

DRAFT

MACQUARIE UNIVERSITY
STAFF CONSULTATIVE GROUP
MEETING OF 20 November 2009

The meeting of the Staff Consultative Group (SCG) held on 20 November 2009 at 9:30am in the Senate Room, Level 3 (Lincoln Building) was inquorate; notes from the meeting are below.

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:

A4	Academic	Business & Economics	Mr Gordon Brooks
G2	General	Human Sciences	Mrs Collette Ryan
G5	General	Library	Ms Kathryn Pearson
G9	General	Registrars Office	Mr Michael Marston
		Office of the DVC Dev and	
G10	General	Ext Rel	Vacant
CPSU	CPSU		Ms Sondra Wibberley
CPSU	CPSU		Mr Ted Davies
			Mr Greg Stark (Deputy Chair)
CPSU	CPSU		Mr Vasantha Saparamadu
NTEU	NTEU		Ms Stephanie Grolimund
NTEU	NTEU		Ms Cathy Rytmeister (Chair)
NTEU	NTEU		Vacant

HR Representatives

Manager, Employee Relations	Mr Nick Crowley
Senior Employee Relations Officer	Ms Melissa Taylor

2. HOUSEKEEPING

Apologies

Ms Carolyn Kennett – Electorate A1
Dr Julian Leslie – Electorate A1
Assoc Prof David Butt – Electorate A2
Assoc Prof Mark Wiggins - Electorate A2

Dr Kate Gleeson – Electorate A3
Mr Craig MacMillan - Electorate A4
Dr Marina Harvey – Electorate A5
Ms Linda Kerr – Electorate G1
Ms Beth Lewis – Electorate G3
Mrs Laura Billington – Electorate G4
Ms Kylie Colvin - Electorate G6
Ms Leanne Denby – Electorate G7
Mr Dylan Hodson – Electorate G8
Mr Lachlan Morgan - Electorate CPSU
The apologies as listed above were noted.

Cathy Rytmeister will send a card on behalf of the SCG to Dr Julian Leslie.

Motion for extension of time

A motion for extension of time for the duration of the meeting until 12 (noon) was passed.

3. CONFIRMATION OF MINUTES (20 AUGUST 2009)

- The Minutes from the SCG meeting held on 20 August 2009 appeared to be in order, however, could not be confirmed because the meeting was inquorate.

4. BUSINESS ARISING FROM PREVIOUS MEETING

HR's Response to Issues Raised

- Email lists – the response is unsatisfactory as this has been a request for 3 years. The SCG hopes that the HR Renewal will fix this.
- SCG Resolution 05/09 – not a good response. The SCG would like to know specifically what managers/supervisors are being told.
- Discussion with the Executive Deans regarding staffing decisions – the SCG stated that there are some vacancies which the Executive Deans decide not to fill and then other staff members are expected to pick up the load. The SCG would like to know:
 - What are the principles guiding recruitment decisions?
 - How is compliance with the Recruitment and Selection Policy checked?
 - How are decisions made about the form of employment for new positions? (ie whether a position is to be casual, fixed term or continuing)
 - Are Fixed Term contracts replacing continuing positions, and is this a deliberate strategy?
 - What is HR's involvement in, and what are the principles guiding its advice about, employment/recruitment decisions made at Faculty and Office level?

5. REPORT FROM THE CHAIR

Communications with HR

- Cathy Rytmeister noted there were practical problems communicating with HR as there were difficulties getting in contact with the Director, HR.

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

Greg Stark provided an update that the Working Group had not had an opportunity to meet again.

Cathy Rytmeister to find out the status of Dr Julian de Meyrick's Student Complaint Handling and Students at Academic Risk Policy.

7. DIRECTOR, HR - PRESENTATION

Nick Crowley on behalf of Tim Sprague noted that there has been discussion during Enterprise Bargaining negotiations regarding a potential new structure for the staff consultation process for employment and policy issues.

6. PRESENTATION – DEAN GROOM (POLICY WIKI)

- Dean Groom provided a presentation on Policy Wikis.
- There were discussions around the accessibility of Policy Wikis for the vision impaired.
- It was also noted that Policy Central may not be in a format for the vision impaired.
- A question was raised whether there are terms of reference for the University Policy Reference Group (UPRG)?
- Cathy Rytmeister to arrange training in Wikis.

9. DISCUSSION OF SELECTED POLICIES

The SCG noted this agenda item. Cathy Rytmeister provided a paper for distribution to the SCG including questions, comments and motions on the policies listed for discussion.

The SCG suggested that the Home Based Work part of the Flexible Work Arrangements Policy be a separate policy or guidelines.

Sondra Wibberley noted that HR Online is not accessible for people with vision impairment and that the position descriptions on the HR employment webpage are in pdf format which is not accessible either. The SCG strongly recommended that this be changed.

**10. POLICIES FOR REVIEW AND FORMATION OF WORKING GROUPS
*IF REQUIRED***

The SCG noted this agenda item.

11. OTHER BUSINESS

The dates for the meetings in 2010 are to be communicated at a later date.

There being no further business the meeting closed at 12:03pm.

**The next meeting date is Thursday 4 March 2010 at 9.30am in the
Senate Room (Level 3), Lincoln Building.**