

**RECORD OF A MEETING OF THE
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE HELD ON
31 JULY 2008 VIA TELECONFERENCE**

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Dr John Barclay	Professor Gail Crossley
Mr David Keegan	Mr Chris Sheargold
Associate Professor Marea Nicholson	Mr Geoff Woodward
Ms Glenis Davey	

In Attendance:

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

Apologies:

Professor Marie Emmitt	Ms Robin Fisher
Mr Peter May	Ms Anne Szadura
Dr Tony Stokes	Mr Jeremy Gauder

The meeting commenced at 3:00pm.

The Chair, Mr John Cameron welcomed members of the committee to the meeting and took attendance. Two apologies were given prior to the meeting Mr Peter May and Professor Marie Emmitt. The Chair asked that all other apologies be noted.

Ms Anne Szadura contacted the Executive Officer of the ACUSCC Ms Pauline Croxon and is recorded as a late apology.

1. MATTERS ARISING:

1.1 NOTES OF THE PREVIOUS MEETING

The Chair asked if there were any comments or issues regarding the notes of the previous meeting. There were no comments and the notes were accepted by the committee.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

There was one action item from the previous meeting. Ms Croxon advised Professor O’Gorman of the committee’s suggestion that longer term fixed-term staff receive prior consideration in the placement process before other fixed-term staff more recently employed. Professor O’Gorman informed Ms Croxon that there was no fixed-term staff members employed in the Indigenous Education Units that met this criteria.

The chair asked if there were any matters arising from the Action Items. No comments were received regarding the action items.

2. STANDING ITEMS

The Chair invited any comments from the committee regarding the standing items.

2.1 EQUITY AND STAFF DIVERSITY REPORT

Dr John Barclay drew the committee’s attention to the Equity and Diversity report specifically the EOWA Waiver Application. He explained that this application was a process that if successful would result in the University receiving a waiver from reporting to EOWA.

Dr Barclay commented on the Senior Decision Making Bodies by Gender report stating that numbers in this area have been steadily increasing over the past 10 to 12 years. He stated that the achievement of senior decision making bodies having at least 45% female representation is commendable; our goal is to move to 50/50 gender division.

Associate Professor Marea Nicholson asked if the under representation of women on senior decision making bodies was a contributor to ACU not being an Employer of Choice for Women. Dr Barclay responded that this was requested a few years ago however with all the work resulting from the HEWRRs this had to be put aside. ACU is now considering lodging an application to EOWA for an Employer of Choice for Women citation for next year. Dr Barclay also said that the research indicates that it does not impact that much on Universities.

Associate Professor Nicholson stated that ACU being an Employer of Choice for Women might be a good start at promoting ACU in such a tight labour market. Dr Barclay responded that he fully agreed.

The committee received this report.

2.2 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

Dr Barclay stated that a lot of work had gone into the Emergency and Critical Incident Policy which is currently being implemented across the University. The influenza vaccination program was a success with 409 staff members being vaccinated. He commented that it will be interesting to see if the influenza vaccination program affects sick leave data.

Dr Barclay informed the committee that the University’s Workers Compensation Insurer had changed to GIO. GIO is now the National Worker Compensation Insurer for NSW, ACT and Victoria. He explained that this would make Worker Compensation at ACU more efficient and that Queensland would have been included except for the Government QCom system operating in Queensland.

The committee received this report.

2.3 INDIGENOUS EMPLOYMENT REPORT

The committee received this report.

2.4 GENERAL STAFF LEARNING AND DEVELOPMENT

Dr Barclay informed the committee that there have been significant improvements in the uptake of on-line compliance training. OHS compliance training is the first time that 60% of staff have completed the course by the closing date - this might mean a subtle change in culture in regards to compliance training. The draws of the bottles of wine will be on Friday 1 August.

50 to 60% of general staff had a completed Performance Development Program (PDP) by the close of the window. Dr Barclay commented that this would require follow up.

In regards to Code of Conduct training Dr Barclay stated that this was systematic being progressed on all campuses of the University.

The committee received this report.

3. CHANGE MANAGEMENT PROPOSAL - SCHOOL OF EXERCISE SCIENCE

The Chair welcomed Professor Pauline Nugent, Dean of the Faculty of Health Sciences to the committee to discuss the change management proposal in the School of Exercise Science and answer any questions.

The Chair stated that the purpose of listing the School of Exercise Science change management proposal as an agenda item was in line with the process of bringing all change management proposals to the committee for consultation. He then invited Ms Croxon to discuss the change management proposal.

Ms Croxon stated that this was a reasonable proposal and according to the Head of School there has been a lot of discussion with staff. She stated that did not see anything adverse to staff in this proposal.

Professor Nugent confirmed that there had been widely discussed in the School and staff were given the opportunity to give feedback. Professor McMullen commented that members of the School of Exercise Science are looking forward to this enhancement of the school.

A question was asked if the National School will have activities in Brisbane. Professor Nugent responded that they are working towards having presence in Brisbane in the future. Dr Barclay stated that a National School can operate on any campus.

4. HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES

The Chair invited Dr Barclay to speech about Agenda Item 8 - undated re Human Resource Management and Related Policies.

Dr Barclay informed the committee that Agenda Item 8 was a summary of policies that had been consulted on and subsequently brought to the committee in the past but are yet to be amended. These policies require a fair amount of work and will remain under consideration until changes are made. Another list of policies for

consultation will be sent to the University community later today and there will also be a Vice-Chancellors Determination in the next 24 hours. A memo will be sent to the University Community regarding the determination as per University procedure.

There were no comments further comments regarding this Agenda Item and the accepted by the committee.

4. OTHER ITEMS OF BUSINESS:

Mr David Keegan stated that in regards to Memorandum to staff about the review of timetabling it did not mention campus operations. The Chair responded this was an error in the drafting of the memo and does not limit who may speak to the external consultant.

5. NEXT MEETING:

The next meeting date of the ACUSCC was confirmed for 25 September commencing at 3:00 pm.

The meeting concluded at 3:31 pm.

6. ACTION ITEMS

Actions	Completed