

## UNIVERSITY MANAGERS GROUP

The next meeting of the University Managers Group will be held on **Thursday 15 November 2007 at 3.30pm in the Economics & 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 18 October 2007 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.

#### 2.0 ITEMS FOR COMMUNICATION

*In this section of the agenda, members are invited to contribute items of interest that do not require discussion or presentation.*

##### 2.1. University Leadership Retreat dates

The University's annual Senior Leadership Programme will be held at the University Club on Thursday 7th February and Friday 8th February 2008. Unlike past years the Programme will not be residential so that a wider invitation might be extended.

##### 2.2. 2008 UMG Meeting Calender

UMG meetings are held on the 3<sup>rd</sup> Thursday of each month commencing at 3.30pm in the Economics & Commerce Conference Room. The 2008 meeting programme is:

Meeting
Thu 21 February 2008
Thu 17 April 2008
Thu 15 May 2008
Thu 19 June 2008
Thu 17 July 2008
Thu 21 August 2008
Thu 18 September 2008
Thu 16 October 2008
Thu 20 November 2008

##### 2.3. 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)

##### 2.4. University Committees Code of Conduct

For member's information, the University's committee code of conduct is detailed at:  
[http://www.secretariat.uwa.edu.au/home/uwas\\_committee\\_system/other\\_committees\\_and\\_general\\_information](http://www.secretariat.uwa.edu.au/home/uwas_committee_system/other_committees_and_general_information)

### 3.0 BUSINESS ARISING FROM THE MINUTES

#### 3.1. 2008 UMG Committee – Call for Nominations

The UMG is seeking nominations for office holders for the University Managers Group for 2008. Nominations should be sent through to Bob Farrelly, Director of Human Resources [Robert.Farrelly@uwa.edu.au](mailto:Robert.Farrelly@uwa.edu.au).

The positions are:

- Chair
- Convenor
- Deputy Chair & Treasurer
- Executive Officer
- Website & List Administrator

Nominations are welcome from all areas to enable effective representation of University interests.

The UMG Committee for 2008 will be nominated at this meeting. Mr Robert Farrelly (Director, Human Resources) will chair this item.

#### 3.2. Leave Liability and Cultural Change Initiative – Call for applications

The Senior Deputy Vice Chancellor (SDVC) Professor Margaret Seares has agreed to Sponsor the establishment of an initiative to support the implementation of ideas to reduce the University's leave liability.

The aim of the initiative which you are invited to participate in is outlined in the document at: [http://www.umg.uwa.edu.au/data/page/25455/Oct07\\_UMG\\_AttachmentA.pdf](http://www.umg.uwa.edu.au/data/page/25455/Oct07_UMG_AttachmentA.pdf)

Ms Vivienne Blake (Senior Lecturer, OSDS HR) will talk to this item.

### 4.0 ITEMS FOR INFORMATION

*In this section of the agenda, members are provided with information through a presentation on items of interest.*

#### 4.1. UWA Website Project Update – New Visual Identity

In line with the Vice-Chancellor's commitment to deliver significant improvements to the UWA website, Grant Malcolm (Manager, UWA Website Project) returns to UMG to provide an update on the UWA Website Project. The project is about to commence the transition period to the new content management system including a new visual identity. Mr Craig Winley (SUMO Creative Digital Media) will provide an overview of the University's new web visual identity.

### 5.0 ITEMS FOR DISCUSSION

*In this section of the agenda, members are invited to participate in a discussion on items of interest.*

#### 5.1. 2007 UMG activities – Feedback and UMG Annual Report 2007

The UMG 2007 activities are summarised in the attached draft report (**See Attachment B**). It will be provided to the SDVC for information and circulation. Members are invited to provide feedback and comment.

#### 5.2. 2008 UMG Agenda topics and programme

Members are asked to suggest topics to be investigated for 2008 meetings. You are invited to table your ideas at the meeting. Alternately, please complete the attached suggestions form to be collected at the close of meeting or email direct to UMG Chairs (**See Attachment C**).

### 6.0 CARE TO SHARE

*In this section of the agenda, members are invited to briefly share with the group activities or items of interest relating to better practice that are being undertaken in their area.*

#### 6.1. Call for Expressions of Interest – HR Working Groups

The University has a busy year ahead in relation to staffing initiatives. Human Resources are seeking expressions of interest from members who would like to participate in various Working Groups during 2008. Mr Robert Farrelly (Director, Human Resources) will talk to this item.

## 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 (ie 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

#### 7.1. Portal Project Advisory Group – Call for volunteers

Thank you to those members who have volunteered to participate in this group.

## 8.0 ITEMS FOR FUTURE MEETINGS

The following topics are currently being investigated for future meetings

- Leave Liability and Cultural Change Initiative

## 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. The first meeting for 2008 will be held on :

Meeting
Thu 21 February 2008
Thu 17 April 2008
Thu 15 May 2008
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Thu 17 July 2008
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The University of Western Australia

**UNIVERSITY MANAGERS GROUP**

**CALL FOR AGENDA ITEMS FOR 2008**

**NAME AND LOCATION (OPTIONAL):**

**1. PROPOSED AGENDA ITEMS for 2008**

**2. PROPOSED ITEMS FOR INFORMATION SHARING AT UMG**

**3. PROPOSED BEST PRACTICES FOR SHARING AT UMG IN 2008**  
(Please list the item and also a presenter where possible)

**4. ANY ADDITIONAL ITEMS THAT YOU WOULD LIKE TO HIGHLIGHT OR FEEDBACK**