

UNIVERSITY MANAGERS GROUP

The next meeting of the University Managers Group will be held on **Thursday 16 October 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 18 September 2008 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.

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

3.0 NEW FINANCE ROLE BASED TRAINING WEBSITE

The Financial Management role based training website is now live at: <http://www.finserv.uwa.edu.au/training>

4.0 NEW! TECHNICAL STAFF MAILING LIST

ITS has been requested to create a new mailing list for the Technicians. The new "Technicians" mailing list will enable the Technical Staff across the University to get connected and will also serve as a platform for sharing information and opportunities for professional development and encourage professional interaction among the Technical Staff.

The List administrator is Ms Elizabeth Halladin elzbieta.halladin@uwa.edu.au
The List Moderator is Mr. Hai Ngo hai@cyllene.uwa.edu.au
The list, as advised by ITS will be ready for circulation by the end of this month.

ITEMS FOR DISCUSSION

5.0 UWA EBA

5.1. EBA Negotiations Update

David Rogers, Manager ERMS (Human Resources).

5.2. Improvements for professional staff – Progression Increments

An outline of the proposed Progression Increment structure for inclusion in the next EBA. Feedback and discussion facilitated by Meagan Di Lello, Senior Employee Relations Officer – ERMS (Human Resources).

6.0 KEY PERFORMANCE INDICATORS FOOD FOR THOUGHT FOR DISCUSSION

Renu Sharma (School Manager, Plant Biology) will be presenting a simplistic model that in current or a modified form has the potential to be used to derive Key Performance Indicators for academic positions. The philosophy behind this presentation and the KPI model is to develop KPIs that are productivity linked and helpful to individual academics in reviewing their own performance and also in benchmarking with others. This model also reinforces the fact that "Research Funded Staff" are key contributors to the KPIs and also to the success of the University operations. These KPIs have the potential to be used in the PDR process and also in acknowledging teaching intensive versus research intensive staff.

This is being presented as Food for Thought and to generate discussion on KPIs as we move into the planning phase. There is no suggestion that this be adopted.

ITEMS FOR INFORMATION

7.0 COMPLAINTS MANAGEMENT SYSTEM UPDATE

Jillian Mercer (Consultant - Complaints-Handling System) and Stuart Spouse (Risk Management Adviser) will provide an update on this project.

8.0 2009 UMG COMMITTEE – CALL FOR NOMINATIONS

The UMG is seeking nominations for 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 by **Friday 14 November 2008**.

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.

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 ITEMS FOR FUTURE MEETINGS

The following topics are currently being investigated for future meetings

- Review of PDR
- Postgraduate Student experience

11.0 NEXT MEETING

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

Meeting	Chair
Thursday 20 November 2008	Renu Sharma