

UNIVERSITY MANAGERS GROUP

The next meeting of the University Managers Group will be held on **Thursday 21 February 2008 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. MINUTES

The Minutes of the meeting of the University Managers Group held on Thursday 15 November 2007 are available at the UMG Website 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. ITEMS/BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS MEETING

Item / Business in Progress	Action	Responsible	Status
Leave Management Initiative	Submit application to UMG Committee to participate in initiative. Applications close: 29 February 2008 Launch by SDVC: 27 March 2008 See Attachment A for more information	Interested members	Open

ITEMS FOR COMMUNICATION

3. 2007 HIGHLIGHTS - FACILITIES MANAGEMENT

For members information a summary of outcomes from 2007 and next steps from the University's physical assets in 2008 (**See attachment B**).

4. INDUCTION WEBSITE FOR NEW STAFF

New staff members are encouraged to visit the site at: http://www.induction.uwa.edu.au/for/new_staff

5. 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

ITEMS FOR INFORMATION

6. THE ELECTION RESULTS – WHAT COULD THIS MEAN FOR UWA?

Victoria Anderson (Chief of Staff, VC) and Robert McCormack (Director, Planning Services) will discuss some of the likely implications following the election.

7. eRM – ELECTRONIC RESEARCH MANAGEMENT SYSTEM (InfoEd) PROGRESS UPDATE

In 2006/2007, Research Services conducted an extensive Request for Proposal (RFP) process seeking to identify a suitable software package to replace the current Research Master system. Following an extensive analysis of the recommendations of the RFP, a committee chaired by the Director Research Services, Dr Campbell Thomson, selected a software package InfoEd, as providing the best fit for the

University's requirements. A project team has been formed with a brief to implement the modules of the system over the next two years, with Phase 1 of implementation commencing in late October 2007. Campbell Thomson will provide an update on progress.

CARE TO SHARE

8. COMPLAINTS MANAGEMENT SYSTEM - PROGRESS

Trudi McGlade (Director, Governance Services) will give a progress update.

9. WHAT'S COMING UP IN 2008 FOR HR?

Robert Farrelly (Director, HR) will provide a brief summary of key priorities and activities which HR will be working on during 2008.

10. POSTGRADUATE INDUCTION

Renu Sharma (School Manager, Plant Biology) is seeking feedback on postgraduate inductions with a view to improve current practices across Schools. Information on Plant Biology induction procedures was circulated to all members via the UMG mailing list under the "care to share" item.

ITEMS FOR DISCUSSION

11. CARE TO SHARE WHAT?

We are looking for ideas to include in the 'care to share' section of the agenda during 2008. Are you looking for a solution to a problem? Have you solved it and are happy to share this with your colleagues? Did you want some feedback on an initiative you are trying out in your area? Please bring along your ideas.

12. 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

13. ITEMS FOR FUTURE MEETINGS

The following topics are currently being investigated for future meetings:

- UniverCity
- BIO (Business Improvement Opportunities) Process
- Review of PDR
- Postgraduate Student experience
- Sustainability

14. NEXT MEETING

The next meeting will be held on Thursday 27 March 2008 at 3.30pm

Meeting	Chair
Thursday 21 February 2008	Catherine Seton
Thursday 27 March 2008	Renu Sharma
Thursday 17 April 2008	Catherine Seton
Thursday 15 May 2008	Renu Sharma
Thursday 19 June 2008	Catherine Seton
Thursday 17 July 2008	Renu Sharma
Thursday 21 August 2008	Catherine Seton
Thursday 18 September 2008	Renu Sharma
Thursday 16 October 2008	Catherine Seton
Thursday 20 November 2008	Renu Sharma

**PLEASE JOIN US AT UNIVERSITY CLUB FOR NIBBLES AND DRINKS FOLLOWING THE MEETING –
5:00 - 6:00PM**

Attachment A – UMG Leave Management Initiative

You are invited to participate in the University Managers Group (UMG) Leave Management initiative during 2008. This initiative proposes the use of a creative approach to provide the conditions in which your good ideas for leave management within your area including cultural change can be implemented.

The aim of the initiative is to:

- Reduce leave liability while maintaining sensitivity to work-life balance
- Encourage ownership of leave management through a team approach at local level with champions (Heads/Deans/Directors/Managers) leading by example
- Increase cross-university sharing of ideas and enhance collegiality
- Provide you with a reward for successfully completing your chosen objective (they may be monetary, non-monetary or a mix)

Alongside this initiative we will initiate those university wide initiatives deemed practical and worthy e.g. enhancements to HR Alesco reporting systems

Submissions close: Friday 29 February 2008

How to take part in the initiative?

1. Form a team of your own choosing to work on “Reducing leave liability with sensitivity to work-life balance issues.” (see group formation guidelines below)
2. Your team will develop the performance indicators by which success will be determined. These will be subject to peer review.
3. Your team will identify the rewards you will receive for successful completion of your objective. These may be individual, team or school/section rewards. They may be monetary, non-monetary or a mix.
4. The performance indicators and the rewards which you identify need to be agreed to by the Senior Deputy Vice Chancellor, who may consult with other parties affected.
5. This initiative will be launched in March 2008 UMG meeting and conclude in September 2008.
6. As SDVC I will describe this initiative to Deans and Heads of Office to enlist their support for any teams working on this initiative in their faculty/office.
7. Participation in this initiative is, of course, optional. However, since it is work that you will need to do anyway (i.e. work on reducing leave liability in your School/Section) this is an opportunity to be rewarded for successful outcomes.

Guidelines for team formation

- Your intended objective must benefit more than one work unit (e.g. 2 or more schools, 2 or more faculties, 2 or more units or sections, etc) so should have representation from the requisite areas
- Your team will include both school/faculty and central administration representative/s.
- Where your staff compliment has a mixture of both general and academic staff, you are encouraged to have at least 2 academics in the team.
- Your team will determine the outcome that you want to achieve within the broad topic area reducing leave liability in concert with work-life balance issues. For example you may decide to ‘Achieve 20% reduction in leave liability in School X and Section Y by August 2008’.

Timetable

1. By February 2008 - Identify your team from across Schools, Faculties and Administrative areas, performance indicators and rewards.
2. By February 2008 - Senior Deputy Vice Chancellor agrees or negotiates performance indicators and rewards identified by each team.
3. March 2008 - Launch initiative and announce participants
4. March 2008 to September 2008
 - Initiative in progress
 - Teams are asked to provide short monthly reports of progress at UMG
 - Progress report against agreed performance indicators provided in writing to UMG Committee in August 2008
5. October 2008 - Initiative Wrap up and Celebration
 - Hosted by Senior Deputy Vice Chancellor
 - Report on outcomes
 - Allocation of rewards if and only if agreed performance indicators are met
 - Includes celebratory lunch with invited guests