



## UNIVERSITY MANAGERS' GROUP

### MINUTES OF A MEETING OF THE UMG HELD ON THURSDAY 18 OCTOBER 2007 AT 3.30PM IN ECONOMICS AND COMMERCE CONFERENCE ROOM

#### PRESENT:

Renu Sharma (Chair)	Margaret Pryor	Robert McCormack
Shelda Debowski	Jan Taylor	Philip Etherington
Anne Everitt	Rob Hurn	Diane Adams
Annette Black	Craig Clark	Sandy Forrest
Lorraine Crew	Mohammed Bennamoun	Chun Loh
Lea Towler	Liz Burke	Helen Moran
Gerald Stack	Janine Brooks	Nerry Nichols
Justine McDermott	Sue Henshall	Therese Sanders
Scott Logan	Clive Patman	Vivienne Blake

#### APOLOGIES:

Catherine Seton	Marina Kailis	Rosemary Ingham
Bob Farrelly	Chris Massey	Peter Johnson
Maxine Gamble	Mike Rafferty	

**NEW MEMBERS:** A general welcome was given by the Chair to all new members of the UMG.

#### 1. MINUTES

The minutes of the last meeting held on Thursday 20 September 2007, were confirmed as a true and correct record.

#### 2. ITEMS FOR COMMUNICATION

The following items were noted:

- UMG Committee 2008 – Call for nominations
- University Induction Website
- University Committees Code of Conduct
- University Leadership Retreat Dates

#### 3. UNIVERSITY LEAVE MANAGEMENT

##### 3.1. PROPOSED LEAVE LIABILITY AND CULTURAL CHANGE INITIATIVE

Ms Vivienne Blake (Senior Lecturer, OSDS HR) provided an outline of the Proposed Leave Liability and Cultural Change Initiative to be sponsored by Margaret Seares (Senior Deputy Vice Chancellor - SDVC).

A description of the UMG discussions to date, the purpose of the initiative and the process for participation was provided. For detailed information, please refer to Ms Vivienne Blake's presentation on the UMG October presentations on the UMG website at:  
[http://www.umg.uwa.edu.au/home/agendas\\_&\\_minutes](http://www.umg.uwa.edu.au/home/agendas_&_minutes).

In summary:

- The initiative aims are:
  - Reduce leave liability with sensitivity to life balance
  - Ownership through a team approach
  - Increase cross University collegiality
  - Provide rewards for successful completion

- The next steps between now and February 2008 are:
  1. Form a team using guidelines
  2. Decide your project
  3. Decide your indicators
  4. Decide your reward
  5. Start thinking and acting ....
  6. Send outline (project, team, KPI & rewards) to UMG Exec late January
  7. Attend UMG Feb 2008 to participate in the launch of the initiative
- Team formation guidelines are:
  - Must benefit more than one work unit (e.g. 2 or more schools, 2 or more faculties, 2 or more units or sections, etc)
  - Representation from the requisite areas
  - To include both school/faculty and central administration representative/s.
  - At least 2 academics in the project team (if there are academics in your area).
- Points of note:
  - The SDVC will be the champion for this initiative and will discuss the initiative with all the Deans
  - Participants are asked to share a few words of progress at each UMG meeting (no more than a few minutes each – maximum for all participants of 10 minutes per meeting)
  - Final presentation will be held in August with a focus towards sharing ideas that worked, receiving rewards and having lunch to celebrate the initiative. The lunch will be hosted by Margaret Seares.
  - Members can contact the UMG committee or Vivienne Blake if they have any queries.

Members were invited to provide their thoughts and feedback. In discussion the following was noted:

- In response to a query about how to start this up in you area, it was suggested that interested volunteers discuss this and their ideas with people they know
- It would be useful to get some baseline data on which to measure and set realistic goals
- In some areas, resourcing is a challenge, they don't have the resourcing level that makes it easy for staff to take leave
- Leave liability is a manager's / management responsibility
- Some reservations as to the effectiveness of initiative
- Working alone can often be harder than in a group
- The importance of involving staff at the grass roots

The following members volunteered to participate in the initiative:

- Renu Sharma (School Manager, Plant Biology)
- Lea Towler (Project Officer, HR)
- Scott Logan (Director, Financial Services)
- Annette Black (Business Manager, Finance & Resources)

### **3.2. HUMAN RESOURCES FOLLOW-UP ACTIONS**

The Human Resources Division teams reviewed the feedback from the UMG discussion in September (as per the yellow sticker list). HR will be working on a number of initiatives into 2008 that address some of the discussion points. Mr Clive Patman (Manager, ERMS) outlined HR's initial response to some of the ideas tabled in the September discussion:

- Moving towards putting all forms of leave into ESS. This work commences 2008.
- PDR - Leave management discussion/clearance will be built into that process
- Leave Planners (two options)
  - Uniprint is printing a 24 month planner – will pursue 3 year planners
  - ESS offers a leave planner function – you can use this coupled with the deferred leave approval option
- Topics identified for consideration as part of EBA renegotiations and include:
  - Incentives to take leave in year that it accrues relates to EBA. This will be considered in the process and HR will be consulting more widely for ideas.
  - Leave cash out – could be explored
- 24 December – mandatory Uni Shut down day (too late for this year). Could be considered

- In the week of this meeting, letters have gone to all academics that have not taken leave since 2006. This includes advise to supervisors. Broadly, this letter covers:
  - Offer of assistance in developing leave plans
  - Encourage discussion
- Will investigate tagging leave bookings to travel form

Further advice was sought on the following item. :

- Leave applications on study leave form. It is incorporated in the current form, what improvements were members looking for? In discussion it was noted:
  - Process involved in booking is too complex
  - Assumption that recreation leave is taken
  - Disconnect between policy and system
  - Form will be revised in the first instance followed investigation of an automated process (e.g. if taking 6 weeks leave, the system automatically assumes 2 weeks recreation leave is taken)

Members with any additional comments were invited to contact HR.

#### **4. ONE STAFF - ONE UNIVERSITY - ONE AGREEMENT**

The University is preparing for the next round of negotiations for the renewal of the Collective Agreements. Mr Clive Patman (Manager, Employee Relations HR) provided the following updates:

- Current agreement expires in July 2007. Discussions commence in early 2008
- The University's one staff philosophy has impacted the approach to the next EBA in that the University will proceed with an investigation of the option of a consolidated agreement.
- The aim is to look at possible operational and administrative efficiencies and consistency. It provides an opportunity to clarify some areas.
- This will be a complex discussion as some conditions are quite different and issues such as the recent academic restructure need to be considered before start-up.
- The process will include a number of working groups

#### **5. ALESCO REPORTING MODULE – DISCOVERER**

Mr Sandy Forrest (HR Applications Manager) provided a demonstration of the new Alesco reporting tool Discoverer. A pilot will be running in the Faculty of Arts into early 2008 in the first instance to establish a baseline of reports. He asked any members interested in being part of an earlier implementation following this pilot to please register their interest with him. Medicine and Dentistry noted their interest.

#### **6. RETURN TO WORK BONUS**

Thanks were noted to Scott Logan, Norafiah Lever and HR for their assistance in outlining the current status. It was outlined that the return to work bonus is progressing as follows:

- All cases for 2005 will be assessed on merit by the VC on a case by case basis
- From 2006 it will be 50% funded centrally
- From 2008, further streamlining will be looked at (e.g. payment of 50% up front from a central PG)

#### **7. COURSE STRUCTURE REVIEW SUBMISSIONS**

A general reminder to all members that submissions are due by 31 January 2008.

#### **8. UNIVERSITY PORTAL ADVISORY GROUP - MEMBERSHIP**

Volunteers are being sought to participate in the University Portal advisory Group. Members to contact John Arfield (University Librarian) if they are interested.

#### **9. UMG MEMBERS – PROFESSIONAL MEMBERSHIPS**

Members were invited to share with the group at the next meeting, which professional memberships they have found useful in their roles. Alternatively, please advise the Co-Chairs of memberships.

The next meeting has been scheduled for 3.30pm on Thursday 15 November 2007 in the Economics & Commerce Conference Room.