



THE UNIVERSITY OF
WESTERN AUSTRALIA

Achieving International Excellence

UNIVERSITY MANAGERS' GROUP

MINUTES OF A MEETING OF THE UMG HELD ON THURSDAY 20 NOVEMBER 2008
AT 3.30PM IN THE ECONOMICS AND COMMERCE CONFERENCE ROOM

PRESENT:

Renu Sharma (Chair)	Helen Whitbread	Christine Richardson
Catherine Seton	Lea Towler	Megan DiLello
Lyn Peacock	Susan Takao	Rowan Maclean
Brian Tizard	Nerry Nichols	Annette Black
Vivienne Blake	Peta Tilbrook	Marina Kailis
Shelda Debowski	Matthew Tilbrook	Helen House
Yan Taylor	Lorraine Crew	Sue Henshall
Margaret Pryor	Philip Etherington	Paula Langley
Carleen Ellis	Averil Riley	Chung Loh

APOLOGIES:

David Rogers	Terry Coe	Helen Moran
Paula Hass	Bob Farrelly	Chris Massey

1.0 MINUTES

Members confirmed the minutes of the University Managers Group held on 16 October 2008

2.0 ITEMS FOR COMMUNICATION

The following items for communication were noted:

- Induction Website for New Staff
- UMG 2009 Meeting Dates
- UWA Staff Sports Fun Day

3.0 2009 UMG COMMITTEE

The office holders were confirmed for the University Managers Group for 2009 and include:

The positions and office holders will be:

- Co-Chairs (x2) – Jennifer Stevenson and David Rogers
- Convenor & Treasurer – Pandy Du Preez
- Executive Officer – Margaret Pryor
- Website & List Administrator – Ray Ryken-Rapp

Thanks were extended to the outgoing committee members Renu Sharma, Catherine Seton, Marina Kailis and Lyn Peacock for their contributions to the group during 2007 – 2008.

4.0 UWA LIFE BALANCE

Bev Hill (Manager, Equity and Diversity) and Jenny Robertson (Deputy Director, Human Resources) presented an overview of the Flexible Work and Leave Practices policy. In 2010, new employment standards will come into effect that impact the University's Life Balance policy. The University is commencing the process of identifying any issues in this area and strategies to address them. Further discussion will be had at the UMG in early 2009 to gather staff feedback.

5.0 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.

Professor Alan Robson (Vice-Chancellor) provided an overview of the University's Top 100 strategy. This initiative is being led by Tim Shanahan (Director, Energy and Minerals Initiative) to help UWA

perform better by exploiting its reputation, networks and associated ability to attract and retain key staff and students.

The focus will be on the theme “Behind every leading economy is a leading University.” The University will be seeking support from the Stake in several key areas. In addition a report is currently being developed that will outline the benefits of current UWA activities provide to the State and what further benefits would flow from the University being ranked in the Top 100. Other considerations in taking this strategy forward will include:

- Student mix
- Infrastructure funding
- Outcomes of higher education review
- Implications of the global financial crisis
- Criteria for being in a Top 50 University
- Continued commitment to our student experience and
- Being a resource for the community we serve

6.0 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

An outline was provided of the outcomes of local Leave Management joint initiatives within Facilities Management and between Faculty of Natural and Agricultural Science (FNAS) and the Office of Finance and Resources (F&R) Key learnings included:

- Emphasis is needed on one-on-one communication with staff
- There are many reason for not taking leave
- Need to plan for the year ahead
- Importance of regular tracking by managers

The outcome of the Facilities Management teams initiative was a significant reduction in their leave liability. The joint initiative between F&R and FNAS was a prototype leave management tool kit for Managers. The prototype toolkit will be uploaded to the UMG website for information. This tool kit has been forwarded to HR for further development.

Professor Margaret Seares (Senior Deputy Vice Chancellor) officially closed the UMG Leave Initiative and congratulated both groups and the UMG in undertaking this work. She encouraged all managers to continue to support the University in managing its leave liability and to encourage staff life balance.

7.0 THANK YOU TO UMG SPONSOR

The UMG extended its thanks to Professor Margaret Seares for her Sponsorship of the group and wished her well for the future upon retirement from her position as Senior Deputy Vice Chancellor.

8.0 FUTURES FRAMEWORK

It was noted that the Academic Board had just endorsed the principles of the Course Review (subject to Senate approval) and it would now proceed into the implementation phase.

9.0 NEXT MEETING

During 2009, UMG meetings are held on the 3rd 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.

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