

## MINUTES

### SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

**Wednesday 30<sup>th</sup> April**  
**School Meeting Room, Level 9, 10 Pulteney Street**

Present: Janet Hiller (Acting Convenor), Greg Bussell, Tiger Leaton (Proxy for Anne Tonkin), Jonathan Newbury (teleconference at 9.15), Judy Magarey, John Moss, Sandy McFarlane, Nigel Stocks and Gabriele Matzke (Minutes)

#### 1. Welcome and apologies

Apologies: received from Konrad Jamrozik.

#### 2. Minutes of previous meetings 16/04/08

The minutes are to be presented at the next meeting of the committee following final correction.

J Magarey requested we change the paragraph under Honours Group and replace it with –

“Initially lead by Judith Raftery, now Chris Barton.  
The PAC proposal is now being sent to the Faculty.”

#### 3. For Discussion or Action:

##### 3.1 New HR Delegations

J Hiller advised that the HR Delegations papers are attached to the minutes and that all staff should make themselves familiar with the new processes to be adopted. Please ensure that all documentation is appropriately lodged through the HOS and that copies are forwarded of all such documentation to the School Office for filing.

##### 3.2 Reporting back from Faculty Committees

J Hiller advised that items needed to be more closely addressed as at present not everyone is reporting back to the School about their Faculty Committee involvements. Discussion followed:

- J Magarey advised that F Donnelly is still chairing the Faculty Teaching and Learning Committee as a replacement has not been found.
- N Stocks advised that the Faculty Research Committee that can easily be downloaded from the web.
- J Hiller advised that she thought it might be useful to organise a map of who is responsible for the committees so that we can refer matters appropriately.

**Action: Agenda template to include reporting back and committee map to be created.**

### 3.3 Open Day

J Hiller advised that Open Day is coming up and we would like to have a School presence at this year's event. We need to work out how we are going to take responsibility within the school for running this day. We need to find a representative to send to the Faculty Committee. Discussion followed:

- On the merits of post graduate tent on the lawn and the UG stand in the Bonythan Hall. J Hiller advised that the School will be presenting all academic programs within the School and suggested that a School Committee be formed with representation from every discipline within the school office. It was suggested by J Newbury, and agreed that G Laven be our school representative on the Committee.
- It was suggested that the following representatives would be approached by the Heads of Discipline to assist with Open Day
  - Leanne Bragg – Nursing
  - Nicky Bennett – General Practice
  - Michel Devine – CMVH
  - Jackie Teggerth – Public Health
- HOS would then advise the School of the result.

**Action: To be an agenda item for next meeting for finalisation and administration support.**

## 4. For Mention:

### 4.1 Eu/Australian Education Cooperation Exchange Program.

- J Hiller advised that DVC&VP(A) Fred McDougall has offered to provide financial support for this cooperative venture which needs both Australian and EU partners.
- Also UWA has been secured as the Australian Partner, and advised that this would probably be a prestigious opportunity once we secure the EU partners.

### 4.2 Australian Youth Ambassadors for Development (AYAD)

J Hiller advised that Afzal was keen to set up a continuing agreement through AusAid for placements in Shandong, and some paperwork will be provided for next agenda.

**Action: Afzal to provide some paperwork for the next agenda.**

### 4.3 Arrangement for the Research and Post Graduate committee chairmanship.

- S McFarlane and K Jamrozik looked at this but there is still some work to be done.
- J Hiller advised that the Head of the Post Graduate Committee will be A Braunack-Mayer and she will be undertaking this role at a school level and the position will be backfilled for .2FTE.

### 4.4 Arrangements for new chair Learning and Teaching

Committee was also discussed as well as the other School Sub Committees.

**Action: To be discussed when Konrad returns from leave on 23<sup>rd</sup> May.**

#### 4.5 Finalisation of various academic appointments

J Hiller advised that there were a number of academic appointments that are currently in the pipeline that need to be addressed and finalised.

- N Stocks advised that currently General Practice is looking after Yaitya Purrana and they need resources to do this as there is no funding provided.
- J Hiller advised that this needs to be discussed with K Jamrozik on his return.
- J Magarey advised the Chair in Nursing position currently stands at two applicants to be interviewed in the first week in June.
- OHS appointment offer to be followed up.

**Action:** - **General Practice resources to be discussed upon Konrad's return.**  
- **G Bussell to chase up all the outstanding advertisements and contracts with HR**

#### 4.6 NCRIS Data Linkage Application

**Action: To be taken off Agenda**

#### 5. For Noting

Nil

#### 6. Any other business

*New School PHCP Brochure (Tabled)*

J Hiller commented on their quality, indicating that she was happy with the presentation and content.

J Beilby contacted J Magarey and told her that Department of Health are visiting Vietnam together with several University's, interested in setting up a Nursing School there. A Wilson might go to Vietnam on a scoping tour next week.

*Research Grants*

N Stocks advised that he was having ongoing problems with research grants that are being submitted for various contracts. They are going through vigorous forensic examinations by their legal teams at ARI, causing delays that have financial implications on our projects.

There was considerable discussion about constraints on publication included in contracts particularly those with the Australian Government. Sandy McFarlane was particularly concerned about the impact on CMVH.

J Hiller advised that this is of serious concern to the school and that it should be discussed with Rob Chalmers then addressed through Faculty for J Beilby to refer to the VCs Committee.

**Action:** - **Meeting to be arranged between J Hiller, Rob Chalmers and Greg Bussell to discuss the Research Grants issues.**  
- **J Hiller will draft up a letter and forward to all Heads for their comments prior to sending it on to Faculty in relation to time lines taken to process contracts.**

#### 7. Next meeting

**Wednesday 14<sup>th</sup> May, School Meeting Room**