

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

Present:

Mr John Cameron (Chair)	Professor Marie Emmitt
Dr John Barclay	Dr Marea Nicholson
Mr Peter May	Dr Tony Stokes
Mr David Keegan	Professor Gail Crossley
Mr Chris Sheargold	Ms Glenis Davey
Ms Anne Szadura	

In Attendance:

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

Apologies:

Professor Gabrielle McMullen
Professor Sandy Middleton
Ms Robin Fisher
Mr Jeremy Gauder

The meeting commenced at 3:00pm.

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

The committee was informed that Mr Saysamone Praxonexay (Vice-Dean of Faculty of Education, National University of Laos) would be sitting in on today's meeting of the ACUSCC as an observer. The Chair advised that he had given prior approval for Mr Praxonexay to observe the committee meeting, and he welcomed Mr Praxonexay.

1. MATTERS ARISING:

1.1 NOTES OF THE PREVIOUS MEETING

The Chair, called for any comments regarding the notes of the previous ACUSCC meeting.

A query was raised regarding the notes of the last ACUSCC Meeting held on 7 June 2007.

Dr Nicholson commented that the meeting notes had not recorded that during the ACUSCC Meeting of 7 June 2007 it was discussed that change management proposals could significantly affect other organisational areas of the University if certain tasks that the area is responsible for are relinquished. The Chair suggested that a sentence be added to the record that units may need to consult with other affected areas when making major changes.

Dr Barclay queried what tasks were being moved to other organisational areas in relation to the Personnel Relations and Equal Opportunity Directorate change management proposal. Dr Barclay suggested that requiring an organisational unit going through a change management process to consult with other Units could be quite onerous and may not be necessary. Dr Nicholson reiterated that consultation needs to occur if a unit currently undertakes a task, but as a result of a restructure it will no longer be doing that task.

Dr Barclay read Clause 8.7.1 of the Enterprise Agreement, “Principles and Practices of Change Management”, and informed the committee that he did not think it was necessary to go beyond what is defined in the Enterprise Agreement. Dr Nicholson said that this issue does relate to the Staff Enterprise Agreement and that adverse effects could include the flow on effect of organisational units relinquishing tasks.

It was suggested that this issue might be discussed again when the Change Management Policy is brought to the committee for consultation.

The Chair asked that it be noted that the committee discussed the principle that when a Unit is restructuring, any change management proposal should consider the potential impact on other Units and consult with other areas of the University that may be impacted by the change.

The Chair asked if the committee had any other issue concerning the record of meeting notes of the ACUSCC meeting held on 7 June 2007. No further issues were raised and the Chair asked the committee move on to discuss the Action Items.

1.2 ACTION ITEMS FROM THE PREVIOUS MEETING

The Chair asked Dr Barclay to discuss the action item from the last meeting regarding the PREOD Restructure. Dr Barclay reminded the committee that he agreed to discuss a request from Mr Keegan that fixed-term staff of the PREOD employed before May 2007 receive prior consideration before more recently employed fixed-term staff. Dr Barclay informed the committee that this proposal was approved by the Vice-Chancellor.

The Chair informed the committee that the Executive Officer of the ACUSCC had not yet received any names of potential External Chairpersons from the Staff Representatives. Ms Davey informed the committee that the representatives are seeking out members of the Mercy Order and others as potential External Chairpersons and will advise the committee of the names of potential External Chairpersons at a later date.

2. STANDING ITEMS

2.1 OCCUPATIONAL HEALTH, SAFETY AND WELLBEING REPORT

The committee received this report.

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.

3. CONSULTATION PROCEDURES FOR HUMAN RESOURCE MANAGEMENT AND RELATED POLICIES

Dr Barclay advised that on 1st August PREOD wrote to the University community asking staff to provide their comments about approximately 20 University policies and that comments were beginning to be received through the email address that was established for this purpose.

The first group of policies distributed for consultation were the remuneration, resources and leave policies. Dr Barclay advised that he hoped to distribute another 20 policies for consultation with staff in the next two months; and that the overall process of consulting on University policies will take time as there are over 150 policies to be considered.

The Chair asked the committee for any comments regarding the consultation procedures for human resource management and related policies. The Chair requested that it be recorded that no comments were received.

4. CHANGE MANAGEMENT UNIVERSITY RELATIONS DIRECTORATE RESTRUCTURE

The Chair introduced a change management proposal for the restructure of the University Relations Directorate.

The Chair informed the committee that he had invited Ms Patricia Ruzzene, Director University Relations to the ACUSCC meeting however, Ms Ruzzene was unavailable to attend. Therefore the Chair would represent University Relations and take any questions on notice. A report was previously circulated to the committee explaining the University Relations change management proposal.

Dr Nicholson noted that there had been a number of consultations with staff and that the document appeared to be a work in progress. The Chair was asked whether consultation had occurred beyond the University Relations Directorate. The Chair responded that he did not believe that the University Relations change management proposal will affect other areas of the University, but he would ask University Relations about this.

The committee was advised that changes made by University Relations had in the past had impacted on other organisational units in particular University Relations' responsibilities relating to campus Open Days. Dr Stokes said that University Relations used to have 2 staff visiting schools but this was now down to 1 staff member which may mean that less information about our courses was being made available to potential students. The main concern expressed was that a restructure of University Relations could have an impact on the recruitment of students.

The Chair responded that the proposal does not appear to affect student recruitment; and that he will be referring two specific questions to University Relations and the response will be circulated to the Committee.

Following further discussion about change management and the role of Personnel, Dr Barclay asked that it be recorded that the use of the term "Handmaiden" is commonly used in Human Resource Management literature. It explains a stage in organisations where staff and supervisors become more professional and independent and Human Resources units are no longer the "handmaiden" of staff and supervisors. At ACU an example of this is the Staff Connect facility through which staff can apply for and supervisors approve leave without the need for direct Personnel Relations intervention.

The Chair asked that Dr Barclay's remarks be recorded.

The Chair asked the committee for any comments regarding the restructure of the University Relations Directorate. The Chair asked that it be recorded that no further comments were received.

5. OTHER ITEMS OF BUSINESS:

The Chair asked that it be recorded that no other items of business were received.

5. NEXT MEETING:

The next meeting date of the Committee was confirmed for 10 October 2007 commencing at 3:00 pm. A date for the December meeting of the ACUSCC is to be determined.

The meeting concluded at 4:00 pm.

6. ACTION ITEMS

Actions	Completed
The Staff Representatives of the ACUSS to inform the Executive Office of the committee of the names of potential External Chairpersons.	
The Chair to ask University Relations 2 questions regarding their change management proposal, including the potential affect on other areas of the University and on student recruitment.	On 17 September 2007, the University Relations paper addressing the questions was distributed to members of the ACUSCC.