MACQUARIE UNIVERSITY CONSULTATIVE COMMITTEE

Minutes Meeting 3, 1.30pm 19 August 2015
HR C5C Level 4 Freshwater Room

MEMBERS

Academic Staff Representatives:
Lloyd Cox
Barry Quinn
James Hazelton
Anne McMaugh

Professional Staff Representatives:
Linda Kerr
Darren Peters
Carlene Kirvan

NTEU Representatives:
Craig Macmillan
Laura Billington

CPSU Representatives:
Lachlan Morgan
Greg Stark
Sondra Wibberly

Phoebe Dangerfield (CSU Observer)

Management representatives:
Nick Crowley
Nicole Gower
Michael Carley
JoAnne Sparkes

Observer and Minutes:
Roberta Palfreeman
Frank Valckenborgh
Lance Dale (observer)
Cathy Rytmeister

Attendees:
Barry Quinn
James Hazelton
Anne McMaugh
Lachlan Morgan
Linda Kerr
Craig Macmillan
Laura Billington
Sean O’Brien
Sondra Wibberly
Isabella Tran (representation JoAnne Sparkes)
Nick Crowley
Nicole Gower
Roberta Palfreeman

Apologies:
Lloyd Cox
Linda Kerr
Michael Carley
1. Welcome to country, introductions and apologies
2. Minutes of last meeting 9 July (approved)
3. Business arising from minutes
   a. Indigenous Employment and Pathways Strategy (Shane Hearne)

   Shane Hearne reported on the Green Paper Indigenous Strategy with presentation.
   Strategy includes the strategic direction (not for distribution). These include:
   i. Articulate a vision and strategy that is informed and anticipates the changing environment of higher education
   ii. Present a deep knowledge of Indigenous histories and the policy and our roles in contemporary society
   iii. Identify actions for Macquarie University to become a university of choice amongst Indigenous communities
   iv. Propose pathways to strengthen relationships between the OIS, faculties, executive, and departments to advance the embedding of Indigenous culture and perspectives in teaching curricula
   v. Propose actions to improve Indigenous people’s access to higher education and to successful outcomes
   vi. Propose actions to attract and retain Indigenous staff.

   • Shane discussed the increase in 2.5 fte Outreach Officers to create strategic alliances with the community, schools and Tafes etc
   • Offers to 2 post doc fellows to align with the ‘grown your own’ model
   • Focus on government reporting and funding

   Action: Shane to send breakdown of number of academics and professionals employed by the university

   b. Sit stand desks (Nick Crowley on behalf of Michael Carley)

   i. Nick presented paper: workplace assessment discussion on the benefits of sit down desks
   ii. WHS will complete a workplace risk assessment for any request prior to purchase

   Response:
   • Committee would like further information regarding a broader approach:-
      a. Cost associated with introducing desks progressively into greenfield sites and existing sites
      b. Review the Hearing Hub sit/stand desks (as a greenfield site) and investigate further with Property
      c. Ask Property to address MUCC in the costs associated with the desks in longer term decisions with both greenfield and existing sites.

   Action: HR to discuss with Property and to invite Property to address MUCC.

   c. Casual staff CVs on Google Docs; LSL information to sessional staff, policy approval process (Nicole Gower)

   Action: Still investigating - deferred next meeting, Nicole Gower
d. Computer leasing – policy, security, sustainability (Nick Crowley, Barry Quinn)
   i. Mary Davies (CIO) has developed a paper on computer leasing. Briefly, it recommends a hybrid policy – buying / leasing from a financial and sustainability perspective.
   
   Action: Invite Mary Davies to discuss the paper with MUCC

4. EA/policy implementation

4.1 Formation of working groups

Working groups set out below. The groups will be University led, and updates when relevant will be given each MUCC meeting. MUCC members to discuss with Cathy on preferred working group.

4.2 Reports from Working Groups

1. MUCC Academic Workload subcommittee
   - MUCC reps: Barry Quinn, Anne McMaugh, Craig Macmillan; Recommended for co-option: Trevor Case.
   - Request for updates on progress with Workload Model redrafting in FoHS, FoA and FoSE.
   
   Action: subcommittee to research metrics applied retrospectively

   
   Action: Nicole to assign an HR representative for the sub-committee

3. Review the use of the “Other circumstances” category of fixed term employment for Professional Staff.
   
   No action noted, report previously provided

4. Explore access and prioritisation for Staff seeking on-campus childcare placements/arrangements.
   
   Nicole to meet Cathy R

5. Develop policies and/or procedures to support staff mobility initiatives.
   a. MUCC reps: Linda Kerr, Darren Peters (TBC), Sondra Wibberley (TBC); in attendance: Lance Dale;
   
   Management rep(s):
   
   Action: Nicole to assign an HR representative for the sub-committee

6. Develop guidelines in relation to the operation of the deferred salary scheme
   a. MUCC reps: James Hazelton, Lachlan Morgan (TBC); in attendance: Lance Dale;
   
   Action: Nicole to assign an HR representative for the sub-committee

7. Develop guidelines in relation to the University framework for responding to and supporting staff members experiencing domestic violence
   a. Jo Hatton and sub committee met to review draft guidelines.
   
   Action: Jo will incorporate feedback into draft and update progress

8. Develop guidelines in relation to the University framework for supporting mature aged workers including transition to retirement options and/or strategies.
   a. MUCC reps: Laura Billington, Linda Kerr, Greg Stark; Recommended for co-option: Helene Mountford;
   
   Management rep: Kate Wilson
   
   No action noted

9. Review guidelines in relation to the process of converting fixed-term employment to continuing.
a. MUCC reps: Craig Macmillan (TBC), Cathy Rytmeister + a Professional Staff member (TBC); In attendance: Lance Dale; Management rep: Margot Droulers (TBC)
   No action noted

4.3 OTHER IMPLEMENTATION ISSUES
a. Discussion: Review of Guidelines for Employing Casual Staff (see current policy and procedure (urls given in full below)
   Discussion: scope is unclear and who it applies to; doesn’t mention the instrument of agreement; professional and academic may require different policies
   Action: Nicole to assign an HR representative
   All positions have been advertised, 2 FTEs per faculty certain number over 3 years.
   No action noted

4.4 MATTERS NOTIFIED TO THE CHAIR
a. Resignation of Carlene Kirvan
   Raised a concern on time to be a participant of MUCC; Ability for MUCC work to be recognised through PDR.
   Action: Please let Cathy, Nick or Nicole aware of any issues
b. Age and gender – perceptions of discrimination (deferred from July)
   Action: Greg to present concerns in next meeting;
c. Replacement of continuing staff with (short-term) fixed-term staff; employment of new casuals to do the work of existing qualified casual and permanent staff (Cathy Rytmeister)
   Action: Cathy to present concerns in next meeting;
d. Distribution of restored “efficiency dividend” funding (Lance Dale)
   Action: Cathy to send Nicole an email outlining the funding scheme and concerns
e. Electronic ballots – accessibility, security and other concerns
   i. Concern regarding nomination form and accessibility
   ii. Security and website access
   Action: HR to investigate accessibility for nomination form and https website

Rest of agenda deferred due to time constraints
Meeting closed at 3.30pm.