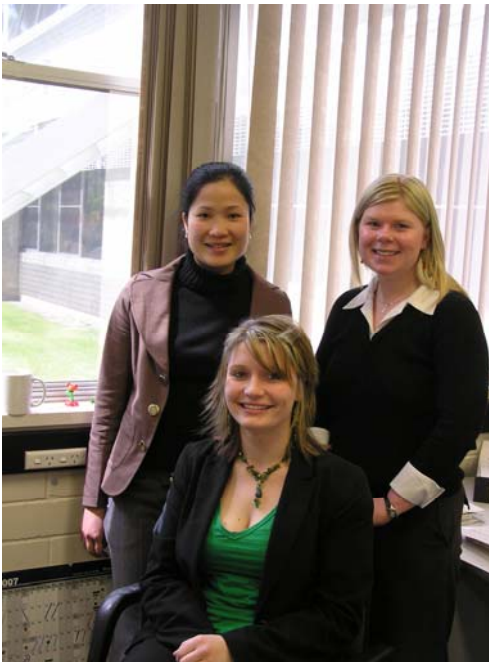


November Newsletter

Integration Matters



Integration of AMC financial services with UTAS is proceeding well. Financial Services have welcomed AMC Finance staff, Ha, Sarah and Alana who have physically relocated to the Financial Operations section at Newnham. They will continue to undertake AMC work until the integration is finalised. All AMC staff are welcome to call in and see them with all of their related AMC Finance matters. Finance is located opposite the UTAS Library. Felicity Nicolson will be joining her AMC colleagues when she returns from maternity leave.

Ha Hoang, Sarah Crack and Alana Whelan (seated).

Proclamation

The Maritime Legislation Amendment Act 2007 was proclaimed on 17 October 2007. This finalises the legislative process enabling integration of AMC with UTAS.

Ordinance

The AMC Ordinance can be found on the Project Unity website. This Ordinance provides the governance framework for AMC as an institute of UTAS and includes the structure and reporting lines for AMC from 1 January 2008.

Project Unity Website - <http://www.utas.edu.au/unity/>

We encourage you to use the Project Unity website if you have information you need to disseminate relating to integration. We have recently added a Question & Answer (Q&A) link with input on student enrolment, UTAS Business Cards, Vehicle Fleet, IT and Payroll. We have also added a Training link.

AMC and School of Aquaculture Workshop

A workshop was held on 30 October 2007 involving 34 staff from AMC and UTAS' School of Aquaculture. Professor Chad Hewitt convened the meeting and also in attendance were Professor Gail Hart Pro V-C Teaching and Learning and Richard Easter, Joint Unity Project Director. The workshop provided an opportunity for staff to introduce themselves, meet each other, provide an

overview of their professional experience, expertise and interests. Staff also received an update on integration issues, student administration and systems.

Opportunities were identified for collaboration to improve teaching and learning, research and community/industry engagement. There was also discussion on future opportunities and challenges for the National Centre.

The group considered the name of the new National Centre with consideration of how the name would be perceived nationally and internationally. The title of the new National Centre was agreed unanimously. The title will now be put forward to the AMC Council and the UTAS Council for confirmation on 23 November 2007.

Pro V-C Teaching and Learning, Prof Gail Hart said 'this was an extremely positive session with staff recognising the major benefits to come from integration and co-location. They showed a real passion for their teaching and research activities and identified many areas of synergy and opportunities for future collaboration'.

The National Centre will be located in the Science Building and neighbouring building T26 at Newnham, and Rosebud.

Staffing Issues

Stuart Andrews, Director of Human Resources at UTAS addressed AMC staff at a forum on 26 October to discuss:

1. Recognition of AMC service by UTAS;
2. Salary translations - AMC to UTAS;
3. Leave entitlements – Annual, Long Service, Sick/PPL;
4. Allowances, parking and other miscellaneous matters;
5. The process for terminating the existing AMC collective workplace agreements; and
6. What will happen if the agreements are not terminated as proposed.

Stuart invited staff to contact him with any further questions following the forum. All AMC staff should have received the Powerpoint presentation, which was delivered at the forum, by email.

Stuart visited Rosebud on 1 November and addressed staff. He also addressed staff at Beauty Point on 8 November.

'Surviving and Thriving at UTAS'

A series of 'Expo' type sessions on 'Surviving and Thriving at UTAS' are being arranged, with the first Expo planned for 6 December. The content will be AMC specific and relevant UTAS staff will be on hand to introduce themselves, and provide information and handouts on the University's services, policies and processes.

Administrative Integration Activities

ICT - Identity Management Project

Many AMC staff have been migrated across to the UTAS Domain. This includes nearly all AMC general staff. Remaining academic staff will be migrated over as soon as possible.

Finance

A 2008 Budget for AMC has been included in the overall University budget which is proceeding through normal approval channels of Finance Committee and Council.

The collation and distribution of UTAS Business Cards (MasterCard) to selected AMC staff has commenced. Training sessions in the BCMS (Business Card Management System) for AMC staff commenced during the fourth week of October. Business Cards are used within UTAS for the purchase of goods and services up to prescribed limits. Further details about the BCMS can be found via the FAQ section on the Project Unity website <http://www.utas.edu.au/unity/Q&A-staff.htm>

From an operational aspect, various procedures and tasks have been undertaken in preparation for the integration. Ongoing integration of AMC suppliers (Accounts Payable) into the UTAS FMIS (Financial Management & Information System) in preparation for payment of invoices from 1 January 2008 has almost been completed. AMC suppliers and customers will be receiving ongoing advice regarding the change in bank account and billing address details for AMC 2008 invoices. Work has also been undertaken to review AMC debtors (Account Receivable) in consultation with AMC staff, along with discussions surrounding final AMC BAS/GST returns, insurance and investment activities that will come under existing UTAS processes.

The new AMC organisational structure, excluding School of Aquaculture, has been set up in the FMIS Chart of Accounts which governs how UTAS financial expenditure transactions are recorded and processed. A mapping of existing AMC project numbers from Finance One to the new FMIS project numbers for 2008 has also been completed. This should assist AMC staff in ensuring project costs can be correctly coded.

Financial Services will be conducting ongoing information sessions for AMC staff on the various aspects of financial procedures and policies. A travel session was held on 22 October and a purchasing session was held on 8 November. AMC staff are encouraged to register online and attend the sessions. Details can be found at http://www.utas.edu.au/docs/fin_services/

AMC student re-enrolment

AMC re-enrolment forms for 2008 have been produced and sent out to students. The USRS now holds AMC student data from 1993 to 2007. AMC students have identities in the UTAS system, email account, computer password and access to UTAS ID cards for Library facilities.

Academic and Related Services

The Academic and Related Services Working Group have been involved in detailed discussions and negotiations. Some highlights include:

- Mapping of student and student-related legislation and policies has been completed;
- Comparison of student complaints and discipline legislation has been completed;
- Agreement has been reached to adopt UTAS OS HELP policy and process, SETL policy and process and UTAS grading scales;
- Academic calendars will be compatible and AMC will adopt the UTAS formula for generating this calendar;
- A training plan and a communication plan for staff and students has been drafted;
- Agreement has been reached for UTAS to administer AMC's Commonwealth Learning Scholarships; and
- Discussions are continuing with TQA regarding AMC/UTAS RTO status.

Asset Management Services

AMS is planning an Information Session for all AMC staff before the end of the current year. The Information Session will cover maintenance, capital works, after hours security, parking, cleaning, asset acquisition and disposal.

AMC Property Services staff who are currently in building T26 will be relocated to the AMS Building on the Newnham campus within the next few months.

AMC Property Services and AMS have been working towards a seamless integration and plans are well underway for Integration on 1 January, 2008.

Accommodation Services

The development of a Transitional Plan has enabled both UTAS Accommodation Services and AMC Residences to better prepare, not only in terms of infrastructure but operationally for the transition to an integrated accommodation provider.

From 1 January 2008 Accommodation Services will manage in total 1189 beds statewide: 537 beds on the Newnham Campus, 74 beds at Clarence House in the city, 104 beds at Beauty Point and 474 beds in Hobart.

Specific projects due for completion by 1 January 2008:

- Tendering and appointment of an AS statewide cleaning contractor is completed and the catering contract for 2008 will hopefully be finalised by the end of November;
- Recruitment for the residential support staff at Newnham, Clarence House and Beauty Point has commenced. Interviews/appointments to be finalised by the end of November;
- The Single Point Access project is operational and all returnees and new undergraduate applicants for all accommodation managed by AS in 2008 have utilised the online application and acceptance process;
- An all-sites security arrangements review – current & on-going, to be undertaken before integration. A working party including AS, AMC and AMS to meet prior to end November;
- An “accommodation” newsletter has been developed and circulated to all current undergraduate residents. This newsletter provides general information relating to the changes that are occurring, how the change will affect residents and outlines what new and different rules will be introduced and how the residential support model has changed. Arrangements for Pacific Patrol Boat (PPB) and industry-sponsored students are still to be finalised;
- An information sharing/get-together was held on 1 November at Newnham Hall. Topics discussed were the different requirements for AMC sponsored students, liaison arrangements between AS and AMC academic staff, combined administration, pastoral care, catering, cleaning and maintenance.

Unity Project Office Contact Details

Richard Easther – Unity Joint Project Director

Phone: 6335 4813 or 6226 2029

Email: Richard.Easther@utas.edu.au

Sally McKenzie – Unity Project Officer

Phone: 6335 4812

Email: Sally.McKenzie@utas.edu.au

Professor Malek Pourzanjani
President, AMC

Professor Daryl Le Grew
Vice-Chancellor, UTAS

November 2007