Facilities and Services  
Staff Consultative Committee Meeting  
Held in the Platinum Room from 9.30am on Thursday 26 April 2012

MINUTES

Present: Karen Hill (Chair), Jim Pollard, Brett Morrison, Sylvia Mansell, Janelle Avory, Vince Dwyer, Brent Amundson, David Wilson, Jeffrey Albrecht, Mandy Zhang, Teifi Caron, Kimbla Robinson, Brian Arnold and Michael Wright.

Apologies: Lisa Brown, Marianne Behnke and Romeo Forato

1. **Role/Purpose of the Committee**

The Chair welcomed members and invited personal introductions from attendees.

The Chair provided the history behind the F&S Staff Consultative Committee and noted that the Committee had not met since 2010. Prior to this date, it met regularly and meeting notes were placed on the F&S internal web site. The previous committee was composed of senior management, middle management and staff representatives. The Chair advised that the revised committee for 2012 would be focused on staff representatives.

The members agreed that the F&S Staff Consultative Committees’ primary purpose was to provide a forum for staff to discuss issues directly affecting areas in an attempt to improve consultation, participation and communication throughout the Division. No formal terms of reference would be drafted.

1.1 **Rules of Engagement**

The Chair outlined rules of engagement for the committee. Of significance is the agreement that no personal cases or human resources issues such as grievances be raised at the Committee. There was broad agreement that there were already mechanisms in place for these issues to be addressed through existing ANU processes.

It was also agreed that if a sensitive or confidential issue needed to be raised that the members declare this before the discussion. However, it was felt that this would be rare given that issues presented at the Committee would be raised from areas and unlikely to be highly confidential.

1.2 **Chair and Administration**

Karen Hill confirmed that she would continue to chair for the first couple of meetings, but stressed that if she was absent the Committee should still meet. It was agreed that Teifi Caron would act as proxy for her in the short term and accept responsibility for chairing the Committee in the future. This was a position that could be rotated to interested parties for personal development. It was agreed that the minutes would be more detailed than action items so that the information could be used by members to communicate with areas.

It was agreed the minutes will be forwarded to the Chair within three days and then released to the Committee within one week for comment. After this point,
the minutes can then be used for distribution purposes. This document will be
the formal record of the minutes.

### 1.3 Terms of Reference

See item 1.

### 1.4 Meeting Dates

It was noted that the meetings would occur 4-6 times per year on Thursdays.
The Committee agreed that the dates presented in the e-mail were acceptable.
They were 10 May, 9 August and 8 November beginning at 9.30 and finishing at
11.00.

Secretariat to publish meeting

dates on web.

### 1.5 Representation on the University Staff Consultation Committee

The Chair outlined the links with the USCC which also meets four times per
year. The current F&S representative is Karen Hill with Janelle Avory acting as
proxy in Karen’s absence. The Committee agreed that Teifi Caron will be the
new F&S Committee representative and will report back to the Committee on
topics of interest. Janelle reported on topics of interest discussed at the last
meeting:

- ANU Staff Survey Results;
- Communication issues – email is not necessarily the right solution;
- Lack of opportunities to innovate;
- ANU financial repositioning paper/e-mail to staff;
- Concerns about communicating changes in the cleaning contract; and
- Inclusion of staff representatives in the USCC, not just management.

Secretariat to advise HR Director of F&S representative.

Teifi to shadow

Janelle at the next

USCC meeting.

### 1.6 Guest Speakers

It was suggested that guest speakers could attend the meetings. However the
Committee decided to defer invitations until the group felt they were more
familiar with local issues. The Chair confirmed time allocated to speakers would
be deducted from the meeting time, so the group would need to be mindful of
time restraints.

It was suggested that Matt Smith was someone of interest.

Members to e-mail

chair any ideas

and suggestions

for presenters.

### 1.7 Staff Engagement Matrix

The Chair presented a draft Staff Engagement Matrix which was a starting point
to map internal staff communication methods. The Committee was invited to
comment on the document, particularly noting any gaps. Key points were:

- The Committee felt tool box talks were valuable but needed to occur in
  maintenance and gardens and grounds on a regular basis. They should
  occur on site, in smaller groups and should include the appropriate senior
  manager and key staff from Corporate Services. Senior management could
  also attend on a rotational basis. It was felt that the F&S change
  management program had little impact on these areas and ambiguity
  surrounds a number of issues.
- E-mail communication with groups needs to be concise, with user friendly
  information but is only one tool for communication.
- The matrix should be sent out more broadly once finalised as there was
  some feedback to suggest that staff in areas were not aware of Cloisters,
  Renaissance or Brunnel meetings.
- Teifi Caron advised a new communication forum “ANU Links” is being

Chair to update

matrix and

continue to consult

with areas.
investigated for collecting ideas across the University and he would keep the Committee appraised as to its progress.

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<th><strong>Issues from Areas</strong></th>
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<td>Due to limited time, only some issues were raised from areas:</td>
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<td>• Concern about lack of procedures in F&amp;S regarding dress standards, personal protection equipment/clothing and corporate uniform. It is important for the Division to articulate expectations in this area;</td>
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<td>• The process of staff planning, recruitment and selection. The Chair responded to questions concerning key positions, and how decisions are made. The Chair confirmed the Division Service Officer would be working on strategic projects such as the campus asset management system, Parking Review and Contractor panels;</td>
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<td>• The Chair also advised that despite the change management process being completed, the Division was not automatically filling vacant positions with ‘like-to-like’ roles. Managers are expected to think strategically with greater emphasis on workforce planning;</td>
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<td>• The Chair advised the Committee that F&amp;S have a Staffing Committee which considers new positions, reclassifications etc to ensure that this is consistent with the ANU General Staff Classification Standards.</td>
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<th><strong>Date of Next Meeting</strong></th>
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<td>The date of the next meeting is 10 May 9.30 in the Platinum Room.</td>
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Karen Hill to draft procedures on uniforms, dress code and PPE.