Faculty of Education, Humanities, Law & Theology (EHLT)

Staff Consultation Committee (SCC)

NOTES

Meeting 1/1 was held on **Thursday, 17 November 2005**
from **2:00pm to 4:00pm**
in **Rm 218, Law & Commerce (LWCM) Building**

Present: B Fergusson (Chair), A Hollitt, G Benvenuto, L Dodd, D Pate, J Kuckhahn, W Hill, C Symes, M Slatter, G Bastin, D Lonergan, D Kuss, M Fourmy, R Spencer, B Kameniar and G Banfield.

Apologies: J Hayvice.

Exec Officer: M Piche.

1. **Introductions**
   Barbara Fergusson (Chair, Executive Director of Administration)
   Barbara explained to the committee members that both she and Mary Solomon intend to share the chairing of the **Staff Consultation Committees** across the University, until such time as a heads of cost centres want someone from within the cost centre to chair the committee. The EHLT SCC is a voluntary committee and those who were nominated were all accepted. Each member of the committee was asked to introduce themselves and briefly state their interest.

   Barbara noted that there was a good cross-section of Faculty staff and that, by and large across the University, there is a good representation of both academic and general staff on the committees.

   It was noted that, as there was not a general staff member from the **School of Education**, the academic staff member would report back to the whole School.

2. **Role statement**
   Barbara was pleased to welcome the committee members, and commented that each round of Enterprise Bargaining gets better. The Executive of the University would like to promote discussions in the Faculty relating to HEWRRs and that the EHLT Staff Consultation Committee (EHLT SCC) has been established in response to this.

   The committee is an important development to establish good communication channels for information-sharing. However, it is not a ‘decision-making’ committee – staff can nominate to be on other committees in the future, given their experience on the EHLT SCC.

   The **Notes** from the meetings will be made available on the Faculty website and an email to <all.staff> in the Faculty will be sent to advise that the Notes are available on the web.

2. **How the EHLT SCC will operate**
   The EHLT SCC was established as a mechanism for the Executive of the University to understand the views of staff. Flinders has a reputation for a harmonious working
environment and intends to maintain this position. The working conditions at the University are currently under EB Agreement (until June 2006).

3. Higher Education Workplace Relations Requirements (HEWRR) and Human Resources matters

3.1 Progress with meeting HEWRR requirements for 2005
The University has had the task of complying with HEWRRs by doing a review of policy and practice, changing anything outside of the existing Certified Agreement that doesn’t comply, and offering AWAs to all casual staff and those staff commencing after 29 April 2005 by the end of November 2005.

The necessary changes have been made to policies and the Unions have been informed of proposed changes (the changes were very small).

Australian Workplace Agreements (AWAs)
Website at Flinders University:

AWAs have been offered to all casual staff and new staff who commenced working at the university after 29 April 2005. To the date of this meeting, there have been no AWAs requested. The AWA template (individual agreement) is available on the web in the following categories:

- **Academic Staff**
  - Casual Academic Staff
  - Fixed Term, Convertible or Continuing Academic Staff

- **General Staff**
  - Casual General Staff
  - Fixed Term or Continuing General Staff (excluding Security Staff)

The website also has the AWA Information Statement for Employees, as well as FAQs.

The AWAs are about productivity and are geared towards the University’s objectives. They will be offered to all staff in 2006, the term will be in years, similar to the EB Agreement.

All staff will personally receive an offer for an AWA, and if interested, they follow up. Staff will be kept informed via an <all.staff> email. Individual agreements between the member of staff and the University are signed by the staff member and the University.

If staff members decide to take up an AWA, related to performance-specific criteria, performance management will be a significant factor – see the AWA website for details.

The role of supervisors
Supervisors are involved in the AWA process, however the agreement is between the staff member and the University.
3.2 **Enterprise Bargaining 2006**

The current EB Agreement ends in June 2006. The new agreement will be very different.

4. **Communication methods**

- **HEWRRs web page**
  
  http://www.flinders.edu.au/staff/workplace.html

- **Enterprise Bargaining web page**
  

- **Faculty EHLT web page**
  
  http://ehlt.flinders.edu.au

- **Staff emails**
  
  All staff emails will be sent as need be, with short comments.

- **On Campus magazine**

**Any suggestions or feed-back**

Email <barbara.fergusson>, <jane.bromley> or <marelle.piche>

**Incoming staff** are advised to go on the web for information or:

  to contact <helen.bridge>
  talk to HR

They may contact their union if they wish.

5. **Any other business**

**Crucial dates:**

All of the University policies - outside of the EB Agreement - needed to comply with HEWRRs and submitted to DEST on 30-11-05

**National Governance Protocols:**

submitted on 30-08-05 (no word as yet about whether it was accepted).

6. **Next meeting**

March 2006

**EHLT SCC Distribution List:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banfield, Grant</td>
<td>Sc of Edn, STURT</td>
</tr>
<tr>
<td>Bastin, Giselle</td>
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* Marelle Piche/EHLT SCC_Notes_Mtg 17-11-05*