1. Welcome to country, introductions and apologies
2. Minutes of last meeting (approved by Cathy R and seconded by Linda K)
3. Business arising from minutes
   a. Chiropractic Change Proposal – update (Nicole Gower)
      i. Continuing with negotiations with providers and staff continue to be updated
   b. E7A staff relocation
i. It was noted that there was a mixed reaction to the move to E7A. There was a comprehensive consultation group which resulted in significant changes.

ii. It was noted that the NTEU acknowledges this is temporary accommodation and there is a focus on future permanent accommodation.

iii. Space allocation guidelines are currently being reviewed.

c. **Computer Leasing (Nick Crowley)**
   - update postponed for next meeting
   - **Action:** Nick to provide update next meeting

d. **Indigenous Employment and Pathways Strategy (Shane Hearn)**
   - Shane Hearn shared the IEPS strategy. Currently preparing the Green Paper outlining the strategic direction for the University. The paper is due for release in June 2015.
     - Developing clear career pathways and pipeline strategy at MQ with a commitment to attraction, recruitment, development and retention of employees, students and cadets.
     - A focus on developing cultural competency and reconciliation within MQ
     - It was noted that some members of the committee would like to see a more indigenous students in all faculties and offices
     - **Action:** Shane Hearn to provide MUCC with a report on the numbers of indigenous students, employees and interns.

4. **EA/policy implementation**
   a. **Developing and reviewing guidelines in relation to:**
      - Domestic Violence Framework
      - **Action:** Nicole to check with Jo Hatton on progress

   ii. Develop and review guidelines in relation to:
      1. Fixed term to continuing
      2. Casual staff
      3. Academic workloads
      4. Mobility initiatives
      5. Mature aged workers
      6. Deferred salary scheme
      - **Action:** Cathy R and Nicole G to discuss which topics require working parties and which ones the University will do and bring to MUCC for review. For those requiring a working party, Cathy R to call for expressions of interest for those committees (MUCC members and employees)
      - **Action:** Nicole G to ask Kate Wilson to present the Mature Aged Workers Report and Framework at next MUCC meeting

   iii. It was noted that a database of casual staff resumes were being accessed through an on-line document systems (Google Docs). There may be privacy and other issues with this.
      - **Action:** Cathy R and Nicole G to follow up.
5. **Policy Feedback**

   a. **Outside Studies Program policy (OSP)**
      
      i. The question was raised of the length of time it takes for policies to be approved and implemented (OSP Policy was cited as an example).

      **Action:** Nicole G to follow up

6. **Other matters notified to the Chair**

   a. **WHS safety issues**
      
      i. A request for a WHS assessment and associated guidelines for online marking. NTEU have had a meeting with some staff in regards to online marking and screen time and associated work practices. There was a concern that there may be a potential for eye strain and headaches.

      **Action:** Employees who are concerned should contact Michael to organize a WHS assessment and recommendations;

      ii. Availability of sit-stand desks/workstations

      It was noted by Michael there has been no longitudinal studies on the impact of using sit-stand desks; However, the hearing hub has incorporated all sit/stand workstations; There have been trial with FBE for people with existing injury.

      **Action:** Michael is working with property to review desks and other options with a focus on preventable injuries. Will report back before next MUCC meeting.

   iii. Smoking on campus:

      It was noted that the University has not decided to proceed with a fully non-smoking zone, and will continue with designated zones. After July 4, smoking is not allowed 5 metres from a food outlet. Currently working with student groups to find appropriate smoking areas.

   iv. **Lighting audit**

      Lighting has been ordered and installed in 4 sites and appropriate lighting strengths as per the safety Governance Group’s recommendations.

   b. **Sessional Staff LSL:**

      i. Some casuals are not aware that they may have LSL available to them.

      **Action:** Nicole to follow up on current practices

   c. **Academic workload Models and allocations**

      There was not enough time to discuss this item.

7. **Other business**

   a. **MUCC elections**

   b. **MUCC Chair**

      **There was not enough time to discuss these two items. Carry forward to next MUCC meeting.**

   c. **Greg S tabled the ASIC Report Cyber Resilience Health Check (March 2015)**

      **Action:** Nicole G to notify Mary Davies of the Report.

**Meeting ended at 3.40pm**