular the SCG expressed serious concerns that the PD&R System appeared to have been adopted and set a timeframe for implementation without consultation with staff. It was pointed out that the University Management has an obligation under the Enterprise Agreement to consult with the SCG on all policy matters relating to staffing, and that this presentation constituted a breach of this obligation.

Tim Sprague confirmed that, while the decision for a new system had been made by management, he would be happy to meet with appropriate members of the SCG working party to discuss the finer details and address any concerns. He advised that the PD&R System was a necessary requirement under the Enterprise Agreement.

This was disputed by members of the SCG, who noted that the Enterprise Agreement requires that performance reviews be undertaken annually, not that a whole new system needs to be introduced according to the proposed timeline. The existing system can be used in 2007 while consultation takes place in accordance with the EA.

Tim Sprague also advised that the current system of performance review had not been linked to the organisation's objectives nor had there been any link to motivation, learning and development

or reward and recognition.

An SCG member observed that the usefulness and efficacy of reviews undertaken in the current system depended on the adviser's approach, and that successful reviews had been undertaken in that system. Further concerns were expressed by other members about the training commitment required under the proposed scheme, with a view that this posed an onerous burden on managers and Heads, given the requirement for them to participate in a range of existing training and development programs.

Questions were raised about the consultation process from this point forward. It was agreed that HR would arrange for the PowerPoint presentation to be placed on the SCG website along with an explanatory document.

It was agreed

Resolution 07/4

That a formal recommendation from the SCG would be put to University Management as follows:

The Staff Consultative Group expresses its deep concern that the current procedure regarding development, planning and implementation of the proposed Performance Development and Review System has failed to comply with the requirements of the MU Enterprise Agreement 2006-9 (4.13.1, 4.14.5 and the definition of "consultation" under Clause 2.1) and urges that the process be brought into compliance with the EA.

Further, it was agreed

Resolution 07/5

While the SCG acknowledges the need for the development of a new and improved performance management system, the SCG recommends that the proposed timetable for implementation of this system be revised to enable appropriate consultation with staff, in accordance with the MU Enterprise Agreement 2006-9.

6-7. 6. ELECTION OF SUBCOMMITTEES

The Chair invited nominations for the three subcommittees established under the SCG Internal Structures and Procedures.

It was agreed

Resolution 07/6

The Agenda and Process Subcommittee will comprise:

Carolyn Kennett (Chair), Lachlan Morgan (Deputy Chair), Sue Spinks, Alana Freeburn and Iain Stewart.

Resolution 07/7

The Implementation Subcommittee will comprise:

Cathy Rytmeister, Rod Nurthen, Greg Stark, John Andrews and Peter Browne.

Resolution 07/8

The Staff Development Subcommittee will comprise:

Michael Marston, Robyn Clarke, Meredith Martinelli, Phoebe Dangerfield, Ritchie Howitt and Catriona MacKenzie.

7. ELECTION OF WORKING PARTIES

It was agreed

Resolution 07/9

Performance Development and Review Working Party would comprise:

Carolyn Kennett (C), Michael Marston, Phoebe Dangerfield and Catriona MacKenzie.

Resolution 07/10

Promotions and OSP Working Party would comprise:

Catriona MacKenzie (C), Leanne Cameron, Peter Browne and Carolyn Kennett.

Resolution 07/11

Position Classification Working Party would comprise:

Ryan Lawson (C), Cathie Shanley, Stephanie Grolimund and Cathy Rytmeister.

Resolution 07/12

Outside Work and Personal Leave Working Party would comprise:

Vasantha Saparamadu, Suzan Burton, Julian Leslie (C?) and Edward Davies, Cathy Wright

8-13. 8. TIME RELEASE

The Chair requested that Tim Sprague write to managers/supervisors regarding time release for SCG members.

9. VACANCIES

Tim Sprague to review the SCG revised policy and, if appropriate, arrange for a call for nominations in electorates where there is no representative.

10. PERFORMANCE AND DEVELOPMENT REVIEW SYSTEM

Tim Sprague to provide explanatory document on PD&R system within 1 week. This will be placed on the SCG webpage along with documents supplied to the SCG during the meeting.

11. PD&R WORKING PARTY

Will meet and advise the SCG by early March. Following this advice, the Chair will determine whether there a need for the group to meet earlier than scheduled.

12. ELECTRONIC MAILING LISTS

Tim Sprague will investigate the possibility of electronic mailing lists by electorate. It was suggested that the lists may be made available in the first instance but that maintenance would be problematic because of staff turnover. It was suggested that a system could be set up to generate the lists automatically when needed. The SCG requested that HR look into this with ITS.

NOTE: WEBPAGE

An SCG webpage is now available via the Human Resources home page at <http://www.pers.mq.edu.au/policy/scg/>

There being no further business, the meeting was declared closed at 12.18 pm.

..... Carolyn Kennett, Chair

..... Date

