

## UNIVERSITY MANAGERS GROUP

The next meeting of the University Managers Group will be held on **Thursday 20 November 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 16 October 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)

#### 3.0 UMG 2009 MEETING DATES

During 2009, UMG meetings are held on the 3<sup>rd</sup> Thursday of each month (except April which is on the 4th Thursday to avoid clash with Easter week) commencing **at 3.00pm** in the Economics & Commerce Conference Room. For your information, all UMG meeting dates are listed in the University Calendar and on the committee's website at: [http://www.umg.uwa.edu.au/home/schedule\\_of\\_meetings](http://www.umg.uwa.edu.au/home/schedule_of_meetings)

#### 4.0 UWA STAFF SPORTS FUN DAY – COME AND JOIN IN THE FUN!

All staff are invited to the UWA Staff Sports Fun on Friday 28 November 2008 from 12pm onwards followed by Sundowners at the end of the day. Join in the fun at Riley Oval (adjacent to Uni Club).

What's on offer? Both traditional sports and novelty events such as the Amazing Race around UWA will be held on the day. More information about how you can sign up is available from your Faculty/Office Coordinator. You can find out more at the event website: [http://www.sport.uwa.edu.au/staff\\_sports](http://www.sport.uwa.edu.au/staff_sports). Spectators welcome!

The best part is ... \$2 from every \$5 entry fee for the UWA Staff Sports Fun Day will be donated to Uni Camp for Kids. Uni Camp for Kids is Perth's oldest registered children's charity with the aim of providing camps and picnics for emotionally, socially, and/or financially underprivileged children. The organisation is based at the University of Western Australia, and run and staffed by student volunteers. The week-long camps and day-long picnics are provided at no cost to the children thanks to fundraising efforts of the committee and supporters. For more information about Uni Camp for Kids go to <http://www.ucfk.guild.uwa.edu.au/>

### ITEMS FOR DISCUSSION

#### 5.0 2009 UMG COMMITTEE – CALL FOR NOMINATIONS

The UMG will be electing office holders for the University Managers Group for 2009. Nominations should be sent through to Bob Farrelly, Director (Human Resources) [Robert.Farrelly@uwa.edu.au](mailto:Robert.Farrelly@uwa.edu.au).

The positions are:

- Co-Chairs (x2)
- Convenor & Treasurer
- Executive Officer
- Website & List Administrator

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

## ITEMS FOR INFORMATION

### 6.0 UWA LIFE BALANCE

Bev Hill (Manager, Equity and Diversity) and Jenny Robertson (Deputy Director, Human Resources) will present the Flexible Work and Leave Practices policy.

### 7.0 THE UNIVERSITY'S TOP 100 STRATEGY

A key measure of success of performance at an international level is a ranking amongst the world's leading 100 universities in the Shanghai Jiao Tong index. This is what UWA is trying to achieve before the end of the University's Centenary celebrations in 2013.

A ranking in the Leading 100 Universities of the world in turn helps UWA perform better by exploiting its reputation, networks and associated ability to attract and retain key staff and students.

Professor Alan Robson (Vice-Chancellor) will provide an overview of the University's strategy.

### 8.0 UMG LEAVE MANAGEMENT INITIATIVE OUTCOMES

The UMG Leave Initiative was established through the sponsorship of the Senior Deputy Vice Chancellor (SDVC) Professor Margaret Seares at the end of 2007. It was initiated to support areas to implement ideas to reduce leave liability and has run from March 2008 – November 2008. Its objectives were 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) leading by example
- Increase cross-university sharing of ideas and enhance collegiality
- Provide you with a reward for successfully completing you chosen project

A brief outline of the outcomes of local Leave Management initiatives will be provided by:

- Building Services and Grounds Sections from Facilities Management – Lea Towler (Project Officer) and Helen Whitbread (Landscape Architect)
- Faculty of Natural and Agricultural Science and the Office of Finance and Resources – Christine Richardson (Faculty Manager) and Annette Black (Business Manager)

Professor Margaret Seares (Senior Deputy Vice Chancellor) will officially close the UMG Leave Initiative at the meeting.

### 9.0 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

### 10.0 NEXT MEETING

This will be the last UMG meeting for 2008. Thank you to all managers and presenters for your contributions and support throughout the year. **Please join us for drinks and nibbles after the meeting at the University Club. All welcome!**

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2009 Meetings
February Thursday 19th
March Thursday 19th
April Thursday 23rd
May Thursday 21st
June Thursday 18th
July Thursday 16th
August Thursday 20th
September Thursday 17th
October Thursday 15th
November Thursday 19th