

**THE UNIVERSITY OF NEWCASTLE
PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)**

Notes of a meeting of the **Professional Staff Consultative Committee** held at 1.00pm on 14 July 2016 in the Canberra Room, The Chancellery.

PRESENT:

University – Associate Director, Employee Relations and HR Partnering, Mark Kelly

NTEU – Lance Dale

CPSU – Michelle Woodhouse, Jann Jeffries

APOLOGIES:

CPSU – Nick Koster

NTEU – Margaret Clarke

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. CULTURE FOR NEW FUTURES

The Deputy Director, Workforce Strategy & Transformation, Tina Crawford attended to discuss the plan for implementing a Culture for NeW Futures. Ms Crawford explained that the plan includes 3 phases as follows:

- Phase 1 – Defining the Culture; process involving 13 leaders and staff workshops and, survey of 400 staff members to develop the 3 agreed behaviours (Curious, Collaborative, Courageous) that will contribute to successful implementation of NeW Futures.
- Phase 2- Communicating the Culture; through leader workshops, all staff communications, Campus Conversations and planned staff events and initiatives.
- Phase 3 – Embedding the Culture; communications, behaviours, systems and structures, and signals.

2. ORGANISAITONAL CHANGE

2.1 UPDATE ON CHANGE PROCESSES

The Associate Director, Employee Relations and HR Partnering, Mark Kelly reported that since the last meeting; 1 further staff member had been detached from IT Services; change processes for UON Global and Alumni and Philanthropy are complete; IFS is working through EOI process for staffing the new structure; and the submission period for Research & Innovation Division closes on 15 July 2016.

CPSU representative, Jann Jeffries commented that several one-person change processes had been instigated immediately following approval of the Proposal Paper. Ms Jeffries expressed concern that this appears to be a pattern that could discredit future change processes.

Mr Kelly responded that the HR Business Partners and Employee Relations are endeavouring to engage earlier with leaders that are considering significant change as a means to avoid the need for one-person changes in this circumstance.

Discussion followed as to the proposal for a one-person change in Wollotuka. Ms Jeffries questioned the genuineness of the proposal as it appeared that more than one staff member was affected. Mr Kelly explained that only one professional staff position is being deleted from the structure, hence a one-person change process applies. NTEU representative, Lance Dale requested information about the change be provided to the NTEU.

Mr Dale enquired whether any further change processes are planned for the near future. Mr Kelly advised that work was still be done on the proposal for Creative Industries and a Paper should be

launched in the next month or so. A review of Marketing was completed, however, there is no formal change process scheduled at this time.

Action 2: University – forward information regarding one-person change in Wollotuka to Unions.

3. EA IMPLEMENTATION – PROFESSIONAL STAFF SPECIFIC

3.1 VOLUNTARY JOB ROTATION SCHEME

The Associate Director, Employee Relations and HR Partnering, Mark Kelly reported that there had been no expressions of interest received from staff regarding the Voluntary Job Rotation Scheme, however, job shadowing continued to be utilised. Mr Kelly noted that organisational units, such as the Library rotate staff to different positions from time to time and anecdotally this occurs in other areas but outside the scheme. NTEU representative, Lance Dale requested further information be provided on how job rotation is utilised in the Library.

Action 3 University – consider report on job rotation in Library.

4. ANY OTHER BUSINESS

- (i) CPSU representative, Jann Jeffries provided feedback from IT Services that Service Desk staff had been issued a directive that staff had to eat lunch in kitchen areas or outside the building and were longer allowed to eat at work desks. Staff were advised that this was a Health and Safety policy. University representatives will follow up with the Health and Safety team.

Action 4: University – follow up with H&S team whether directive issued to staff not to eat lunch at work desks.

CPSU representatives sought clarification regarding the direction to take annual leave during the University Christmas shutdown period. The Associate Director, Employee Relations and HR Partnering, Mark Kelly responded that information about leave requirements is communicated to staff well in advance of the shutdown. For example, the Director, People and Workforce Strategy, Sharon Champness sent an email to staff in October 2015 advising of arrangements for the shutdown. Discussion followed on the meaning of 'low leave balance' with University representatives expressing a literal approach i.e. having insufficient leave accrued to be able to take paid leave during the period. Staff members should discuss exemptions to taking leave during the close down with their Supervisor in the first instance. All requests to work over the closedown period must be approved prior to the closedown period commencing and will only be approved under the following circumstances:

- Where there is a definitive and pressing need to provide services and undertake specific activities;
- Staff who have insufficient leave balances, should also be given priority for designated skeleton staffing during the Christmas Closedown period where such a need exists.

Meeting closed approximately 2.30pm