

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

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Dr John Barclay	Ms Anne Szadura
Mr Peter May	Dr Tony Stokes
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:

Dr Marea Nicholson
Professor Marie Emmitt
Professor Sandy Middleton
Ms Robin Fisher

The meeting commenced at 3:00pm.

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

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 of the previous meeting.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

The Chair informed the ACUSCC that after consultation with the committee dates for the 2008 meetings of the ACUSCC had been selected. Five dates in 2008 have been selected and one additional meeting is requested. The dates selected are 14 February 2008, 20 March 2008, 1 May 2008, 31 July 2008, 25 September 2008 and 27 November 2008.

The Chair acknowledged that the committee had not canvassed a date in February 2008 but asked the committee to make themselves available for a meeting.

The Chair asked if there were any concerns regarding the meeting dates. Mr Jeremy Gauder informed the committee that he would not be available for the 14 February meeting date. The Chair accepted that Mr Gauder would be absent from this meeting.

The rest of the committee accepted the ACUSCC meeting dates as proposed for 2008.

Ms Pauline Croxon Executive officer for the ACUSCC confirmed that an email would be sent to all committee members informing them of the ACUSCC meeting dates for 2008.

Ms Glenis Davey informed the committee that she had received the name of a member of the Mercy Order to add to the list of External Chairpersons Sister Marie Kehoe.

The Chair agreed to add this name to the list of External Chairpersons.

2. STANDING ITEMS

2.1 EQUITY AND STAFF DIVERSITY REPORT

Ms Croxon drew the committee's attention to the Equity and Diversity report from Kim O'Brien Coordinator Equity and Diversity. A Queensland University of Technology report entitled "Selected inter-institutional gender equity statistics" indicated that ACU was one of the top three performers in the majority of categories. Kim invited the committee to contact her if any members of the ACUSCC would like more information on the report.

Professor Gabrielle McMullen informed the committee that four female Academic staff members of the University had achieved promotion to Level E in the recent promotions round.

2.2 INDIGENOUS EMPLOYMENT REPORT

The committee received this report.

2.3 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

The Chair in referring to this report asked the committee what their views were on a total ban on smoking on all ACU campuses.

Professor McMullen asked what the difference was compared to the University's current smoke free work place policy.

The Chair responded that currently there are designated smoking areas that must be at least 5 meters from buildings. If this change was introduced the ban on smoking would extend to the perimeter of the campus.

Professor McMullen stated that this could be closer than the current smoking areas at the St Patrick's Campus as the front building and the perimeter of the campus is closer than 5 meters.

The Chair suggested that current smoke free work place policy seemed adequate.

Ms Croxon observed that extending the ban on smoking could result in students smoking on the footpath outside the campus and this could be a safety issue.

Professor McMullen asked if ACU's policy was in line with other Universities.

Ms Croxon responded that the University's policy was in-line with most Universities including University of Sydney and University of Technology Sydney.

The committee suggested that the University's smoke free work place policy should remain unchanged.

2.4 GENERAL STAFF LEARNING AND DEVELOPMENT

Dr Barclay informed the committee that staff participation in on-line training had increased in the past few weeks with the close of Trade Practices compliance training on 30 November. The Core Planning Group have authorised where programs have not been completed by the closing date that \$250 be charged per person to the unit budget by PREOD to facilitate the purchase of an additional license to enable completion.

Dr Barclay stated that Workplace Bullying and Trade Practice training is above 75% complete in most cases and above 92% for Workplace Harassment and Discrimination. PREOD will be writing to the supervisors of those who have not completed the training and informing them that charges will apply.

Dr Barclay informed the committee that PREOD would be introducing two OH&S on-line compliance units in 2008, one for staff, and one for supervisors. He said a lot of progress has been achieved with on-line compliance training but there is still more to do to reach an appropriate conclusion of the program.

3. UPDATE RE HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES

Dr Barclay informed the committee as of last Friday 30 November feedback about the University's human resources policies and procedures list sent to the University community on 30 October had closed. PREOD had not as yet had the opportunity to review submitted comments but will soon do so.

The Committee was advised that the Vice-Chancellor had determined the policies from the last round of consultation on Monday, 3 December 2007. The word "interim" will now be removed from these policies which are now finalised. The next group of policies for consultation will be circulated to the University community before Christmas.

Mr Peter May asked if the change of government will affect this process or policies that are in development.

The Chair responded that we anticipate changes in the future however the current legislation is still in place and that we therefore must abide by it.

Dr Barclay stated that we have policies that might not be brought to the ACUSCC immediately as we anticipate they may require further changes due to the change of Government, an obvious example being the AWA policy.

It was asked what we might do in relation to those policies with changes due to the HEWRRs. Dr Barclay advised that we must do what is required of us by the law. Therefore such changes will be addressed as new industrial legislation is enacted.

Ms Glenis Davey stated that HEWRRs is not a legislative requirement it is a DEST requirement and that other Universities will be making changes. The Chair advised that there is legislation behind HEWRRs, the Higher Education Support Act and that he would imagine if a policy came forwards that may have perceived future changes due to the change of Government that this could be flagged by the committee.

Dr Barclay stated that he foresees more policy changes over the next few years due to the change in Government.

4. OTHER ITEMS OF BUSINESS:

There were no other items of business.

5. NEXT MEETING:

The next meeting date of the Committee was confirmed for 14 February 2007 commencing at 3:00 pm.

The meeting concluded at 4:00 pm.

6. ACTION ITEMS

Actions	Completed
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.	

Members of the ACUSCC to be provided with 2008 meeting dates prior to next ACUSCC meeting.	
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