

**RECORD OF THE 14<sup>th</sup> MEETING OF THE  
AUSTRALIAN CATHOLIC UNIVERSITY STAFF CONSULTATIVE COMMITTEE  
HELD ON 27 MAY 2010 VIA TELECONFERENCE**

**Present:**

Mr John Cameron (Chair)  
Professor Marie Emmitt  
Professor Peta Goldberg  
Ms Di Stevens  
Professor Gail Crossley  
Mr Chris Sheargold

Dr Tony Stokes  
Mr John Sinclair  
Ms Beatrice (BJ) Johnson  
Mr Peter Blakey  
Mr David Keegan  
Ms Sandra Miles  
Ms Rachael Bahl

**Apologies:**

Professor Gabrielle McMullen  
Ms Diana Chegwidde

**In Attendance:**

Ms Pauline Croxon  
Ms Valerie Corbett (note taker)

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**1 WELCOME FROM THE CHAIR**

The meeting commenced at 4.00pm.

**2 & 3 ATTENDANCE AND APOLOGIES**

Mr Cameron welcomed all members to the ACUSCC meeting, and asked that attendees be recorded and apologies be noted. Mr Cameron advised that Professor McMullen had requested to have Agenda Item 8 (Academic Promotion Policies) postponed until the July meeting.

**4 NOTES OF PREVIOUS MEETING HELD ON 25 March 2010**

Mr Cameron called for comments regarding the previous notes, which were accepted.

**5 ACTION ITEMS FROM PREVIOUS MEETING**

The actions were completed and were accepted.

**6 STANDING ITEMS (attachment 1)**

6.1 General Staff Learning and Development Report

6.2 OHS&W Report

Ms Bahl commented that it was good to have the influenza program and Mr Keegan asked if the University had statistics to ascertain the impact of the vaccination program? Ms Croxon responded

that the University had started to look at the 2007 leave records, specifically the personal (sick) leave records for the winter months. This would provide the base data against which to establish trend data. She added that the company being used, ProVax has provided feedback regarding the number of staff having flu shots, and that there was a higher uptake in 2010. She agreed to provide a more detailed report for the next meeting when the final numbers are confirmed.

Mr Blakey asked about the University's potential involvement in the Global Corporate Challenge (exercise program). Ms Croxon agreed to make some enquiries and noted that the Victorian Government has a health initiative that includes free health checks and that this program has commenced at the University's Victorian campuses. Mr Blakey agreed to provide information to Ms Croxon about the Corporate Challenge program.

### 6.3 Equity and Staff Diversity Report

Ms Bahl thanked Ms Croxon and Ms O'Brien for their prompt response to her query regarding the Harassment and Discrimination Advisors, including updating the information on the University's website. She also noted her appreciation of the opportunity to attend the Australian Regional Women Leaders Convention in April and thanked ACU for being a supporter of the Convention.

## **7 CHANGE MANAGEMENT**

### **7.1 Marketing and External Relations Change Management Proposal**

Mr Cameron noted that the proposal has had a long gestation and asked for feedback.

Ms Croxon advised that the Director MERC, Mr David Craig, aims to place staff as soon as possible in continuing roles, and that there were a lot of fixed term staff in the area. The Marketing and External Relations restructure was different from other restructures in that it provides for fixed term staff with one year's service to be placed in continuing roles (compared with the normal two year requirement).

Ms Bahl commented that staff in the area were looking for continuity. She asked for clarification of the relationship with the faculties in the new structure, as suggested by the dotted lines in the organisation chart (page 6). Professor Emmitt responded that in the new structure, there would be closer links with the faculties, enabling the faculties to capitalise on the resources and expertise in marketing. Professor Crossley commented that the change proposal provided for a more coordinated approach to the recruitment of post graduate students rather than the current uncoordinated, faculty-based marketing approach. She considered that there was a very clear need for this sort of provision. Professor Emmitt added that post graduate markets are very different, and that marketing needed to take into account the needs of particular faculties, and to help build their expertise in this regard.

Ms Bahl pointed out a typo (Placement Process Principles, point 8) where 'retirement' should be replaced by 'recruitment'. Ms Bahl also requested clarification of the meaning of the paragraph regarding the fixed term staff member replacing a staff member on parental leave (Placement Process Principles, point 10). This appeared to this mean that the person filling in would be able to choose where to go. It was agreed to seek clarification of the meaning of this paragraph.

Mr Blakey added that staff in Brisbane saw the restructure as a basis for the resolution of issues. He considered the proposal to be a good start and did not see any deleterious aspects.

Professor Emmitt noted that it was unclear where the various positions were located, and suggested that the location information should be added to the diagram. This would apply especially to faculty staff. Ms Croxon responded that Mr Craig did not want to necessarily fix locations until the staffing decisions had been finalised, as MERC intends to remain flexible. It was agreed that this should be reflected in the proposal.

Mr Sinclair enquired as to who would pay the wages of the faculty-based staff? Mr Cameron responded that the cost would be paid by the entire University and therefore would reduce the costs of individual faculties. Mr Sinclair commented that this was an improvement and he added that it would address the Gillard requirement for a wider student mix. Professor Crossley agreed that this was a step forward, and that it would be of particular benefit to her faculty.

Mr Cameron confirmed that the proposal would be forwarded to the Vice-Chancellor, with advice of the comments, request for clarification and one recommendation for a correction.

## **7.2 Interim Change Management Proposal: International Education and Internationalisation**

Mr Cameron provided a background to the proposal. He advised that:

- A consultant, Mr Robert Lawrence of Prospect Research, had been engaged to undertake a review of the area last year.
- The Vice-Chancellor endorsed the Lawrence Report and its recommendations in principle and set up a small working party to oversee the implementation the recommendations.
- Mr Cameron headed up the working party and the working party has accepted most of the Report's recommendations.
- The working party decided that the new Executive Director should have a role in deciding the structure.
- Staff have been involved; however, it was best for staff to discuss the restructure in consultation with the new Executive Director.
- In essence, it was agreed to go ahead with setting up the Office with a new Executive Director, and then discuss the details of how staff will be affected at a later date.
- Staff have been provided with the proposal and have provided feedback.
- Staff comments had focussed on the need for clarification of the role of the Dean Internationalisation, and the lack of detail of the structure, which was a timing issue. Staff also wanted to ensure that there was no loss of momentum in the Office during the transition period.

Ms Bahl asked why there had been a change of terminology, with an Executive Director reporting directly to the Vice-Chancellor when we already had Directors who reported directly to him? Mr Cameron responded that the title came from the review report, and that the new Head could have the title of 'Director'; as the title was not that important.

Ms Bahl also referred to an issue raised by staff; namely the meaning of the reference to a 'stand alone entity' on page 17? Mr Cameron explained that this term related to separate entities such as UniSearch and Insearch, which are companies attached to Universities. He did not consider this structure suitable for ACU, and the review did not canvas it. However he could not say that such a change would never happen.

Ms Stevens noted that staff were reasonably comfortable with the proposal. She added that there were not a lot of immediate changes. If the restructure went ahead, there would be more positions, so staff were not concerned about job security.

Mr Blakey commented that staff in Brisbane were concerned that they could be downsized and had not been adequately consulted. Mr Cameron acknowledge this concern. He advised that the Brisbane campus meeting had been cancelled and that the Consultant had tried to reschedule the meeting. An offer was still open for the Consultant to meet with staff at Brisbane. Mr Blakey responded that it would be good to have another meeting.

Mr Cameron advised that he would come back to the ACUSCC at a later date with a complete change management proposal. He added that the primary change now concerns the role of the Dean Internationalisation.

Mr Sinclair enquired about the relationship of the new Office with the faculties and schools. Mr Cameron responded that the restructure would be important in strengthening the relationship with the faculties and schools, and he referred to the international students in the Schools of Nursing in particular.

Mr Cameron confirmed that the Interim Proposal was endorsed by the Committee to progress to the Vice-Chancellor for approval.

## **8 Human Resources Management and Related Policies**

### **8.1 Academic Promotion Policies (Level B, Level C, Reader, Level E)**

Postponed to next meeting

## **9 GENERAL BUSINESS**

### **- Space issue at Strathfield**

Mr Blakey raised the issue of space at the Strathfield campus. He voiced concerns about the reduced office space available for the counselling staff from the Office of Student Success, and he referred in particular to issues of confidentiality and security in relation to student counselling. Dr Tony Stokes added that if students became reticent to speak to counsellors because of the lack of privacy, they would be likely to take their concerns to academic staff. Mr Cameron acknowledged these concerns, and noted that the accommodation arrangements were part of a trial, at the end of which the situation would be assessed. He assured the Committee that these concerns would be passed on to Professor Cummins.

Mr Blakey also asked for clarification regarding the timeframe for the trial and how the trial would be assessed.

Mr Cameron acknowledged the union's concerns, but advised that space was extremely limited, especially on the Sydney campuses because of the increase in student numbers. Additional sites had been investigated, but there was nothing available. He advised that Professor Cummins had confirmed that staff had been consulted prior to the trial. Any issues arising from the trial would be reflected in the Master Planning Report which was to be released in June.

### **- Email regarding sick leave**

Mr Blakey reported that the NTEU had concerns regarding an email that had been sent to staff in Student Administration regarding sick leave. He said that he would forward the document so that the matter could be progressed by the University.

Mr Sinclair added that the email advised staff that if they took more than six days' sick leave in a year, they would have to provide a medical certificate for each instance of further sick leave. He

stated that this violated the Enterprise Agreement, which provided for the management of sick leave on an individual basis.

Mr Cameron responded that, if such an email had been sent, the matter would be dealt with.

The meeting closed at 4.50 pm.

## 10 NEXT MEETING

The next ACUSCC meeting will take place on Thursday 8 July 2010.

## 11 ACTION ITEMS

Action	Responsibility
1. Provide a more detailed report on the influenza vaccination program	Ms Croxon
2. Provide information regarding the University's involvement in the Global Corporate Challenge exercise program	Mr Blakey and Ms Croxon
3. Correct the typo identified in the Marketing and External Relations Change Management Proposal	Mr Craig
4. Clarify the meaning of the paragraph regarding the replacement of staff on maternity leave in the above proposal.	Mr Craig
5. Make it clear that there is flexibility in the location of certain positions in the above proposal	Mr Craig
6. Seek clarification from Professor Cummins re trial of new space allocation at Strathfield, as follows: - What was/is the timeframe for the trial? - How will the trial be assessed?	Ms Croxon
7. Seek clarification regarding the alleged email to Student Administration staff regarding sick leave	Ms Croxon