

DRAFT

MACQUARIE UNIVERSITY
STAFF CONSULTATIVE GROUP
MINUTES OF MEETING OF 20 May 2009

Minutes of the meeting of the Staff Consultative Group held on 20 May at 9.30am in the Senate Room, Level 3, Lincoln Building.

1. WELCOME

Present:

A1	Academic	Science	Carolyn Kennett Dr Julian Leslie
A3	Academic	Arts	Dr Kate Gleeson Vacant
A4	Academic	Business & Economics	Gordon Brooks
A5	Academic	Academic Other MGSM, LTC	Dr Marina Harvey
G1	General	Science	Linda Kerr
G2	General	Human Science	Collette Ryan
G3	General	Arts	Beth Lewis
G4	General	Business & Economics	Laura Billington
G5	General	Library OFM, Office of the	Kathryn Pearson
G7	General	COO	Leanne Denby
G8	General	HR, ITS, OFS	Dylan Hodson
G9	General	Registrars Office Office of the DVC Dev & Ext Rel	Michael Marston
G10	General		Vacant
CPSU	CPSU		Ted Davies
CPSU	CPSU		Greg Stark
NTEU	NTEU		Vasantha Saparamadu
NTEU	NTEU		Stephanie Grolimund
NTEU	NTEU		Cathy Rytmiester
NTEU	NTEU		Vacant

HR Representatives

Director Human Resources
Senior Employee Relations Officer

Mr Tim Sprague
Ms Melissa Taylor

Presenters

Equity and Diversity
Performance, Development and Review

Ms Kate Wilson
Ms Margo Droulers

2. APOLOGIES

Mr Craig MacMillan Electorate A4
Assoc Prof David Butt A2
Assoc Prof Mark Wiggins Electorate A2
Mr Lachlan Morgan CPSU
Ms Kylie Colvin Electorate G6
Ms Sondra Wibberley Electorate CPSU

The apologies as listed above were noted.

3. MINUTES OF PREVIOUS MEETING

The Minutes from the April 2009 SCG meeting were noted and accepted without correction.

4. BUSINESS ARISING FROM PREVIOUS MEETING

It was noted that the working party are progressing on the policy defining the role of SCG in the review process for policies and procedures.

There was a discussion around e-mail lists of constituents and Cathy Rytmeister and Dylan Hodson decided to meet at the end of the meeting to discuss further the associated problems and possible solutions.

5. HOUSEKEEPING

The Committee noted this Agenda Item.

6. REPORT FROM THE CHAIR

Cathy Rytmeister suggested that the working parties circulate their decisions through e-mail. The SCG supported this approach.

There was a discussion around the frequency of meetings. It was noted that the default for frequency of meetings in the Enterprise Agreement is quarterly.

Resolution 03/09

The SCG unanimously endorsed the proposals on the SCG subcommittees and working groups and making decisions between meetings provided in the report from the Chair.

Moved Greg Stark

Seconded Carolyn Kennett

Cathy Rytmeister will arrange for updates to the SCG website.

7. EQUITY AND ANTI-DISCRIMINATION – MANAGER EQUITY AND DIVERSITY

Manager Equity and Diversity, Kate Wilson, provided information on equity and diversity initiatives including the University's recent accreditation as an Employer of Choice for Women. A draft Reconciliation Plan has gone out for consultation with Indigenous staff and students.

8. PERFORMANCE, DEVELOPMENT AND REVIEW – DIRECTOR HR

Director Human Resources, Tim Sprague, advised that more investigation was being done in relation to reward and recognition and the link with PDR.

Academic staff currently receive reward and recognition for research in terms of internal grants, teaching rewards and also academic promotion. Further rewards and recognition for Academic staff are being looked at in consultation with Jim Piper and Judyth Sachs.

For General staff, there isn't the same rewards and recognition available so a consultant will be engaged to look at this issue.

It was noted that the reason for ratings being kept for General and not for Academics is because of the differences in the opportunity for rewards and recognition.

Ms Margo Droulers went through the revised PDR forms and copies of the forms were provided to the Committee. The SCG suggested changes and for the revised forms to be circulated so they could send to their constituents.

The SCG expressed concerns around the following:

- moderation process in particular;
 - poor performance being discussed with other managers when it is a confidential matter
 - managers that use moderation to change all ratings to proficient
 - whether Academic staff PDR was subject to moderation
- standards/objectives being comparable, possibility of objectives

- being shared
- career/development discussions provided by managers and supervisors

Director Human Resources, Tim Sprague, stated that there are the following mechanisms in place:

- the moderation process is there to assist with consistency of ratings. Academic staff only have moderation around market loadings
- there will be a dictionary of objectives to assist with setting performance objectives
- there will be training for managers and supervisors to assist them in conducting performance conversations

9. REPORTS FROM WORKING GROUPS

No reports from working parties were received.

The SCG would like a response from HR on the Flexible Work Policy and Grievances.

10. POLICIES FOR REVIEW

The following policies were listed as requiring review by the SCG:

- Reward and Recognition Policy
- Casual Employment Policy
- Sustainability Policy
- Position Classification for General Staff - Policy and Procedure
- Code of Conduct Policy

11. OTHER BUSINESS

Vacancies

Cathy Rytmeister will make a request to HR for elections to be run for the unfilled vacancies.

Meeting closed at 11:40 am.

Next meeting 20 August 2009 Senate Room Lincoln Building