

UNIVERSITY MANAGERS GROUP – 2007 OVERVIEW

Introduction

The UMG has been established to provide a forum for exchanging, discussing and reporting on management issues of strategic and/or operational significance within an environment that fosters relationships between University managers for networking and professional purposes.

Themes and Objectives for 2007

At the beginning of 2007, the Co-Chairs of the UMG met with members of the University Executive to discuss how the UMG could be further developed as an informal representative group of managers that facilitated discussion and reporting of items directly relating to current strategic and operational objectives. The feedback from the executive was coupled with an open space discussion with UMG members to create a contemporary agenda which not only acted as a conduit for communication between the executive and the wider university community, but also focussed on discussing key areas of concern or change in the Schools and Divisions. The UMG agenda and annual direction was thus developed in the context of the University's operational priorities plan. The key operational issues that were covered were mainly related to staffing, management and resourcing. A full list of 2007 UMG agenda items is attached.

Membership

Membership of the University Manager's Group (UMG) is open to all University managers. The average meeting attendance during 2007 was 29.5 members.

Financial Management

| | |
|-----------------|-------------------|
| Opening Balance | \$7,119.29 |
| Expenditure | \$2,362.49* |
| Current Balance | \$4,756.80 |

* Note: Expenditure items included venue hire, catering and FBT.

Outcomes to date

The following summarises the outcomes to date on several topics discussed at UMG during 2007:

Leave Management Initiative: Professor Margaret Seares is Sponsoring an initiative to support the implementation of ideas to reduce the University's leave liability. So far, three areas from Central Administration and one School have volunteered for the leave management initiative. The initiatives will be implemented in 2008.

Workload Model Case studies: The workload models of the School of Plant Biology and Business School were presented at UMG. The Models have been submitted to the Centre for Software Practice for input into the development of a UWA Workload Model that can be customised by the Schools and Centres for their use. Work is in progress.

Supported Teams: Subsequent to the July UMG meeting, the School of Plant Biology employed a Supported Team at their Plant Growth Facility Complex. UWA now has six Supported Teams working in various locations and a further one is planned to commence in early 2008. Current teams are located in: Business School ; 3 teams (9 staff), Human Resources ; 1 team (2 staff), Life & Physical Sciences; 1 team (2 staff), Plant Biology; 1 team (3 staff with 4th starting soon).

Sustainability: The University Green Campus Group has received Executive endorsement to develop a UWA Sustainability Strategy in 2008. This will be based on the UWA Sustainability model and vision discussed at UMG in June 2007.

Higher Education Workplace Productivity Programme (HEWPP): Information about the WPP Project was presented at UMG. The University bid was successful and UWA has received Higher Education Workplace Productivity Performance (HEWPP) funds totalling \$2.3 million for strategic procurement, integrated performance management and strategic human capital initiatives.

2008 Activities

The UMG Committee is looking forward to planning an informative and exciting 2008 agenda with ideas and suggestions from members during its final meeting for 2007. We have already had approaches from several areas of the University to include agenda items for next year, as well as carrying over a number of ongoing popular topics from the current year. Some ideas so far include: One Staff, One University; UWA OPP; Leave Management; School/Section Reviews; Risk Management and fraud prevention; and digital theses.

2007 UMG AGENDA ITEMS SUMMARY

| DATE | Discussion Topics | Presentation or Information or Care to Share | Contact | UWA OPP |
|--------|--|---|---|--|
| March | 2007 agenda items | UMG review Relief School Manager | UMG Chairs UMG Chairs Financial Services | MANAGEMENT STAFFING |
| April | WPP Funding Bid Round 2 ideas | NavigateUWA Information Audit Women@UWA Website Indigenous Employment Strategy | Human Resources Student Services Archives & Records Catherine Seton Human Resources | RESOURCING TEACHING & LEARNING MANAGEMENT STAFFING STAFFING |
| May | Workload Model – Case Studies | Travel Procurement eRM System | UMG Chairs Plant Biology & Business School Financial Services Research Services | STAFFING RESOURCING MANAGEMENT |
| June | Sustainability | Policy Project IMR Fin Working Group Rsch Budgeting – Membership | Facilities Management Governance Services ITS Financial Services | MANAGEMENT MANAGEMENT MANAGEMENT RESOURCING |
| July | | Risk Management Leadership programmes 2008 UWA Retreat Supported Work Teams | Human Resources Human Resources Human Resources | MANAGEMENT STAFFING STAFFING |
| August | | UWA Procurement strategy UWA Website IPoint Diversity Funds Outcomes | Financial Services Public Affairs Student Services Human Resources | RESOURCING External Relation T&L STAFFING |
| Sept | Leave Management | Research Budgeting Review – update | Human Resources Financial Services | STAFFING RESOURCING |
| Oct | Leave Reduction and Cultural Change Initiative | Return to Work Bonus One Staff One University One Agreement Alesco – Discoverer Reporting Module Portal Advisory Group – membership | Human Resources SDVC VC Office Human Resources Human Resources Library | STAFFING STAFFING STAFFING MANAGEMENT |
| Nov | 2008 Planning and Feedback on 2007 activities | University Web Project – Visual Identify EOI – HR Working Groups - membership | UMG Chairs Public Affairs Human Resources | MANAGEMENT MANAGEMENT STAFFING |