

**RECORD OF A MEETING OF THE  
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE HELD ON  
10 OCTOBER 2007 VIA TELECONFERENCE**

**Present:**

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Dr John Barclay	Dr Marea Nicholson
Mr Peter May	Professor Marie Emmitt
Mr David Keegan	Professor Gail Crossley
Mr Chris Sheargold	Ms Glenis Davey
Mr Jeremy Gauder	

**In Attendance:**

Ms Pauline Croxon (Executive officer)  
Ms Sybilla Wells (Note taker)

**Apologies:**

Professor Sandy Middleton  
Dr Tony Stokes  
Ms Anne Szadura  
Ms Robin Fisher

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The meeting commenced at 3:00pm.

The Chair, Mr Cameron welcomed all committee members to the ACUSCC meeting, recorded those in attendance and asked that apologies be noted.

Professor Crossley and Ms Davey informed the committee that they would have to leave the meeting early due to other commitments.

**1. MATTERS ARISING:**

## **1.1 NOTES OF THE PREVIOUS MEETING**

The Chair, called for any comments regarding the notes of the previous ACUSCC meeting. The committee accepted the notes and the Chair asked the committee to discuss the action items.

## **1.2 ACTION ITEMS FROM THE PREVIOUS MEETING**

The Chair informed the committee that names of additional potential External Chairpersons from the Staff Representatives of the committee had not yet been received.

Dr Barclay announced that at a recent Australian Higher Education Industrial Association (AHEIA) meeting it was announced that the private dispute resolution services of members of the Australian Industrial Relations Commission (AIRC) were available to Universities. Ms Croxon wrote to Vice-President Watson requesting that the members of the Educational Services Panel be available to the University in the role of External Chairpersons and this proposal was agreed by the AIRC. Dr Barclay informed the committee that as the under representation of women in the list of external chairpersons was an issue raised in a previous ACUSCC meeting it was noted that the current Educational Services Panel includes several women Commissioners. The Chair asked that these names be added as potential External Chairpersons and that this item be removed from the notes. Further names may be put forward at any time.

Ms Davey informed the committee that attempts are still being made to contact members of the Mercy Order as potential External Chairpersons and she will follow this up and advise the committee of the outcome.

## **2. STANDING ITEMS**

### **2.1 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT**

A question was raised in relation to who has access to and input into the OHS&W policies during their development. It was suggested that the dimension of pastoral support be included in policies as this is important and the focus should not only be on the physical safety of staff. The issue of identifying appropriate protocols was raised, for example what should happen when there has been a death in the work group? It was suggested that the protocols include a contact person or committee who could provide assistance to supervisors and support to staff when there has been a death.

Dr Barclay informed the committee that in relation OHS&W policies PREOD consults widely with several groups including Campus Operations, OH&S Committees, the Student Association and senior staff of the University.

Dr Barclay acknowledged that many of the issues raised reflect the culture and Mission of the University and are important. He reminded the committee that the University's EAP provider "Access" is available for all staff and that the EAP provides confidential counselling for work related or family and personal problems which is paid for by the University. However there are developments in the area of health and safety which legally cannot wait, such as the need for the development of an emergency number which is monitored 24 hours a day. In such circumstances the development of policies focusing on pastoral support will need to follow once legal obligations are met.

The Chair emphasised the need to get the Emergency and Critical Incident policy out as soon as possible and record the need to consider the related pastoral care issues.

Dr Nicholson mentioned she was aware of work on this policy and suggested that the University needs to have more comprehensive policy development process and that its exposure to risk may not necessarily be reduced. Dr Nicholson queried the level of involvement that supervisors have had in policy development and noted that supervisors on the ground are dealing with a diverse range of problems. It was suggested that Implementation Guidelines for the management of Emergency and Critical Incidents may also be necessary.

Dr Barclay commented that the University has very explicit legal obligations that it needed to work towards meeting and that there is considerable opportunity for all supervisors and staff to comment and provide input into policies through the University – wide consultation process and at anytime after the policies are implemented.

## **2.2 EQUITY AND STAFF DIVERSITY REPORT**

The committee received this report.

## **2.3 INDIGENOUS EMPLOYMENT REPORT**

The committee received this report.

## **2.4 GENERAL STAFF LEARNING AND DEVELOPMENT**

The committee received this report.

### **3. CONSULTATION PROCEDURES FOR HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES (Refer to Attachment 2 of the Agenda)**

Dr Barclay informed the committee that the PREOD website has not as yet been set up so that details of feedback could be displayed and that PREOD will continue to work to accomplish this.

Attachment 2 of the Agenda lists those Policies recently distributed for consultation where some feedback has been received. For example, there was some feedback on the Higher Duties for Academic Staff policy which had been amended to update the allowances for 2008. Policies with no feedback go to the Vice-Chancellor for final determination.

The Chair advised that if there has been an error in Attachment 2 it will be updated. Those policies identified as having some feedback will be deferred for consideration and will be brought to the next meeting of the ACUSCC. All other policies on the list will go to the Vice Chancellor for final determination.

Mr Keegan informed the committee that he had received comments on the Reimbursement of Expenses policy.

The Chair replied that he would prefer if comments regarding changes to policies were made in writing and he gave the committee members a further two weeks to submit any written suggestions or comments.

A member of the committee suggested that the AWA policies have a cover sheet stating that “This Policy should be read in conjunction with the AWA Policy” or such a statement should be put in the preamble. Dr Barclay responded that the University will look at putting appropriate wording into the policy and he re-emphasised that comments must be received in writing in order to be properly considered.

A question was raised regarding developing a protocol so all policy changes are noted perhaps on the front of the policy. It was suggested that it is hard to differentiate what changes have been made and staff find it difficult to understand.

Dr Barclay advised that changes to the policies go back over two years, and that the policies being discussed today (those listed in Attachment 2) remain virtually unchanged. The policies are necessarily published in their Interim form for consultation on the whole policy.

The chair again emphasised that written submissions must be submitted in line with the established procedure in order for policy issues to be discussed at the committee meeting.

Dr Barclay stated that staff can provide comment on University policies and he reminded the committee that policy revisions and new policies are announced to all staff. PREOD has circulated a document within the Directorate regarding changes to policies, and is considering providing that document to all supervisors.

Ms Glenis Davey asked what will happen after all of the policies have been to the committee and the process is completed. Dr Barclay responded that changes will be made from time to time as needed and that staff can suggest improvements at any time as invited in the last section of each policy..

#### **4. OTHER ITEMS OF BUSINESS:**

Dr Barclay advised the committee that PREOD submitted the University's HEWRRs submission in August and this was currently being reviewed by DEST. He informed the committee that DEST (or DWR&SB) may want changes and or to audit University processes. From a HEWRRs standpoint the University is still in the firing line however this may all depend on political matters. The committee was advised that a successful HEWRRs application would provide \$5M of funding to the University.

The Chair reminded the committee that the next ACUSCC meeting will take place on 6 December 2007 and advised that a draft schedule of meeting dates for 2008 will be brought to the next ACUSCC meeting. The Chair suggested meetings be conducted in March, May, July, September and November.

It was requested that suggested dates be forwarded to members of the ACUSCC prior to the December meeting and the Chair agreed that a List of proposed dates will be circulated with the agenda papers for the next meeting.

## 5. NEXT MEETING:

The next meeting date of the Committee was confirmed for 6 December 2007 commencing at 3:00 pm.

The meeting concluded at 4:00 pm.

## 6. ACTION ITEMS

<b>Actions</b>	<b>Completed</b>
Members of the ACUSCC to be provided with suggested meeting dates prior to next ACUSCC meeting.	
The Chair gave the committee an extra two weeks to submit comments on the policies listed in Attachment 2	Comments were received from Mr Keegan on 11 October 2007
The names of the members of the Educational Services Panel of the AIRC to be added to the list of External Chairpersons.	The names have been added to the list, and further names may be put forward at any time.

<b>Pending</b>	<b>Completed</b>
The committee discussed in principle that any change management proposal should consider its impact on other University areas and consult with other areas of the University that may be impacted by the change management proposal. This is to be considered when the Change Management Policy is considered during the consultation process.	The University will adhere to Clause 8.7.1.1 of <i>the Australian Catholic University Staff Enterprise Agreement, 2005-2008</i> , as obligated.