
MACQUARIE UNIVERSITY
STAFF CONSULTATIVE GROUP
MINUTES OF MEETING OF 14 DECEMBER 2006

Minutes of the meeting of the Staff Consultative Group held on 14 December 2006 at 9.00 am in the Senate Room, Level 3, Lincoln Building.

Present:

Mr John Andrews	G7
Dr Peter Browne	A10
Ms Leanne Cameron	G8
Ms Robyn Clarke	G2
Ms Phoebe Dangerfield	G6
Mr Edward Davies	CPSU
Ms Stephanie Grolimund	NTEU
Mr David Hackett	G9
Associate Professor Ritchie Howitt	A8
Dr Rosalind Kitson	A4
Mr Ryan Lawson	G3
Associate Professor Julian Leslie	A3
Associate Professor Catriona MacKenzie	A7
Ms Meredith Martinelli	G1
Mr Michael Martson	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 Sondra Wibberley	CPSU
Ms Cathy Wright	G14

Guests:

Ms Sharon Kraemer	Human Resources
Mr Tim Sprague	Human Resources

Apologies:

Associate Professor Suzan Burton	A2
Ms Christine Jones	G11
Ms Carolyn Kennett	NTEU
Ms Alana Freeburn	NTEU

The apologies as listed above were noted.

1. **WELCOME AND INTRODUCTION**

Tim Sprague—as Director, Human Resources—opened the proceedings.

2. **ELECTION OF THE CHAIR OF SCG**

Tim Sprague proposed and the meeting agreed

Resolution 06/1

That the term of office of the Chair of the SCG be one year.

Resolution 06/2

That election of the Chair of the SCG be by show of hands and by simple majority.

Carolyn Kennett was elected to the Chair.

Since she was not present (being on leave), it was agreed that Iain Stewart would chair this meeting.

3. **AGENDA**

The following further agenda items were identified for discussion (they include all of the items that had been previously circulated as elements of a Draft Agenda):

4. Schedule of meetings for 2007
5. Committee to plan future discussions
6. Deputy Chair
7. Election of staff pool for committees
8. Provision of policy
9. Update on policy development
10. Performance development and review program update
11. Time release
12. Communications
13. Vacancies
14. Other business

4. **SCHEDULE OF MEETINGS FOR 2007**

It was agreed

Resolution 06/3

That the next meeting of the SCG be from 9 am to 12 noon on 14 February 2006.

(Note: the meeting will take place in the Senate Room.)

5. **COMMITTEE TO PLAN FUTURE DISCUSSIONS**

It was agreed

Resolution 06/4

That

- (1) *a Working Party be established, to*
 - (a) *review the terms of reference of the SCG*
 - (b) *draw up rules of procedure for the SCG*
- (2) *the membership of the Working Party be*

- *the Chair*
- *2 members of the SCG who are general staff*
- *2 members of the SCG who are academic staff*

(3) the election of general staff and academic staff members be conducted by show of hands and simple majority

(4) all members of the SCG may vote in an election for any of the general staff and academic staff positions.

The following members of the SCG were elected to the Working Party:

General staff:

John Andrews
Cathy Wright

Academic staff:

Cathy Rytmeister
Iain Stewart

The meeting noted that it had achieved a gender balance among these members.

6. DEPUTY CHAIR

It was agreed

Resolution 06/5

That there be a Deputy Chair of the SCG, whose term of office and mode of election shall be the same as those of the Chair.

Resolution 06/6

That nominations for the Deputy Chair be invited, to be communicated to the Chair before or at the next meeting.

7. ELECTION OF STAFF POOL FOR COMMITTEES

Members had been provided with a list of the staff who had nominated for the pool from which staff may be selected by the affected staff member in establishing an Unsatisfactory Performance Review Committee (Agreement 4.20.10), a Misconduct Investigation Committee (Agreement 4.21.19) or a Redundancy Review Committee (Agreement 6.2.21).

It was noted that the Agreement refers to members of this pool as 'elected' but does not provide for a method of election. The meeting considered whether any staff listed as nominated for the pool should not be elected and whether any other staff had nominated. It was informed that no other eligible staff had nominated.

It was agreed

Resolution 06/7

That all staff on the list of Staff Pool Nominations 2006 be elected to the pool.

8-10. 8. PROVISION OF POLICY

9. UPDATE ON POLICY DEVELOPMENT

10. PERFORMANCE DEVELOPMENT AND REVIEW PROGRAM UPDATE

Tim Sprague gave an extensive presentation on these topics. He drew particular attention to the projected Planning and Performance Review Framework.

Members emphasised that the SCG and all staff of the University should be provided

with policy plans at a very early stage, so that they may become fully involved in policy developments affecting the University community. Particular reference was made to the draft Space Allocation Guidelines issued on 16 November.

Members had earlier been provided with several of the University's recently revised policies. There was discussion of the status of these versions, which were published prior to consultation with the SCG in order to bring those policies quickly into line with the new Agreement. Tim Sprague confirmed that there had been urgency, since such conformity was a legal requirement, although some policies had been agreed in consultation with the bargaining team during negotiations for the new Agreement. He also stated that the University, from time to time, will publish policy revisions between SCG meetings where there is a pressing need—although the SCG has the ability to review any policy on matters affecting employment (including areas beyond Human Resources) at any time. It was noted that the SCG will review these policies individually.

11. TIME RELEASE

The meeting discussed the availability of time release for participation in SCG business and the particular importance of arranging time release for general staff.

Tim Sprague agreed to write to the managers/supervisors of SCG members in this regard.

12. COMMUNICATIONS

There was discussion of processes of communication between

- SCG members
- SCG members and their constituents
- the SCG and the Administration
- the SCG and the University community.

As to the first, it was agreed

Resolution 06/8

That there be an SCG email list, available to SCG members.

As to the last, it was agreed

Resolution 06/9

That there be an SCG website, similar to that of the Academic Senate and to contain meeting dates, agendas and minutes, as well as the SCG membership with their contact details.

(Note: The Academic Senate website is available through the University's homepage. Its direct address is <<http://www.mq.edu.au/senate>>.)

13. VACANCIES

It was agreed that among the procedural matters to be considered by the Working Party should be a provision for the filling of casual vacancies on the SCG.

14. OTHER BUSINESS

The SCG accepted Tim Sprague's offer to provide administrative support.

There being no further business, the meeting was declared closed at 12.05 pm.

..... Carolyn Kennett, Chair

..... Date