

# MINUTES

MEETING	<b>RSHA Executive</b>
MEET No.	<b>1, 2017</b>
DATE/TIME	Friday 10 February 2017, 2pm
VENUE	Lady Wilson Seminar Room 1, Sir Roland Wilson Building (120)

## ITEM 1. RSHA Capital Building bid

Mr Talbot was welcomed to the meeting to discuss the RSHA Capital Building bid. It was agreed that the Research School would put two pages together for a new AD Hope replacement building bid. Mr Talbot will have a look at the draft prior to a final version being sent to Professor Hughes-Warrington. Mr Talbot is starting to organise data for the much larger CASS building bid (on behalf of RSHA) which CASS will start working on in March.

It was agreed that the following needs to be included in the two pages.

- Very targeted AD Hope replacement building bid
- Balance need for a new building (age, infrastructure, Union Court) with vision and value to the University (excellence, strategic plan priorities)
- Grand, aspirational 2 pages
- Value of the bid. Be bold. Sales pitch. ERA strengths.
- Link it to the new ANU strategic plan - research impact, indigenous, societal
- Include vision, context and objectives
- Include cultural precinct space – cultural space, gallery, collection and exhibition space and build around it laboratory spaces and integrated teaching spaces
- Go for gallery spaces right next to teaching and research space
- Include School of Literature, Languages and Linguistics Baldessin building staff and Humanities Research Centre people in the bid
- Perhaps present them with a solution (eg. Baldessin extension) and be direct – here's what we want, here's a solution
- Focus on positives eg. mention ERA excellence
- Risk factors, opportunity/costs - risk if we don't do it is losing ERA 5. This is an opportunity also to strengthen ERA for other disciplines (such as Classics, Literature) with improved facilities
- Current facilities are an embarrassment for world class Schools. The School of Archaeology and Anthropology review report or the wet-lab audit can be quoted.
- World class language laboratories
- Infrastructure funding will lead to growth
- Mention integration with the community and externalising research, enhance access for general public, intersect with arts precinct of Civic, National Cultural Institutions,

School of Art and Design and School of Music, New Acton- (School of Art and Design curatorship program with museum and collections)

- Mention impact and engagement

It was agreed that Professor Christie, Dr Mitchell, Professor Smith and Ms Knight would meet to discuss the two page document next week and that the final version would be with Professor Hughes-Warrington by Friday 24 February 2017. The School of Art and Design supports the bid.

**ACTION:** Mrs Shepherd to organise a meeting early next week to discuss the two page document.

**ACTION:** Ms Knight to circulate the previous RSHA response to the Union Court redevelopment to Profs Christie and Smith and Dr Mitchell before the meeting

**ACTION:** Professor Christie to co-ordinate the two page document.

**ACTION:** Ms Knight to forward the final draft to Mr Talbot for feedback and suggestions.

**ACTION:** Professor Christie to send the final version to Professor Hughes-Warrington by Friday 24 February 2017.

## **ITEM 2. Attendance**

Professor Christie (Chair), Professor Ferris, Dr Mitchell, Ms Knight, Professor Smith, Mr Talbot (for agenda item 1) and Mrs Shepherd (minute officer). Professor Gillies was an apology.

The Chair welcomed Dr Mitchell to the meeting as the new Head of the School of Literature, Languages and Linguistics.

## **ITEM 3. Minutes of Previous Meeting**

The minutes for the meeting held on Friday 2 December 2017 were confirmed with the amendment listed below.

Under agenda item 6 the second sentence in the first paragraph should be removed.

## **ITEM 4. Matters Arising and Action Items**

Associate Professor Gustavson will be invited to an RSHA Executive Committee meeting to discuss ANU College. Christian Thompson has agreed to be the HC Coombs Creative Arts Fellow in 2017. Professor Ferris is liaising with him when he will be here. She hopes he will be here for NAIDOC week which is in May.

Professor Christie will enquire at the next CASS Executive meeting what opportunities are available for career development training (specifically leadership) for Level C and D academics. The Head of the School of Art and Design will approach the Head of the School of Archaeology and Anthropology for advice for their upcoming review.

**ACTION:** Mrs Shepherd to contact Associate Professor Gustavson on Professor Christie's behalf inviting him to attend an RSHA Executive Committee meeting.

**ACTION:** Professor Christie to raise the issue of career development training opportunities for Level C and D staff at the next CASS Executive Committee meeting.

## **ITEM 5. Confidential Items**

No items were raised.

## **ITEM 6. Interim Director's Report**

The Chair:

- Congratulated Professor Ferris on her promotion to Level E
- Noted that Professor Lampl will be the new Head of School at the School of Music
- Congratulated all staff that have commenced this year
- Noted that Professor Whelehan has started as the new Dean for Higher Degree Research
- Reported that the structure of the Alumni Relations and Philanthropy office has changed. Dr Colin Taylor will now be based in Chancelry and his focus will be looking after large bequests. Ms Felicity Gouldthorp will be the interim Head of the Alumni Relations and Philanthropy office.
- Noted that the ANU Strategic Plan has now been released. The Research School will be well placed to develop an operation plan when required using the work the Research School did last year.

It was agreed that Professor Whelehan would be invited to an RSHA Executive Committee meeting.

**ACTION:** Professor Christie to invite Professor Whelehan to an RSHA Executive Committee meeting.

## **ITEM 7. ANU Staffing Committees**

It was noted that there will be one central ANU Staffing Committee for professional staff which is a good idea.

## **ITEM 8. ANU Indigenous Australian Postdoctoral Fellowships Program**

Committee members were delighted to hear about this new program. Dr Mitchell agreed to ask Professor Simpson to circulate the email to her networks and Professor Christie will ask Professor Morphy, Professor Carty and Dr Coates (National Museum of Australia) to circulate it to their networks. Applications close on 28 April 2017.

**ACTION:** Dr Mitchell to send email to Professor Simpson for circulation.

**ACTION:** Professor Christie to send email to Professor Morphy, Professor Carty and Dr Coates for circulation.

## **ITEM 9. Union Court Redevelopment – CASS Response to Culture and Events Spaces**

The College response was noted. Dr Mitchell reported that the retractable seating system takes an hour to move. Committee members asked for clarification as to how often the Design Working Group meets, if minutes are available from the meetings and whether the suggested extra members from the Research School are now on the Design Working Group.

**ACTION:** Clarification to be sought regarding the Design Working Group.

## **ITEM 10. Temporary Transfers and Higher Duty Allowance changes**

Noted.

## **ITEM 11. Performance Development and Review Reporting**

The new reporting capability through Insight was noted. Clarification was sought as to who initiates new forms. Subsequent to the meeting it was noted that the supervisor is responsible for initiating the form (see <https://services.anu.edu.au/information-technology/software-systems/hr-eforms/performance-and-development-review-pdr-user-guides> ).

**ACTION:** Ms Knight to circulate the web details for the Performance and Development Review User Guides and FAQ's to Heads of School for information.

#### **ITEM 12. School of Archaeology and Anthropology Review**

The Head of the School of Archaeology and Anthropology will update the review response to include the excellence of the School at the beginning. Professor Hughes-Warrington's office has confirmed that they will put up a one page summary in relation to the review on the web.

**ACTION:** Professor Smith to update the School response to the review.

#### **ITEM 13. Workplace Health and Safety**

##### 13.1 Report on RSHA WHS Advisory Group meeting

The Chair reported that the RSHA WHS Advisory Group (made up of staff from the School of Archaeology and Anthropology, School of Art and Design and School of Music) had now met for the first time. He has invited David McGregor who is on the Committee to be a Health and Safety representative. Ms Julia Dunn is a member of the University Fieldwork Advisory Group and Professor Smith recommended that Dr Dougald O'Reilly also be a member of the group.

The Chair asked members for names of academics who do not have supervisory responsibilities who could be potentially on the RSHA WHS Advisory Group as more "workers" need to be on the advisory group. Professor Ferris suggested that the Chair invite Rebecca Mayo and Nadege Desgenetez to become members. Committee members agreed it would be wise to have the School of Literature, Languages and Linguistics on the RSHA WHS Advisory Group. Professor Christie will approach the University to see if this is possible.

**ACTION:** Professor Christie to approach Dr Dougald O'Reilly to be on the University Fieldwork Advisory Group.

**ACTION:** Professor Christie to approach Rebecca Mayo and Nadege Desgenetez to serve on the RSHA WHS Advisory Group.

**ACTION:** Professor Christie to ask the University if it is possible to add the School of Literature, Languages and Linguistics to the Advisory Group.

##### 13.2 WHS matters

The Heads of Schools reported that they had sent the administrative staff home a number of occasions over the summer due to severe heat and no air conditioning in buildings.

#### **ITEM 14. Research matters**

##### 14.1 RSHA Funding Schemes

##### 14.1.1 RSHA External Visitor funding rounds – April and October

The closing dates for applications for the two RSHA External Visitor funding rounds will be 21 April 2017 and 20 October 2017.

##### 14.1.2 RSHA Staff Conference, Symposia and Workshop round – April (supplementary

round in August if funding available)

The closing date for applications for the RSHA Staff Conference, Symposia and Workshop round will be 7 April 2017. A supplementary round may be held in August if funding is available.

Committee members agreed that it would be good if there was a better balance between the two funding schemes. A large amount of funding is currently allocated to the RSHA External Visitor funding scheme and a smaller amount to the RSHA Staff Conference, Symposia and Workshop scheme. Professor Christie will discuss this with Professor Pickering.

It was agreed that Ms Knight would circulate the above closing dates for the two funding schemes to the Committee.

**ACTION:** Professor Christie to discuss the possibility of a better balance between the two funding schemes with Professor Pickering.

**ACTION:** Ms Knight to circulate the closing dates for the two funding schemes to the Committee.

#### 14.2 Potential ARC DECRA applications

The Chair reported that the CASS Research Office is aware of seven potential ARC DECRA applications across the Research School.

#### 14.3 Publications

It was noted that once publications are entered into ARIES this then updates researcher's web pages and their Statement of Academic Activity. The census date for staff eligibility for ERA 2018 is 31 March 2017. It is important that staff exist in the HR system on 31 March 2017.

### **ITEM 15. Education matters**

No items were raised.

### **ITEM 16. Any other business**

Committee members were very concerned about the new purchase card system that is going to be introduced as there will be no oversight of purchase card reconciliations by School administrators. There is room for error and staff could inadvertently be fraudulent. The current system has checks and balances in place. Mr Grange believes that the new system will have an 80% error margin which is acceptable.

The meeting closed at 4.05pm.