

## UNIVERSITY MANAGERS GROUP

The next meeting of the University Managers Group will be held on **Thursday 17 July 2008 at 3.30pm in the Economics and Commerce Conference Room**

### AGENDA

#### ATTENDANCE

Members are asked to sign the attendance sheet

#### APOLOGIES

Members are asked to indicate apologies

#### NEW MEMBERS

A welcome is extended to new members of the UMG

#### 1.0 MINUTES

The Minutes of the meeting of the University Managers Group held on 19 June 2008 are available at the UMG Website [http://www.umg.uwa.edu.au/home/agendas\\_&\\_minutes](http://www.umg.uwa.edu.au/home/agendas_&_minutes). Members are asked to confirm those Minutes as a true and correct record of that meeting.

### ITEMS FOR COMMUNICATION

#### 2.0 INDUCTION WEBSITE FOR NEW STAFF

New staff members are encouraged to visit the site at: [http://www.induction.uwa.edu.au/for/new\\_staff](http://www.induction.uwa.edu.au/for/new_staff)

### ITEMS FOR INFORMATION

#### 3.0 LEAVE MANAGEMENT UPDATE FROM HR

Bob Farrelly (Director, HR) and Nicky Davison (Senior Employee Relations Officer, HR) will provide an update on leave management activities being undertaken by HR. This will include a summary of the upcoming timetable of communications to staff.

### ITEMS FOR DISCUSSION

#### 4.0 DISCUSSION PAPER ON BETTER SUPPORTING RESEARCH STAFF

Bob Farrelly (Director, HR) will provide an overview of the recommendations and proposed actions outlined in the paper. All Managers are encouraged to read the paper and provide feedback in the UMG meeting.

The paper can be downloaded from:

[http://www.hr.uwa.edu.au/\\_data/page/129401/ResStaffDiscuss25Mar08.pdf](http://www.hr.uwa.edu.au/_data/page/129401/ResStaffDiscuss25Mar08.pdf)

### CARE TO SHARE

#### 5.0 ROLE OF RESEARCH DEVELOPMENT OFFICERS

Judith Berman (Manager, Research Development Office) will provide a brief outline of the role and purpose of the Research Development Officers.

#### 6.0 ROLE OF FACULTY DEVELOPMENT OFFICERS

Deirdre De Souza (General Manager, Office of Development) will provide a brief summary of the Faculty Development Officers role.

#### 7.0 GENERAL BUSINESS

*In this section of the agenda, members are invited to provide reports on projects in progress or can ask questions without notice of other members. In addition, replies will be provided for questions that have been previously raised (i.e. questions with notice). Providers of central services are also invited to provide information they would like to communicate to other managers.*

#### Question on Notice from Previous Meeting

## 8.0 ITEMS FOR FUTURE MEETINGS

The following topics are currently being investigated for future meetings

- UWA OPP 2009 - 2013
- Review of PDR
- Postgraduate Student experience

## 9.0 NEXT MEETING

UMG meetings are held on the 3<sup>rd</sup> Thursday of each month commencing at 3.30pm in the Economics & Commerce Conference Room.

<b>Meeting</b>	<b>Chair</b>
Thursday 21 August 2008	Catherine Seton
Thursday 18 September 2008	Renu Sharma
Thursday 16 October 2008	Catherine Seton
Thursday 20 November 2008	Renu Sharma