MACQUARIE UNIVERSITY CONSULTATIVE COMMITTEE

Minutes Meeting 1, 1.00pm Monday 7 March 2015
HR C5C Level 4 Freshwater Room

MEMBERS

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

Professional Staff Representatives:
Laura Heron
Linda Kerr
Collette Ryan
Vasantha Saparamadu

NTEU Representatives:
Craig Macmillan
Cathy Rytmeister
Frank Valckenborgh
Rob Davies

CPSU Representatives:
Lachlan Morgan
Sondra Wibberly
Tom Kerr

Management representatives:
Nick Crowley
Nicole Gower
JoAnne Sparkes

Observer and Minutes:
Rebekah Pang

ATTENDEES

James Hazelton
Collette Ryan
Tom Kerr
Phoebe Dangerfield
Nick Crowley
Nicole Gower
Vasantha Saparamadu
Laura Heron
Craig Macmillan
Cathy Rytmeister

Rob Davies
Anne McMaugh
Sondra Wibberly
Lance Dale

APOLOGIES

Lloyd Cox
Frank Valckenborgh
Lachlan Morgan
Linda Kerr
JoAnne Sparkes
1. Welcome, acknowledgment, introductions, apologies

2. Minutes (9 November)
   Corrections to the minutes were noted.

3. Business arising from the Minutes
   a. HR to report back/update:
      i. Long service leave information to sessional staff (communication plan)
         Communication is in progress, but not yet complete.
      ii. Electronic ballots and accessibility (update on guidelines)
         Leah Angrisano is preparing draft guidelines.
      iii. Review of guidelines for employing casual staff (implementation report)
         Leah Angrisano is working on this.
      iv. Domestic Violence; procedures, training for contact people and referrals
         White ribbon day was launched; the toolkit is up on the website. Nicole Gower to provide an update on contact people and referrals training.
      v. Sedentary workplace strategy (sit/stand desks)
         Nicole Gower will ask Andrew Cattanach about how sit/stand desks are funded, and whether they are available to staff as a preventative measure.
   b. Operation of "research expectations" or “research productive criteria” documents (request for Faculty documents)
      Nick Crowley has provided documents relating to Research Expectations. He will forward additional or updated documents as he receives them.

4. Working group reports (MUCC Members + union representatives and staff)
   a. Deferred Salary Scheme (James Hazelton, Lachlan Morgan + Lance Dale, Jason Ferguson)
      Lance to conduct some research and forward it on to Jason Ferguson (cc: Nicole Gower). Cathy will also speak with Jason.
   b. Mature Aged Workers (Linda Kerr + Helene Mountford, Kate Wilson)
      Kate Wilson has been working on this. Cathy will contact Kate and reconvene the group.
   c. Conversion Guidelines (Cathy Rytmeistser + Margo Droulers)
      Cathy to speak with Margo Droulers for updates.
   d. Staff Mobility (Linda Kerr, Sondra Wibberly + Lance Dale, Melissa Mesiti)
      There sub-committee intend to meet in early 2016.
   e. Academic Workloads (Barry Quinn, Anne McMaugh, Craig Macmillan + Trevor Case)
      Draft report and recommendations has been prepared. A progress report will be circulated by email. Particular interest in the treatment of Unit Convener responsibilities was noted. It was suggested that class size be explicitly included in the workload model. Desire for clarity on the various components was noted.
5. **EA Implementation - Other implementation issues**
   a. **STF appointments – criteria, process and advertising for next round (by end June)**
   Medicine has appointed an STF. It was suggested that the scheduling of appointments be considered.

   b. **Indigenous employment – report against targets and expenditure**
   Positive feedback on the recent information session was noted. Nick will contact Shane for an update against targets at next meeting (or beforehand).

   c. **Complaints procedure – practical concerns**
   Nicole noted that people can (and have) approached her directly in instances where they did not feel they could raise a compliant within their department. In these instances, Nicole has either engaged someone locally or worked with the staff member to resolve the problem.

6. **Managing change (updates)**
   a. **Printery**
   Change is in implementation. Sondra noted that she had emailed a print supplier asking for information about Braille and Large Print, and had not received a response. Sondra to send a reminder email to the supplier, and then forward the email to Nicole if the supplier does not respond.

   b. **COE**
   Change is in implementation

   c. **LTC**
   Change is in implementation

   d. **Marketing**
   Change is in implementation. External recruitment is being conducted for six roles. Employees who have been unsuccessful in applying for marketing roles have been redeployed (with very good outcomes) or have accepted a voluntary redundancy.

   e. **IEC/SoE merger**
   Change is in implementation. The University is currently recruiting for a new Head of Department. It was noted that staff in these departments are struggling with not knowing what the result of the proposed change will be.

   f. **Health and Safety**
   Change is at Consultation and Feedback stage.

   g. **Any further imminent change proposals**
   Nicole noted that the University works to provide information to potentially impacted staff, before notifying the MUCC of proposed change.

   **General Comment on Change Proposals:** Statistics were requested on (1) the number of voluntary and mandatory redundancies and (2) the age and gender profile on recipients of mandatory redundancies.

   Nicole asked that any requests for specific statistics be forwarded to her directly.
7. Matters notified to the Chair
   a. UniForum Data Collection for General Staff
   Nicole will arrange a meeting about the UniForum benchmarking survey - all MUCC member are welcome.

   b. Health & Safety noticeboards - should be in every workplace
   It was noted that it is often difficult to obtain keys to Health & Safety noticeboards. The need for electronic notices in addition to physical noticeboards was noted. It was suggested that updating noticeboards be included in regular Health & Safety inspections. Nick will follow up.

   c. Eastward evening traffic on University Avenue
   The large volume of traffic on University Avenue was noted. Nick will raise with Property.

   d. Workplace bullying
   Concern was raised about workplace bullying. Nicole extended an invitation to meet with any MUCC member with concerns about specific instances of workplace bullying.

   e. Sustainability Network
   An update was provided by Nicole. The network is still meeting, and is coordinated by Leanne Denby. The online resources are being revised.

   f. Implementation of the campus lighting plan
   Concern was noted about poor lighting on campus, particularly in the X5B area. Nick will raise with Property.

   g. MUCC website and circulation of MUCC Minutes
   Rebekah will update the website and circulate the web address.

   h. Progress report on plans for relocation of staff from hearing hub back to E7A
   Nicole has requested that any complaints be forwarded to her, with details of the specific problems. Lance will speak with Nicole and provide more information. The problem of noise from an open-plan office was noted.

   i. Update: current MUIC staffing and student numbers
   Jake Garman will be asked to come to the next MUCC meeting.

   j. Cancellation of bulk billing at the GP Clinic service
   Disappointment and concern with the cessation of bulk billing was noted. Nicole will request data on the proportion of clients who are staff.

   k. Copies of EA for all MUCC members
   Response from Nick Crowley: Very few paper copies of the EA have been created. Agreements are available online.

8. Other business
Election of MUCC Chair for 2016. To be organised at the next meeting.