Minutes, meeting of Macquarie consultative Committee (MUCC), 15 June 2017 (12p, - 1pm)

1. Welcome, introduction, apologies.

Apologies: Nick Crowley, Sondra Wibberley, Rachel O’Shea

Introductions: Ebony Mifsud was introduced to the MUCC members. Ebony is on a cadetship within HR/ER.

In attendance;
- Anne McMaugh
- Frank Valkenburgh
- Vasantha Saparamadu
- Linde Kerr
- Lance Dale
- James Hazelton
- Nicole Gower
- Lachlan Morgan
- Collette Ryan
- Rob Davies
- Barry Quinn
- Craig MacMillan
- Leah Angrisano
- Cathy Rytmeister
- Lisa Nelson (CPSU – on behalf of Rachel O’Shea) attended by phone
- Svetlana Martynovich (Guest Presenter)
- Melissa Mesiti (Guest Presenter) attended for presentation only
- Ebony Mifsud (Observer)
- Mandi Larsen (minute taker)

Discussion before starting the meeting:

A. Smoking Participation

Discussions

Nicole Gower is leading these meetings and was asked if someone would like to attend as a representative from MUCC.
Collette Ryan has advised she would be happy to take part in this.
Minutes: (6 March 2017)

Minutes were accepted.

2. **EA/Policy implementation – progress reports**

   a. **Deferred Salary Scheme (Nick Crowley)**

      **Discussions**
      - Nicole advised that the deferred salary scheme has been finalised.
      - Nick Crowley/Lance Dale have looked through final document.
      - There will be communication to Professional and Academic staff in relation to application process shortly, with the scheme to start from 1 January 2018.

   b. **Supporting Mature Aged Workers (Sondra Wibberley)**

      **Discussions**
      - Svetlana Martynovich gave a short update.
      - Lance Dale had met with Jo Hatton and Svetlana, and found discussions positive and proactive.
      - The meetings were to discuss how to value and retain mature aged workers, action plans and looking at an employees’ lifecycle within the University.
      - The age of 45+ as the mature age was discussed with members feeling that maybe the age of 50 should be considered.

      **Actions:**
      - Jo Hatton to circulate draft shortly.
      - MUCC members to send feedback to James Hazelton before next MUCC meeting.

3. **Recruitment Procedure (Svetlana Martynovich)**

   **Discussions**
   - Key Objectives – improved selection process/gender equality
   - Fairer Selection
   - Provide resources to hiring Managers
   - Recruitment Forms updated and improved

   **Actions:**
   - Svetlana to circulate draft.
   - Comments in writing to James Hazelton to discuss at next MUCC meeting
a. Conversion Guidelines

Discussions

- Still some work to be done, ER had reported back
- Svetlana Martynovich has developed draft
- HOD’s have attended information sessions.
- There will be active training and education implemented

4. Professional Staff Mobility Initiatives (Melissa Mesiti)

Discussions

- The scheme is ready to be launched.
- Client Relationship team to provide information to Hiring Managers
- Applications will be accepted once a year
- A notice will be sent out within next week
- A live link will be available on HR Website for employees to register
- Tag in HR Manager email signatures alerting employees to the Initiative.
- It was asked what month the applications would be opened each year. February had been suggested but some members suggested a later month may be more convenient. Melissa has advised they are happy to take suggestions.

Actions

- Scheme to be launched within next week
- Melissa to communicate with Lance Dale over weeks
- Finalise web page
- Members to send suggestions to James Hazelton on best months to communicate the scheme.

5. Other Business

a. Request to HR – Notice Boards

Discussions

- Request for Notice boards to be available in each building for Union business.
- Nicole Gower advised that Nick Crowley has information on this.
- Nick will send information to James Hazelton and to Lisa Nelson/Rachel O’Shea.
- It was suggested to put a notice on top of the board to advise it was for Union purposes.
Actions

- Nicole to speak to Nick Crowley about labelling requirement, planning and who is responsible.

b. PURE Rollout Status (Cathy Rytmeister)

Discussions

- Records that have been transferred are not correct.
- Half of the publications are missing
- Information cannot be edited

Actions

- Cathy Rytmeister to send Nicole Gower a note with examples
- Nicole will look into the issues
- Barry to send information to Cathy to collate.

c. Station Closure

Discussions

- Could there be an update at next meeting in relation to Station Closure progress.

Actions

- Nick Crowley to give update.

Next meeting: Leanne Hold to provide an update on Indigenous Strategy progress.

Next MUCC Meeting: Thursday, 27 July, 1pm – 3pm
Lunchtime Info Session: Wednesday, August 9, 12pm – 1pm