

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

WEDNESDAY 1st August at 9.00
Discipline of General Practice Meeting Room

Present: Janet Hiller (Convenor), Jonathan Newbury, Judy Magarey, Nigel Stocks, John Moss, Michel Devine and Felicia Matthews (minutes).

In attendance: Florence Kalambokas

1. Welcome and apologies

Apologies: Annette Braunack-Mayer and Anne Tonkin

J Hiller welcomed Florence Kalambokas, HR and Finance Manager, to the Executive Committee to discuss the administration structural changes.

J Hiller announced that Greg Bussell, will be taking additional leave as sick leave and will not be returning until late August and will send this information to all staff in a School email.

2. Minutes of previous meetings 18/07/07

John Moss requested that the following sentence be added to the previous minutes:

The committee noted that the interim financial statement provided by the University system did not provide sufficient information to accurately monitor the schools' financial position. Forward commitments are not displayed.

3. Matters arising

J Hiller reported that Felicia is collecting information for a School Postgraduate Research Projects 2008 booklet to be distributed during the Postgraduate Open Night on Friday 3rd August. N Stocks added that General Practice should have specific projects as a mix but did not and it was suggested that the booklet include a current list of projects which could be added in the future. This booklet will be available on the Faculty website. J Magarey said that she received advice that you needed consent from students if they information about current projects is to be added to the booklet and available on the website.

Janet Hiller asked Michel to report on CMVH review under discipline reports.

F Matthews sent off the list of additional researchers added to the Cancer Council list as requested.

J Magarey replied to the draft policy request via email, which F Matthews will forward on to J Hiller, commenting that in the RESEARCH AND CONSULTING ACTIVITIES (ACADEMIC STAFF) policy the communication does not go through the Head of Discipline and think this should be the case so they are aware. Janet said that this is something else that needs to be monitored. J Hiller thought that we need to note and be aware of policies.

4. Proposed administrative organisation for the School (Janet Hiller)

The Dean was shown the proposed administrative organisation documentation before this Committee. The formal consultation process endorsed in the Enterprise Bargaining agreement will include the University's Human Resources Department and School staff. After the SECs meeting, Janet Hiller will send an "All School" email informing that this change will take place.

A diagram was tabled. This School has challenges with multiple locations in identifying efficiencies. School administrative staff will provide back up for each other ensuring we have cover for absences and heavy work periods. There will be one central School office in Pulteney Street and hubs in the Medical School North (covering Yaitya Purrana and MLTU), Eleanor Harrald (covering Nursing, GP and Public Health activities in the Bice building) and Pulteney St (covering activities in Thebarton, CMVH, SGRHS and Public Health activities at Bice). Administrative staff members will be rotated for a week, once a month between Hubs and the main School office. This will lead to greater understanding of School activities across location and consistency in processes and procedures,

There was discussion around funding of some positions. F Kalambokas reported that she looked at duty statements and salaries funding on the SEL. N Stocks said that he will spend time going through where all General Practice's funding is from and report back to find out how much he has left as far as the reconciliation process goes.

F Kalambokas said that there needs to be similar job descriptions for School Hub HEO4s and Daphne Georgaras and Gabriele Matzke will sit in School office, on Level 9. J Magarey said that there are periods of a few months when Gabriele is entering data into the system and this is a two person job for a couple of months. F Kalambokas said there may be opportunities for other staff to help and in this system there is back up support.

The next diagram tabled outlined what happens in which location. J Moss said that strategic planning and management is a function of the HOS rather than the Business manager.

Plans of the Eleanor Harrald Building were distributed. The most obvious place for a joint reception area for Nursing and General Practice is near the lift. Rooms EH3 55 and EH3 54 could be converted to a reception area (near the stairs and lift) and the current reception areas can be used for offices. J Newbury suggested we use either reception area already there. J Hiller said that she had approached the changes with the Executive Dean and he said to get a quote. J Magarey said that it is important that this needs to go through Lesley Long also.

J Hiller thanked F Kalambokas for putting the documentation together.

The meeting ended. Other agenda items will be discussed at the next meeting.

5. Budget
6. Report from Head of School
7. Reports from Disciplines
8. Report from Sub Committee
9. Report from Faculty Executive Committee
10. Any other business
11. Next meeting **WEDNESDAY 15th August 9.00 (and the following meeting on THURSDAY 30TH August)**