UNIVERSITY STAFF CONSULTATIVE COMMITTEE (USCC)

MINUTES

Thursday 6th March 2014
Mills room, Chancelry 10

Present: Phillip Tweedie, Jeremy Weinman, Kevin Mahoney, Kevin Cooper, Adam Thompson, Paul Preston, Nadine White, Susan Murray, Chris Harney, Marion Mapham, Gail Frank, Geoffrey Parsons, Teifi Caron, Melanie Vicary

1. Apologies: Andrew Heath (Paul Bongiorno attending)

Absent: Harriette Wilson, Matthew King, Rana Ganguly, Marie Fischetti, Tim McCann, Tabitha Boyer

2. Announcements: Welcome to new members Melanie Vicary (F&BS) and to Frank Bongiorno (CASS - while Andrew Heath is on secondment)

3. Confirmation of minutes of previous meeting:
   It was resolved that the minutes of the meeting held on 7 November 2013 were true and correct.

4. Summary of action items
   - ERMS: distribute the change proposal to the Committee. Complete
   - Is it possible to suspend parking fees for the summer months for staff who wish to walk or ride bikes to work and NOT lose your parking permit and not pay fees? Not with the current parking management system. It may be possible in a future system upgrade.
   - Contact EDAP to speak on budget solutions. Complete
   - Review Council staff representative role on the Committee. In-progress.
   - Load any current LACC terms of reference on the USCC web page as a resource areas reviewing/forming LACC. In-progress.

5. Presentation:
   - Chris Grange (EDAP) Budget solutions
     - Travel Management: prototype has been trialed in CAP, and work has commenced on porting to the production environment. Next update due later this week.
     - Web gateway: multiple content management programs are utilized across the ANU requiring labour intensive maintenance. This project will standardize on Drupal (open source content management platform) and consolidate the top level ANU pages, all service divisions’ pages and finally Colleges. Funding has been provided for the 1st year and will fund consolidation of the top level ANU pages. Project completed expected within three years.
     - Budget solutions:
       o student enrolments – these are positive going forward with a possible net 2% increase,
       o Voluntary Early Retirement Scheme (VERS) – target of 230 with 178 achieved
       o Staff freeze – these efficiencies, combined with the VERS numbers, meet the 230 target. The concern is that a lifting the freeze may undo these gains. Senior Management Group (SMG) will debate the continuation of the freeze arrangements at their next meeting.
       o The Federal budget in May 2014 may not be positive for Universities.
       o Savings: signs are positive that savings may be achieved through identified engineering changes, self-insurance of workers compensation, a University fleet of pool cars, bulk desktop procurement (12,500 workstations at the ANU) and desktop software simplification and standardization.
12 solid Tier 1 projects have been identified to improve administrative processes across the University. These include the ERMS, budgeting software, accounts payable and HR on-line recruitment.

- Chris will be available to address the Committee at future meetings as requested.

6. Report from the Chair

- The 2013-2016 Enterprise Agreement came into effect on 20 January 2014. The agreement is available from the website: [http://hr.anu.edu.au/employment-at-anu/enterprise-agreement](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement). Hard copies have not been supplied and staff are encouraged to conserve paper and print only those sections required. Approximately 30 policy documents have been identified as requiring change, some significant, and some new documents are required. We are working through these at a steady rate.

- The Professional Staff Scholarship Scheme is being developed and consultation over the new policy will be undertaken.

7. LACC Reports

7.1. CASS: Frank Bongiorno

- CASS is continuing on improvements to internal College communications.
- There has been significant staff movement, partly due to VERS, and staffing changes in the CASS HR team.

7.2. CAP – no report

7.3. CMBE: Fenner – Kevin Mahoney

- Kevin was pleased and proud to report that the new Fenner Building has received a “6 star” energy rating

7.4. CMBE: RSB – Jeremy Weinman

- Staff are concerned that some roles previously performed by staff retiring under the VERS are now not being undertaken: are the roles redundant or will they be assumed by other staff members? Nadine advised that change proposals and reorganization arrangements are being finalized by the Colleges/Divisions.

7.5. CPMS: RSPE – no report

7.6. CPMS: RSC – Kevin Cooper – no report

7.7. CPMS/CMBE Science Administration: - Adam Thompson

- There has been substantial staff movement (some due to VERS) in the Science Administration area as restructuring progresses and this is now mostly in place.
- There is a shortage of bicycle lock-up spots (secure and otherwise) in the Science precinct. This is especially noticeable when the students are on campus.
  
  **Action Item**: Seek planning information on current and future bicycle spaces for the Science precinct. (Teifi)
- Are there plans to replace the Science Travel system with an enterprise system? (Addressed by EDAP in the presentation to the Committee)

7.8. CECS: Phillip Tweedie

- Staff participating in the “Staff Renewal Program” have reported that they are not being given sufficient notice prior to scheduled interviews. This can make it difficult or impossible to rearrange work to attend an interview.
  
  **Action Item**: Provide feedback to HR staff re this issue. (Nadine)

7.9. DRSS/DRSA Paul Preston

- Just completing a heavy load period with the start of the student year and O week activities
- There areas of student administration, student registration, residential and campus communities are currently undergoing a restructure.
7.10. Copland – no report  
**Action Item:** Determine if a LACC is still in place for the Copland building. (Susan)

7.11. F&S: Teifi Caron  
- The first LACC meeting for 2014 has been held and the TOR and communication flow reviewed and the agenda set for 2014  
- The ANU Environment Management Plan: 15 dashboard screens have been installed in 15 locations across campus. These will display energy, water and later, gas usage, in the building and track against defined targets. 10 screens are scheduled to be on-line next week. It will be possible to compare energy usage across the buildings, in real time, and the information will be available for all to see. For more information on the project visit the web-site: [http://sustainability.anu.edu.au/crew](http://sustainability.anu.edu.au/crew)  
**Action Item:** Consider a presentation on the project at a future meeting.

7.12. Research Services – no report

7.13. F&BS: Melanie Vicary  
- The VERS has resulted in five retirements in F&BS. In addition, Jaya Ganasan has recently left and David Sturgiss will be leaving later in 2014. Progress is being made to restructure and recruit into available positions.

7.14. SIS: Chris Harney  
- The after-hours pilot is now underway and has settled down satisfactorily.  
- Chifley Library has moved to a “one-desk” operation, with loans and reference services combined.

7.15. Marketing Office: Marion Mapham  
- ANU Gateway project now underway.  
**Action Item:** Provide a project summary to the Committee for information or a link to the website. (Marion)  
**Action Item:** Determine if the project manager would like to present at a future meeting. (Marion with Nadine)

7.16. OVC/Chancery 10: Geoffrey Parsons  
- Staff change: new EA to EDAP Ann McDowell  
- Remodeling of the ground floor to accommodate the Strategic Communications and Public Affairs (SCAPA) group is proceeding with the only concern being the speed and the possibility that the disabled toilet will not be available to staff outside the secure area. Options are being considered.

7.17. HRD: Susan Murray  
- First meeting of 2014 held in February: welcomed new members and revisited the TOR  
- Cleaning – concerns with lack of thoroughness

7.18. Advisor to Staff – Gail Frank  
- There is a continued high demand for services however the ANU has two good external providers available to staff.

7.19. NTEU – no report

8. **Other business:**  
   - Meetings for 2014: 6-March, 10-July, 20-November

Meeting closed at 10:30 am
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
<th>Status</th>
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<tbody>
<tr>
<td>July 2013</td>
<td>Refer request to F&amp;S re increased safety concerns re traffic on Ellery Crescent.</td>
<td>Closed</td>
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<tr>
<td>July 2013</td>
<td>Organize a speaker for a future meeting to talk about bicycle safety issues.</td>
<td>Closed.</td>
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<tr>
<td>November 2013</td>
<td>ERMS: distribute the change proposal to the Committee</td>
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<td>November 2013</td>
<td>Are additional information sessions required (SIS)?</td>
<td>Closed.</td>
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<td>Contact EDAP to speak on budget solutions.</td>
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<td>Organise meeting dates for 2014</td>
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<td>6</td>
<td>Professional Staff Scholarship Scheme – distribute policy for consultation (Nadine)</td>
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<td>7.7</td>
<td>Review planning in place for increasing bicycle spaces across campus (Teifi)</td>
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<td>7.8</td>
<td>Feedback to HR staff re notice of time for interviews under the Staff Renewal Program (Nadine)</td>
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<td>7.10</td>
<td>Contact Marie Fischetti to determine if LACC previously located in the Copland Building is still operational. (Susan)</td>
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| 5           | Consider a presentations at future meetings for:  
- EDAP to present on any requested subject  
- ANU Environment Management System  
- ANU Gateway project (Nadine)                                                                                                                   |               |
| 7.11        | Provide committee members with a project summary for the ANU Gateway project (Marion)                                                                                                                     |               |
| 7.15        | Provide committee members with a project summary for the ANU Gateway project (Marion)                                                                                                                     |               |
