

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

Present:

Mr John Cameron (Chair)	Professor Gabrielle McMullen
Dr John Barclay	Ms Glenis Davey
Dr Tony Stokes	Dr Marea Nicholson
Ms Robin Fisher	Mr Jeremy Gauder
Mr David Keegan	Professor Gail Crossley
Professor Sandy Middleton	Mr Chris Sheargold
Mr Peter May	

In Attendance:

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

Apologies:

Ms Anne Szadura
Professor Marie Emmitt

The meeting commenced at 3:00pm.

The Chair, Mr John Cameron welcomed all committee members to the second meeting of the ACUSCC. The Chair 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 Chair advised that the last action item in the notes of the ACUSCC meeting held on 3 May 2007 regarding a memorandum being sent to staff with the details of the elected members of the ACUSCC had not been able to be actioned but would soon follow.

The Chair advised that the memorandum to staff would be distributed with the first batch of policies distributed for consultation with staff. The committee was informed that an email address for policy feedback had been created and the first lot of policies will shortly be put forward for consultation with all staff.

The Chair noted that additional names of potential External Chairpersons were yet to be provided to the Executive Officer of the ACUSCC, as discussed at the previous ACUSCC meeting.

There was a query regarding the timeline for distributing the record of meeting notes to the ACUSCC.

Following discussion, the Chair committed to providing the notes at least a week before the next scheduled ACUSCC Meeting.

The committee accepted the record of meeting notes of the ACUSCC meeting held on 3 May 2007.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

1.3 ACU CONSULTATION PROCEDURE RE POLICIES

In relation to the updated flowchart it was suggested that the fourth last box be changed so that any amended policies be brought to the committee for further discussion.

The Chair suggested that the University will consider any input from committee members at the time and make changes at its discretion before publishing. He requested that the following be added to the chart: “the University will consider further proposals for amendment”.

1.4 IMPLEMENTATION OF CLAUSE 8.6 – EXTERNAL CHAIRPERSONS’ PANEL

The Chair asked the committee for any further names to add to the list of external Chairpersons and asked the committee to confirm they are content with the list of external Chairpersons if they had no names to add.

There was a query whether the ACUSCC had to agree to the list of external Chairpersons.

Dr John Barclay responded that Clause 8.6 of the Staff Enterprise Agreement 2005-2008 requires consultation with the ACUSCC, and that the committee was not being asked for confirmation of the list of external Chairpersons, but to provide additional names to the list.

It was suggested that it would be useful for equity purposes to have a woman on the list of external Chairpersons.

The Chair asked that any additional names be sent to the ACUSCC Executive officer Ms Pauline Croxon prior to the next meeting.

2. STANDING ITEMS

2.1 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

The Chair requested that this report to be received by the committee.

It was suggested that policies are being developed and that some members of the committee were concerned that these policies were not being developed urgently enough.

Concerns were raised about safety in the science areas, particularly the laboratories.

Dr Barclay advised that he will need to consult with the Deans and other stakeholders. Rod Pumpa Coordinator, OH&S and Wellbeing is developing policies and building focus in this area. It was noted that any incidents of concern should be raised at the Campus level with campus operations or the local OH&S committee.

Professor Gabrielle McMullen stated that these concerns about safety issues in the laboratories had come as a surprise as she had not heard anything about these issues in other forums.

It was noted that these were minimal risks and it was understood that all requirements had been adhered to in North Sydney.

The policies that are being developed will be brought to the University staff and the ACUSCC for consultation as per the consultation process previously discussed.

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.

2.5 ACADEMIC STAFF LEARNING AND DEVELOPMENT

The committee received this report.

Professor McMullen advised that this report will be produced twice per year; therefore there will not necessarily be a new report for each meeting.

3. CHANGE MANAGEMENT

PERSONNEL RELATIONS AND EQUAL OPPORTUNITY DIRECTORATE RESTRUCTURE

It was noted that Attachment 8 Restructuring Process Chronology to May 2007 under this agenda item was not the most recent chronology. The updated document was provided to all members of the ACUSCC shortly before the meeting began. The Director PREOD regretted any inconvenience caused.

The Chair invited Dr John Barclay, Director of Personnel Relations and Equal Opportunity to discuss the PREOD restructure documents. Dr Barclay briefly discussed each of the documents and informed the committee of the following:

- the Principles' Underpinning the Restructure of the Personnel Relations and Equal Opportunity Directorate was consultatively developed with all PREOD members at restructuring meetings.
- the Restructuring Process Chronology to May 2007 represented the history of the PREOD restructure process which had been delayed by the HEWRRs imperatives.
- PREOD Restructuring Document Set reduces the process to the workplace level/layers of involvement structures and customers of PREOD.
- the charts structure is most important as it lists all positions. The PREOD Macro and Micro Functions covers the broad areas of work and more detailed areas of the restructure.
- The placement process outlines the approach to be implemented in filling positions in the new structure.

Dr Barclay informed the committee that the staff placement process is based on sound Human Resources processes and equity principles and that PREOD is moving towards a prompt placement once positions are described and classified.

The Chair invited discussion regarding the PREOD restructure.

It was noted that the PREOD restructure is a very comprehensive change management proposal. The staff representatives on the committee advised that they had been informed that the staff of the PREOD see the restructure as a practical solution to what is needed in the PREOD.

A concern was raised that the restructure could mean that some PREOD tasks could shift to other areas within the University. Dr Barclay in noting this issue advised that the restructure is a significant change and involves the addition of positions to assist the University, for example to provide leadership in the consultancy service. He also observed that some processes flowed back into PREOD as systems were improved and that balance would be sought in the change processes.

It was suggested that other areas of the University could use the PREOD process as a model for restructuring. It was also noted that if the approach was to be used as a model that it would be of assistance if any tasks that might need to be shifted be identified and elaborated in the documentation.

Dr Barclay indicated that he understood the sentiments that were expressed but that he did not feel that a particular approach to change management could sensibly be placed on the University. The key being that the steps in the Enterprise Agreement and the guidelines be upheld.

Mr David Keegan mentioned that in discussion with staff of the PREOD it had been suggested that due to the time the restructure had taken, that fixed-term staff employed before May 2007 should receive some form of prior consideration in the placement process through consideration before fixed-term staff who were more recently employed.

Dr Barclay responded advising that he understood the request and that the University would give consideration to the suggestion. He advised that he would discuss it with the four senior managers of the PREOD and make a recommendation to the University and advise the outcome at the next ACUSCC meeting.

Dr Barclay also thanked the committee for, its support for and commendations of, the PREOD restructure documents.

4. OTHER ITEMS OF BUSINESS:

The Chair informed the committee of another change management proposal in development concerning, the restructure of the University Relations Directorate.

The University Relations restructure documents have been prepared but could not be finalised for this meeting. As the University Relations restructure will need to progress as soon as possible the documents will need to be circulated for comment by mail. Comments returned by mail will be considered.

Professor Gabrielle McMullen informed the committee that she felt that the Academic Staff Learning and Development report would only need to be provided on a per semester basis and that she proposed to report accordingly.

At the last ACUSCC meeting it was noted that the ACUSCC meeting scheduled for 25 October 2007 would need to be rescheduled. This meeting will now be held on 10 October 2007.

5. NEXT MEETING:

The next meeting date of the Committee was confirmed for 16 August 2007 commencing at 3:00 pm.

The meeting concluded at 4:00 pm.

6. ACTION ITEMS

Actions	Completed
The University undertook to send a memorandum out to staff with the details of the elected members of the ACUSCC. This is to be a part of the invitation to staff to comment on the first group of interim policies being advanced for University wide consultation.	The memorandum will be sent to staff when the first batch of policies are distributed for consultation with staff.
The Chair requested that the following be added to the ACU Consultation Procedure re Policies the chart “the University will consider further proposals”	
Staff Representatives of the ACUSCC to provide names of potential External Chairpersons to the Executive Officer of the ACUSCC.	
Dr Barclay advised that he would discuss Mr David Keegan’s request in relation to fixed-term staff of the PREOD employed before May 2007 receive prior consideration before fixed-term staff that were more recently employed, with the four senior managers of the PREOD and make a recommendation to the University and advise the outcome at the next ACUSCC meeting.	Dr Barclay made a recommendation to the University that fixed-term staff of the PREOD employed before the date of CPG “in principle” approval of the PREOD Restructure receive some form of prior consideration before fixed-term staff who were employed after this date. The Vice-Chancellor approved the suggestion.