

**DIGEST OF SENATE MEETING  
HELD ON 19 JUNE 2003  
AT MACKILLOP CAMPUS, NORTH SYDNEY**

**Campion College**

The Chancellor reported on a very useful meeting he and the Vice-Chancellor had with relevant members of the Australian Catholic Bishops Conference at which the concerns of Senate in relation to the proposed establishment of Campion College were raised. It has been suggested a further meeting be held at the Bishops' Conference next year.

**Furthering the Catholicity of the University**

Senate noted measures instigated by the Vice-Chancellor to progress the implementation of the propositions contained in the document *Furthering the Catholicity of the University*, endorsed by Members of ACU Limited at the Annual General Meeting on 22 May 2002.

1. The Vice-Chancellor has instituted an examination through the Goals Committee of the University of how the procedures of the University reflect the principles espoused in *Ex Corde Ecclesiae*.
2. Consonant with the thrust of the Company's Catholicity Statement, the Vice-Chancellor has set in train the procedure that applicants for key executive positions will be asked to comment on their "unequivocal commitment to the Catholic Ethos and values of the University".
3. A draft "Code of Conduct" will be presented to the next meeting of Senate for consideration. The Code reaches out widely to genuine work requirements and expectations of staff and is relevant to the Company's debate.

**Quality Audit**

Senate received advice that, following the University's response to the Australian Universities Quality Agency (AUQA) Report, AUQA has provided a list of issues for the University to consider. These have been forwarded to the Pro-Vice-Chancellor (Quality and Outreach) for incorporating into the University's quality management procedures. In addition, there are mechanisms in place for the institution to implement appropriate sections of the action plan arising out of the AUQA report.

**McAuley at Banyo Campus Development**

Senate noted that the McAuley at Banyo Campus is largely complete and is fully operational. Senate commended Mr Alan Druery, Chair of the Banyo Project Development Committee, for his outstanding management of the project.

**Blackfriars Priory**

Negotiations are continuing with the Archdiocese of Canberra and Goulburn on the drafting of an appropriate Trust Deed for the Blackfriars property.

### **March Quarter Budget Review**

Senate received and noted the March quarter budget review.

### **Statement on Work-and-Life Balance**

Senate endorsed the Statement on Work-and-Life Balance attached to this Digest. The Statement will also be available on the Personnel Relations website in the near future.

### **Refugee Assistance**

Senate received advice of an initiative by the Sub-Faculty of Business and Informatics, in conjunction with the Jesuit Refugee Service Australia, to conduct a trial of the delivery of non-award units in Business Administration to Burmese students of the Karen ethnic group currently living in a refugee camp on the Thai/Burmese border.

### **Course Approvals**

Senate approved the following new courses recommended by Academic Board:

#### **Faculty of Arts and Sciences**

Fee-paying Graduate Diploma in Psychology commencing in Semester 2, 2003 at St Patrick's Campus and in 2004 at McAuley at Banyo.

#### **Faculty of Health Sciences**

Fee-paying Master of Midwifery (Research) commencing in 2004.

### **Amendment to Statute 2.6**

Senate approved an amendment to Statute 2.6 – *The Faculties and Sub-Faculties* to accommodate the creation of the position of Deputy Dean. The amendment provides for the Deputy Dean to preside at a Faculty Board meeting in the absence of the Dean.

### **In Recognition**

Senate congratulated the Vice-Chancellor on his award of a Centenary Medal.

### **Vale**

Senate noted with regret the death of Mr Peter Beasley, who was a general staff member of Senate from January 1991 to September 1992, and offered condolences to his family.

John Cameron  
Executive Director, University Services

30 June 2003

## **AUSTRALIAN CATHOLIC UNIVERSITY**

### **STATEMENT ON WORK-AND-LIFE BALANCE**

Australian Catholic University is committed through its Mission Statement “to the dignity of all human beings”. In line with broader Catholic Social teaching, the University recognises that work is integral for underpinning personal fulfilment, and private and social dignity. One of the principal ways that this recognition is manifested at ACU is through the practical development and application of a work-and-life balance philosophy which is a core component of the University’s emerging workplace culture.

Work is recognised as an important, but not an exclusive, means through which a person contributes to society at large. In balance to their work activities, people need to share time with their family, to attend to their personal spiritual development, to rest, and to pursue broader cultural, educational and recreational interests through which they might grow, develop and further contribute to their spiritual and intellectual life.

As an employer ACU strives to balance the needs of the individual employee and the University to enable work-and-life needs to be addressed appropriately. The overall aim is to optimise the contribution of employees in the achievement of both personal and professional outcomes in an environment that is co-operative, supportive and efficient.

Work-and-life balance strategies can be most beneficial to staff and the University when the interconnectedness of needs – personal, human and institutional is recognised and acted upon. Importantly, an effective work-and-life balance philosophy recognises that benefits, support and assistance need to flow reciprocally between the University and its staff.

At ACU, this philosophy is intentionally encouraged so that work-and-life balance is an intrinsic component of University workplace culture. Such a philosophy underpins the emerging coherency of the whole ACU workplace and scholarly community. It is expected, however, that this coherency will be grounded in the concept of mutuality. This means that the institution, staff, management and other bodies or groups who form a part of ACU community life (including employee associations) collectively share responsibility for its well-being. Shared responsibility in turn means that benefits warrant definite returns and that rights come with definite obligations. Community members throughout the organisation have roles to play in contributing to their and others well-being, and mutual obligations are fulfilled by ensuring efficient and effective quality service.

In embracing a work-and-life balance philosophy the University has signalled that, as an institution, it has a significant role to play in this important endeavour, in partnership with its staff in all fields of ACU activity. The extent of the ACU's practical commitment to this philosophy is outlined in the attachment to this statement.

As new and sometimes unique work-life-balance needs emerge they necessitate exploration of novel and creative solutions. The overall aspiration, however, will be wherever possible, to achieve a work-and-life balance that equitably and fairly recognises the needs of the employee and the University.

**Australian Catholic University**

**19 June 2003**

**Work-and-Life Balance at Australian Catholic University**

At ACU work-and-life balance initiatives are wide-ranging and incorporate many family-friendly initiatives. Together, they provide potential for considerable flexibility as well as access to “safety nets” of various types, which may be utilised on the basis of need. When used they can directly assist work-and-life balance. If left unused, they still provide a welcome support for all staff, and are available if needed to provide workplace security and comfort.

Work-and-life balance initiatives at ACU exist in an environment that is properly focussed on the effective delivery of University programs and services. They, generally operate within parameters set by industrial agreements and policies. Such instruments guide their application and implementation through balancing both personal and organisational needs which is achieved in consultation with supervisors.

Currently work-and-life balance initiatives, in place at ACU and under development, range across:

1. Working Arrangements:

- Flexible working hours
- Job share arrangements
- Part-time and fractional work
- Hours averaged over an extended period
- Time off in lieu at ordinary and penalty rates
- Flexible start and finish times.
- Hours of work may be negotiated by staff
- Make up time
- Workload averaging for academic staff

2. Leave Arrangements:

- Maternity leave (3 variants depending on length of service).
- Adoption leave (3 variants depending on length of service)
- Paternity leave
- Child rearing leave
- Foster parenting leave
- Access to single days of annual leave
- Flexi-leave provisions
- Purchased leave (deferred salary)
- School term work arrangements
- Career break
- Time in lieu

- Leave without pay (full or part-time)
- Concessional days
- Encashment of long service leave
- Long service leave (after 7 years).
- Paid special leave
- Pre-retirement contracts
- Extraordinary leave
  
- Personal leave incorporating:
  - Carers' leave
  - Emergency leave
  - Ceremonial leave for Aboriginals and Torres Strait Islander peoples
  - Religious and culturally significant days
  - Funeral of a close family member
  - Medical or therapeutic appointments of a dependent
  - Moving house
  - Child care on a "student-free day".

### 3. Career Development Opportunities:

- Performance development strategies that assist establish learning needs
- A comprehensive induction process to introduce and socialise new staff into the ACU workplace community and ethos
- Study time provisions and mechanisms that assist research and coursework program completion
- Financial assistance to support relevant formal study
- Competitive grants to support relevant development initiatives for both the University and individual staff
- Management training initiatives for supervisors

### 4. Employee Welfare

- Parenting rooms
- Counselling services
- Employee assistance program
- Phased retirement
- Superannuation seminars
- Relocation assistance (conditional)
- Flexible remuneration

The University is open to considering proposals from staff who have particular needs in line with existing industrial parameters or the explicit facilitative provisions in the University's respective enterprise agreements. In cases where these fall outside of existing options, proposals are assessed on a case

by case basis giving full consideration to the personal circumstances of the staff member.