

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 2:00 pm on Tuesday 12 December 2017 in the Canberra Room, The Chancellery.

PRESENT:

University – Mark Kelly

NTEU – Roger Markwick, Lance Dale and Jenny Whittard

CPSU – Ron Hunter

APOLOGIES:

University – Tina Crawford, Darrell Evans and John Germov

NTEU – Suzanne Ryan, David Rambaldi, Fran Munt, Sue Hodgson and Ros Larkin

CPSU – Sue Freeman

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. UON MASTER PLAN

The Director, Infrastructure and Facilities Services (IFS), Brian Jones attended for discussion on this item and reported on several developments as follows:

- Bio Resources Project approved in 2017 for a centralised animal breeding and holding facility to be built and opened in 2020 largely to support medical research.
- STEMM 1 to be built on site around the demolished drama theatre to house parts of Engineering and Science with emphasis on research laboratories. Building expected to start in 2019 for opening in Semester 1 2022.
- Gosford Hospital medical facilities progressing to design phase in 2018 for expected opening in 2020. Focus is to link clinical and teaching in the facility.
- Master plan submitted for Honeysuckle sites with focus on consolidating the Innovation Hub and School of Creative Industries. Plan includes a new building with specialised purpose built spaces and is expected to open in mid-2020.

2. NEW SPACE POST OCCUPANCY REVIEW

Mark Kelly, Associate Director, Employee Relations and HR Partnering reported that there had been over 1000 responses to the survey with strong engagement from staff and students. Analysis of the data is in progress and a summary of feedback will be provided to Committee members in the New Year.

3. BUDGETING AND RECRUITMENT

Mark Kelly, Associate Director, Employee Relations and HR Partnering reported that the recruitment 'pause' had been lifted several weeks ago. HR Support advised that processing of some casual and fixed-term appointments may be delayed, however, options for maintenance of email access post-expiry for professional staff was being considered.

4. ORGANISATIONAL DESIGN PROJECT (ODP)

The Associate Director, Employee Relations and HR Partnering, Mark Kelly reported that the 8 organisational changes from ODP 1 were now in implementation. He also noted that DVC

(Academic) Professor Darrell Evans recently communicated to staff that planning work for ODP 2 will continue into 2018.

Union representatives requested that regular updates be provided to staff regarding ODP 2 including information on timing and process.

5. WORK HEALTH AND SAFETY

Brian Jones, Director, Infrastructure and Facilities Services and Dr Maggie Goldie, Associate Director, Health and Safety attended for this item to report on the University's hazardous materials project as follows:

- Audit in 2016 enabled update of hazardous materials register. This document is regularly updated and is publicly accessible on the University website at the following link: https://www.newcastle.edu.au/_data/assets/pdf_file/0017/356120/Central_Coast_Register_170420.pdf
- The audit also provided information for the review and update of the University's hazardous materials management plan that is available at the following link: https://www.newcastle.edu.au/_data/assets/pdf_file/0018/356121/Hazardous_Materials_Management_Plan_HMMP_20.4.17.pdf
- Condition of hazardous materials, such as asbestos, are assessed and included on the register. Current assessment indicates hazardous material as being in good condition.
- Controls are in place for UON staff and contractor works including monitoring by an environmental hygienist.
- A labelling/signage project for hazardous materials will commence shortly with communications to staff including an FAQ document. The draft FAQ document was provided to Committee member and their feedback on content is welcome.

6. GLOBAL INNOVATION CHAIRS

Mark Kelly, Associate Director, Employee Relations and HR Partnering tabled a print out from the University website (<https://www.newcastle.edu.au/newsroom/from-the-executive/global-innovation-chairs-explained>) with information on Global Innovation Chairs.

Union representatives sought information on costs associated with Global Innovation Chair appointments, in particular whether there had been a return on investment to the University from these appointments. University representatives undertook to follow up on this request with Senior DVC (Research and Innovation), Professor Kevin Hall.

Action 6: University – follow up on request for information regarding Global Innovation Chairs with Senior DVC (Research and Innovation)

7. UON SCHOLARSHIPS

Responding to a request for information from the NTEU, Associate Director, Employee Relations and HR Partnering, Mark Kelly provided a response on behalf of Professor Kevin Hall, Senior DVC (Research and Innovation) as follows:

- There is no 'freeze' currently in place on scholarships for international students;
- Centralisation of scholarship distribution has occurred to comply with government reporting around RTP and to provide better oversight of total HDR expenditure. The changes to RTP and accounting have been explained to all faculties in a 'town hall' meeting.
- Scholarships are awarded for many reasons including allocation of a certain percentage to faculties, as part of retention and attraction of researchers, to support large bids such as CRCs, Linkage, CRE's, etc.

Union representatives expressed concern regarding centralisation and the impact on work of staff in faculties that had previously been responsible for these tasks, particularly in times of job uncertainty.

8. MARRIAGE EQUALITY

NTEU representatives acknowledged the DVC (A) Professor Darrell Evan's communication encouraging participation in the Federal Government marriage equality survey as well as his support for the rainbow flag raising on campus. NTEU representatives expressed dissatisfaction, however, that the University did not officially and publicly endorse and promote a 'yes' vote during the survey similar to other Universities.

9. CASUAL STAFFING

Responding to a request for information regarding maintenance of email accounts for casual staff, Mark Kelly, Associate Director, Employee Relations and HR Partnering confirmed that sessional academic staff are offered a preliminary casual contract to ensure continuity of email access for 12 months. Once student numbers are finalised and work allocation is completed a final contract is issued with timetable hours.

With respect to opportunities for casual staff to participate in the draft timetabling processes, Mr Kelly reported that Schools provide relevant data on course requirements and staffing to formulate the timetable. Any staff – including casuals - that the School would like involved in the data collection process can have input via the Timetable Data Collector along with the Staff Unavailability form. Any category of staffing listed on the HR interface can be entered against a course via the Timetable Data Collector – that is, Schools can enter casual staff against teaching activities in the collection and preparation phase for the timetable. Schools also determine who reviews the draft timetable, that is, Schools could invite casual staff to review the draft. However any staff with a 'login' can view the draft timetable and provide feedback to their respective schools for consideration by the Head of School.

NTEU representatives requested that the UON Academy encourage Schools to be more inclusive to involve casual academic staff in timetabling.

10. SCHEDULE OF FUTURE MEETINGS

Committee members agreed to schedule meetings for the Combined, and Academic Staff Consultative Committees in the first quarter on 2018.

NTEU representatives requested a report on operations of the University EAP as an agenda item for the first Combined Staff Consultative Committee meeting in 2018.

Action 10: University – (i) schedule meetings for Combined and Academic Staff Consultative Committee in first quarter of 2018. (ii) include on meeting agenda report on EAP operations
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11. ANY OTHER BUSINESS
