

College Leadership Advisory Committee Meeting, 23 April 2025, LWCM 1.03
Minutes

Attending: Michael Gilding; (chair); Judith Bannister; Vivienne Brand; Jessica Genauer; Ian Goodwin-Smith; Katherine McLachlan; Phil Palmer; Vipul Pare; Gerry Redmond; Julie Strunk; Pam Zorn; Neville Crossman (via Teams); Melissa de Vel-Palumbo (via Teams); James Scheibner (via Teams); Kelly Walewicz; Afshin Tanouri; Salmin Mostafa; Jacqueline Rosa; Melinda Pike

Apologies: Adela McMurray; Hossein Esmaeili; Andrew Groves; Tania Leiman; Madhan Balasubramanian; Mark Hopps; Christopher Kee; Rodrigo Praino; Angie Shafei;

Agenda items	Notes	Action items
1. Welcome/ Apologies	<ul style="list-style-type: none"> Apologies were noted. Welcomed James Scheibner, Kelly Walewicz, Afshin Tanouri and Salmin Mostafa 	
2. Minutes	<i>Document: Minutes CLAC 21 March 2025</i> <ul style="list-style-type: none"> Minutes were approved 	
3. Vice-President & Executive Dean report	The VP&ED reported regarding: <ul style="list-style-type: none"> Ongoing discussion on points of distinctiveness, arising from the College briefing Jayne Jones commenced as Executive Education Coordinator, parental leave cover for Sarah Knapper New course directions 	
4. Dean (People & Resources) report • WH&S	The Dean (P&R) reported that there had been no WH&S incidents.	
5. Director of College Services report	The DoCS briefed on financial matters, advising: <ul style="list-style-type: none"> Student load much improved on 2024, an variance to target more manageable The College was reviewing the discounts that had been offered The DoCs also invited members to attend and promote an upcoming Teams presentation from Dr Fiona Scotney (ANU) on using Linked In to raise your Education and Research profile	
6. Course concept approval	<i>Document: Course Simplification Project: Bachelor of Accounting changes</i> <ul style="list-style-type: none"> The TPD (Business) briefed members on the proposal to simplify the Bachelor of Accounting by reducing the course codes, while retaining the different programs (e.g. online) The new program would include the ability to undertake a Minor in a relevant field Proposal was approved to move to the next stage 	•
7. People & Culture Service Structure – Kelly Walewicz	<i>Document: P&C Presentation</i> Kelly Walewicz, Senior P&C Business partner, briefed regarding the new P&C service model, advising: <ul style="list-style-type: none"> A preference for managing business through the generic email account Their location base across three Colleges, and availability The individual roles of the three College staff 	

	<ul style="list-style-type: none"> • The P&C Model of intent and level of service aspired to for success • An established Business Improvement Team was consistently reviewing and improving processes • The tiered offering, from self-service through partnering to centres of excellence • The development of ongoing priorities for the College, which included the workload model • How Co-pilot (AI) could be used to find information on Flinders web pages <p>In response to questions members identified potential areas for improvement, including:</p> <ul style="list-style-type: none"> • The casual hire process (particularly RA and contractor hire, rather than teaching academics) • Workload model timing and support 	
<p>8. Point of Distinctiveness – Presentations</p> <ul style="list-style-type: none"> • <i>Salmin Mostafa</i> • <i>Afshin Tanouri</i> 	<ul style="list-style-type: none"> • The Dean (P&R) provided some background on the process to date for developing points of distinctiveness for the College, advising that it was a journey. <p>Salmin Mostafa gave a presentation outlining the reasons to choose undergraduate business at Flinders. Members were requested to provide feedback, and the following was noted:</p> <ul style="list-style-type: none"> • The presentation and content was praised by the VP&ED and DoCS, with the concept of storytelling through numbers particularly powerful, and could be picked up more in the rest of the presentation • The new curriculum structure would be unique in S.A. and possibly nationally • Students would also be interested in where an Accounting degree might take them • The message could be simplified • There was more to say about the broader University environment • Students also made decisions based on the personality of the presenter/s <p>Afshin Tanouri gave a presentation outlining the reasons to choose marketing at Flinders. Members were requested to provide feedback, and the following was noted:</p> <ul style="list-style-type: none"> • Clear points of distinctiveness had been identified and were clear • The student videos were appreciated • The pitch around the technology was effective • The narrative of students undertaking placements and then finding jobs from those placements was powerful and could be enhanced • Seeing the types of projects and the names of Industry partners would be welcome <p>It was further noted that the points of distinctiveness should align with Mission, and it might be time to reshape the mission statement to encompass, in particular, Industry connectivity.</p>	

Next meeting: The next meeting will be at 10am on Friday 16 May 2025 in Room LWCM 2.46.
MP:MG – 24 April 2025

People & Culture Business Partnering & Advisory Service Model:

North Ridge

CBGL 23 April 2025



Flinders University acknowledges the Traditional Owners and Custodians of the lands and waters on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mailee region, Jawoyn, Kurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.



We are People & Culture.

Through great service, we support the University
to achieve success through its people.



There is no wrong
door to P&C



We strive to make difficult
processes simple



Our advice guides
informed decisions



We grow capability and
shape positive culture



We are good to
work with



We deliver outcomes



We are doing well when
things just work



We support people in
challenging times



People have the
right capabilities and
environment to succeed



We are valued for
the right things

People & Culture Service Areas

The People & Culture division is comprised of 6 key areas:

Business Partnering & Advisory

- College/Portfolio Based (Business Partners & Advisors)
- Workplace Relations including Industrial relations, Enterprise Bargaining and Disputes.

People Services

- College Based (Recruitment).
- Central Based (Employment Services and Payroll).
- This team covers the employee lifecycle of attraction, recruitment, offer, onboarding, pay and leave.

Work Health & Safety

- The Work Health & Safety team provides support on all safety, injury management and wellbeing activities

Business Improvement Team

- A project team dedicated to working with the P&C Division, Colleges and Portfolios to support P&C process improvements.

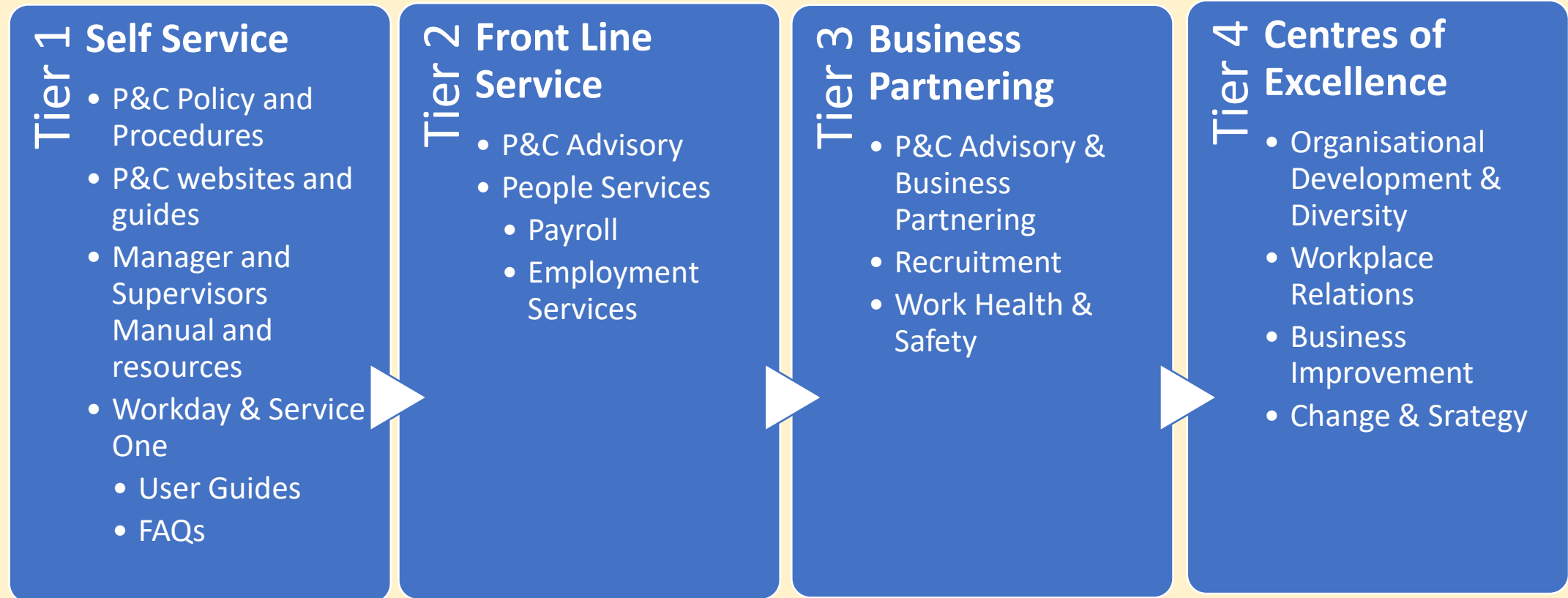
Change Management and Strategy

- Leading design, development and delivery of change management services to the University

Organisational Development and Diversity

- Organisational Development and Diversity team provides support in areas including:
 - Professional development including leadership
 - Performance review and development process
 - Diversity and Inclusion
 - Indigenous employment strategy and support
 - Culture support (e.g. Your Voice survey)
 - Reward and Recognition

P&C Service Model



P&C Business Partnering & Advisory Team

- **Taylor Stone** | **People & Culture Advisor (1.0)**
 - Contact: (08) 7421 9450 (ext 19450)
 - E-Mail: CBGL.PC; CEPSW.PC; CHASS.PC or taylor.stone@flinders.edu.au
 - Location: Mon (EPSW), Tues (HASS), Wed, Thur, Fri (BGL)
- **Jacqui Rosa** | **People & Culture Business Partner (1.0)**
 - Contact: 8201 3749 (ext 13749)
 - E-Mail: CBGL.PC; CEPSW.PC; CHASS.PC or jacqueline.rosa@flinders.edu.au
 - Location: Mon, Tues & Wed (EPSW), Thur (HASS), Fri (BGL)
- **Kelly Walewicz** | **Senior People and Culture Business Partner (1.0)**
 - Contact: 8201 7827 (ext 17827) or 0402 288 563
 - E-Mail: CBGL.PC; CEPSW.PC; CHASS.PC or kelly.walewicz@flinders.edu.au
 - Location: Mon & Tues (HASS), Wed (EPSW), Thur (BGL), Friday (EPSW)

P&C Location

	Monday	Tuesday	Wednesday	Thursday	Friday
Jacqui	CEPSW	CEPSW	CEPSW	CHASS	CBGL
Taylor	CEPSW	CHASS	CBGL	CBGL	CBGL
Kelly	CHASS	CHASS	CEPSW	CBGL	CEPSW

P&C Business Partnering & Advisory

P&C Advisor	<ul style="list-style-type: none">• First-level HR support and transactional HR processes.• Supporting recruitment, contract administration, and policy implementation.• Supporting with case management, classification reviews, and HR systems.
P&C Business Partner	<ul style="list-style-type: none">• Providing HR business partnering services to colleges and portfolios.• Case management, employee relations, and organisational change processes.• Implementing HR policies, training programs, and workforce planning initiatives.
P&C Senior Business Partner	<ul style="list-style-type: none">• Strategic HR leadership and high-level case management.• Workforce planning, change management, and industrial relations.• Partnering with senior leadership (Executive Deans, College Leadership Teams).

This service delivery model aims to achieve alignment with the broader **People & Culture (P&C) Division** while meeting the specific needs of the **College of Humanities, Arts, and Social Sciences (HASS)**, the **College of Business, Government, and Law (CBGL)**, and the **College of Education, Psychology, and Social Work (CEPSW)**.

P&C Business Partnering & Advisory

P&C Advisor

Key Responsibilities:

- Provide frontline HR advice to staff and managers on policies, procedures, and enterprise agreements.
- Manage high-volume recruitment and contract administration in coordination with central HR services.
- Initiate and process HR transactions in Workday HR system.
- Support case management and classification/reclassification processes.
- Support change management initiatives and HR policy development.
- Facilitate cyclical HR activities (e.g., reporting, performance reviews, promotions).
- Work closely with the P&C Business Partner and Senior Business Partner to ensure smooth HR service delivery.

P&C Business Partnering & Advisory

P&C Business Partner

Key Responsibilities:

- Advise on HR policies, industrial agreements, and employee relations matters.
- Involved in workforce planning, recruitment, and classification/reclassification of positions.
- Manage performance and conflict resolution cases in partnership with senior leadership.
- Lead change management processes, restructures, and policy development.
- Conduct training and workshops for managers on HR policies and best practices.
- Work closely with the Senior P&C Business Partner to ensure consistent delivery of HR service delivery across the portfolio.

P&C Business Partnering & Advisory

P&C Senior Business Partner

Key Responsibilities:

- Partner with Executive Deans and College Leadership Teams to align P&C strategies with college priorities.
- Provide strategic advice on workforce planning, recruitment, performance, and employee relations.
- Lead complex case management, including industrial relations matters, disputes, and misconduct investigations.
- Lead change management initiatives, including restructures and redundancy processes.
- Develop and deliver training programs on HR policies and leadership development.
- Represent P&C in senior university projects and committees.
- Provide mentoring and guidance to the P&C Business Partner and Advisor.

Supervisor Resources: Recruitment & Onboarding

Recruitment

Provides information and Resources on recruiting casual, Fixed Term and Continuing staff

- Recruitment Processes
- Indigenous Employment
- Hiring Manager Toolkit
 - Position Descriptions
 - Recruitment Templates
 - Interview Templates
 - Referencing Templates
 - Visa & Relocation
- Hiring Manager Training
- Employment Screening
- Service Timeframes

Inducting New Staff

Provides resources and information for new staff joining your team, including induction checklist

- New Staff Online Induction
- Induction Checklist
- Supervisor Resources and pre-employment checklist
- Workstation and WHS checklists
- Accessibility and Inclusion
- Training Needs Analysis

Staff Probation

Provides information on how to manage professional and academic probation periods

- Academic Staff Probation
 - Guide for Fixed-Term Academic Staff
 - Guide and Form D for Continuing Staff
- Professional Staff Probation
- Performance During Probation
- Training During Probation

Supervisor Resources: Growth & Retention

Training & Development

Information on training and development offered by the university

- New Staff
 - Fast Start TM
 - FFOUT, HDS, WIL
- Professional Development
- Research
- Learning & Teaching
- Educational Technology
- Work Health & Safety
- Indigenous Cultural Awareness
- University Systems
- Funding Programs
- Networking
- Mentoring

Casual Management

Provides information and resources on casual academic and casual professional life-cycle

- Engagement (Service One)
 - Teaching
 - Research
- Casual Register
- Ceasing Engagement
- Casual Academic Rates and Descriptors
- Pay Deadlines

Performance Review and Development

Guidance on holding annual academic and professional PRD discussions and how to action in Workday

- PRD process
- Training
- Academic Resources
- Supervisor Resources
- Development Opportunities

Supervisor Resources: Growth & Retention

Employment Variations

Provides information and resources for managers and employees regarding employment variations

- Allowances
- Change of Costing Allocation
- Change of Fraction
- Change of Work Schedule
- Conversion of Employment Status
- Fixed-term Re-engagement

Benefits, Pay and Leave

Information on salary rates, superannuation, payment schedules, leave and benefits available to University Employees

- Getting Paid
- Leave
- Salary Packaging
- Employee Health Plan
- Flinders Health Services
- Employee Assistance Program
- Superannuation
- Staff Discounts

Employment Conditions

Information on conditions of Employment contained within The Flinders University Enterprise Agreement

- Enterprise Agreement
- University Policies and Procedures Manual
- National Employment Standards

Supervisor Resources: Systems & Compliance

Workday

Provides guides and videos on how to action workday process and login to workday

- Employee User Guides
- Supervisor User Guides
- FAQs
- Workday Updates

Other Considerations

- Finance
- Risk Management
- Legislative Compliance
- Travel
- Trade Practices

P&C Policies and Procedures

Provides access to P&C policies and procedures

- Integrity, Conduct & Grievances
- Employees
 - Recruiting & Onboarding
 - Conditions of Employment
 - Leave & Flexibility
 - Performance Mgmt
 - Recognition & Awards
 - Change Mgmt
- Non-Employee, Workers & Associates

Work Health and Safety

Information and resources on WHS matters, including Injury Management and Workers Compensation

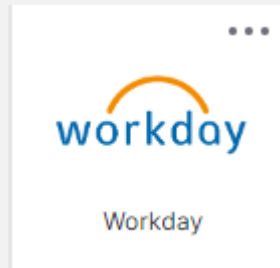
- Incident Reporting
- Emergency & Fire Safety
- Risk Mgmt
- WHS systems, roles & responsibilities
- Injury Mgmt
- Health & Wellbeing
- WHS Training
- Information and Tools

Supervisor Resources: Systems & Compliance

Workday Vs Service One

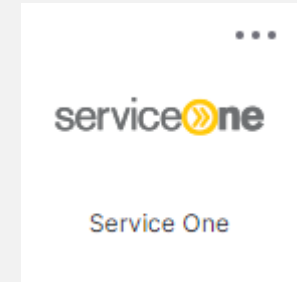
Workday is the main platform to:

- View job information (such as FTE, start dates, end dates)
- View, manage and approve leave balances and bookings
- View your team birthdays and work anniversaries
- Check probation and increment dates for staff who report to you
- Access organisation charts
- Generate reports
- Complete PRD



Service One is the main platform to request many of the changes required for your staff member:

- Costing Allocation Changes
- Changes to FTE/Work Schedule
- Engage a Casual Professional
- Higher Duties Allowance
- OCL/OSP Lodgement
- Request a Reclassification
- Topic Coordinator/Course Coordinator Allowance
- Vacancy Management Review Group Requests (e.g. fixed term reengagements and new recruitment)
- Affiliate and Academic Status Holder Requests
- Declare Conflict of Interest



Helpful Links

- [P&C Home](#)
- [Policy Library](#)
- [Enterprise Agreement](#)
- [Information for new staff](#)
- [Employee Resources](#)
- [Manager and Supervisor Resources](#)
- [Supervisor Reference Manual](#)
- [Workday User Guides](#)

