

DRAFT

MACQUARIE UNIVERSITY

STAFF CONSULTATIVE GROUP

MINUTES OF MEETING OF 20 August 2009

Minutes of the meeting of the Staff Consultative Group (SCG) held on 20 August at 9:30am in the Senate Room, Level 3, Lincoln Building.

1. WELCOME

The Chair of the SCG Cathy Rytmeister opened by acknowledging the traditional owners of the land that the SCG meet on today.

Present:

A1	Academic	Science	Ms Carolyn Kennett Dr Julian Leslie
A3	Academic	Arts	Dr Kate Gleeson Vacant
A4	Academic	Business & Economics	Mr Craig MacMillan
A5	Academic	Academic Other MGSM, LTC	Dr Marina Harvey
G1	General	Science	Ms Linda Kerr
G2	General	Human Science	Mrs Collette Ryan
G4	General	Business & Economics	Mrs Laura Billington
G5	General	Library OFM, Office of the	Ms Kathryn Pearson
G7	General	COO	Ms Leanne Denby
G8	General	HR, ITS, OFS Office of the DVC Dev & Ext Rel	Mr Dylan Hodson
G10	General		Vacant
CPSU	CPSU		Mr Ted Davies
CPSU	CPSU		Mr Lachlan Murdoch
CPSU	CPSU		Mr Greg Stark (Deputy Chair)
NTEU	NTEU		Mr Vasantha Saparamadu
NTEU	NTEU		Ms Cathy Rytmeister (Chair)
NTEU	NTEU		Vacant

HR Representatives

Director, Human Resources
Senior Employee Relations Officer

Mr Tim Sprague
Ms Melissa Taylor

2. APOLOGIES

Assoc Prof David Butt – Electorate A2
Assoc Prof Mark Wiggins - Electorate A2
Mr Gordon Brooks - Electorate A4
Ms Beth Lewis – Electorate G3
Ms Kylie Colvin - Electorate G6
Mr Michael Marston – Electorate G9
Mr Lachlan Morgan - Electorate CPSU
Ms Sondra Wibberley - Electorate CPSU
Ms Stephanie Grolimund – Electorate NTEU

The apologies as listed above were noted.

3. HOUSEKEEPING

The Committee noted this Agenda Item.

4. MINUTES OF PREVIOUS MEETING

The Minutes from the 20 May 2009 SCG meeting were noted and accepted without correction.

Moved Kathryn Pearson

Seconded Collette Ryan

Confirmed by the SCG.

5. BUSINESS ARISING FROM PREVIOUS MEETING

i) Update: Policy and Procedures Development – role of SCG (see Item 8)

ii) Update to website – Subcommittees and Working Groups

It was noted that a request for updates to the website has been made by Cathy Rytmeister, however, the person who can make the amendments to the website has been on leave.

iii) Policies for review – update (see Item 9)

iv) Vacancies

Cathy Rytmeister to formally request to Human Resources for elections to be

run for the unfilled vacancies.

6. REPORT FROM THE CHAIR

i) Communications/discussions with HR

Cathy Rytmeister will communicate through Tim Sprague regarding policy requests from SCG. This ensures that HR can keep track of policies and that the latest version of the policy is being considered. There are a number of Finance Policies that the SCG would like to review and will be requested.

ii) Status of policies

Cathy Rytmeister met with Andrea Lerche and Melissa Taylor on 14 July 2009 to determine the status of policies as a result of the change to the SCG membership.

Cathy Rytmeister met with Tim Sprague, Melissa Taylor and Michael Carley on 11 August 2009 to discuss the status of the OHS policies and also raised inductions for new staff. Cathy Rytmeister noted that there is a new online induction.

Resolution 04/09

The SCG requests that HR formulate a policy for the induction of new staff that in particular addresses the roles or all those involved in the provision of information to a new staff member.

Moved Carolyn Kennett

Seconded Dylan Hodson

iii) Email lists, web updates

Cathy Rytmeister noted that HR would provide email lists during the week commencing Monday 24 August 2009.

There was a discussion around new policies and that generally a MQ Announcement is sent when there is a new policy. The SCG noted that this was not enough and Heads of Department or Heads of Office should also communicate the new policy to staff.

The following suggestions were raised in relation to changes to existing policies:

- Changes should be communicated either by way of colour or highlighting the changes in the documentation

- The MQ Announcement should state whether it is a change to the policy or a format change due to conversion to Policy Central

Cathy Rytmeister will pursue these suggestions with Bronwyn Kosman (Project Manager).

Cathy Rytmeister noted that a number of apologies received from SCG members for today's meeting were due to workloads. The SCG requested that Tim Sprague contact by telephone some Supervisors of SCG members to reiterate the importance of allowing staff to attend meetings and that Cathy Rytmeister will provide a list of the applicable SCG members.

Cathy Rytmeister noted that email would be the method of communication for informing constituents.

7. DIRECTOR, HR - PRESENTATION

i) HR Policies, Policy Central, Policy Wiki

Tim Sprague noted that the HR policies will be removed from the HR website once published on Policy Central. He suggested that Wikis may be a useful tool for SCG working groups and asked whether the SCG would be interested in finding out more about Wikis in a presentation at the next meeting.

The SCG agreed to proceed with this and would like a presentation followed by training.

ii) Question Time

A question was raised to confirm the use of the terms "General" and "Professional" Staff. Tim Sprague confirmed that the University is in a transitional period changing from the term "General" to "Professional". The current Enterprise Agreement refers to "General Staff" and that the unions have made comment regarding the term "Professional" during Enterprise Bargaining. The term "Professional Staff" is used by the University to include all "General Staff".

A question was raised about the impact of the required budget savings and the following comments were noted:

- Casuals are being dismissed irrelevant of workloads
- There should be a change proposal to manage the process
- There have been many higher positions created in the Faculty restructure that has led to an increase in workloads for the people below. There has been no consideration of who will do the extra work

- The Deans are saying “no” to filling some vacancies
- Student enrollments are to increase next year which will create more work for people

Tim Sprague responded with the following:

- General Staff numbers have actually increased since the Faculty restructure
- Generally staff are being replaced where roles have become vacant the work is still required to be done
- Enrollments are projected to increase next year but then we are projecting a decrease the following year
- We have also recently commissioned a review into Departmental Administration and there may be a gap at the moment but we are expecting to have a more balanced model for determining faculty support structures in the future.

Tim Sprague will speak with the Executive Deans in relation to the filling of vacancies.

A question was raised around the Global Financial Crisis being used as an excuse for many things and the SCG were seeking confirmation on whether the University has lost a lot of money or is there a potential for the University to lose money?

It was noted by the SCG that supervisors require this type of financial performance information.

Tim Sprague suggested that a Town Hall meeting or other communication from the VC may be the best option to present the University’s performance.

A question was raised regarding the Departmental Administration Review and what is involved. Tim Sprague responded that it would involve interviews of relevant people and it would take a few months to complete.

Resolution 05/09

The SCG requests that HR investigate what managers and supervisors are being told regarding the demand for a 5% saving and how they are dealing with that call as well as clarification of the financial impacts of the Global Financial Crisis and the refinancing of the hospital project on the University.

Moved Leanne Denby

Seconded Vasantha Saparamadu

8. REPORTS FROM WORKING GROUPS (INCLUDING VOTING ON RECOMMENDATIONS)

i) Policy and Procedures Development (role of SCG)

Greg Stark provided an update and wants to know how consultation works and why is the SCG missing on the policy development flow chart?

Cathy Rytmeister noted that the SCG should be placed before UPRG in the process and will discuss this with Bronwyn Kosman.

ii) Purchasing; Fair Trade (progress report)

There was a discussion around the products that can be purchased and whether products other than Office Max can be purchased. Finance has advised Leanne Denby that Office Max is the preferred supplier to the University, has been through a rigorous tender process and products may only be purchased from them. Leanne Denby advised that the Sustainability Website identifies a number of fair trade products that can be purchased and encourages staff to use the website.

iii) Public Comment (progress report)

There was a discussion around what Academics can and cannot comment on and issues around how to define this.

iv) Student Complaint Handling, Students at Academic Risk, Student Record (progress report)

There was a discussion around these policies.

9. POLICIES FOR REVIEW AND FORMATION OF WORKING GROUPS

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

- Recruitment and Selection – updated
- Appointment of Heads of Department
- Code of Conduct

The following people mentioned that they were interested in being in working groups for the following policies:

- Recruitment and Selection – Kathryn Pearson and Marina Harvey
- Code of Conduct – Greg Stark and Leanne Denby

10. OTHER BUSINESS

There being no further business the meeting closed at 11:50am.

**Next meeting 20 November 2009 in the Senate Room, Level 3,
Lincoln Building**