

**THE UNIVERSITY OF NEWCASTLE
COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)**

Notes of a meeting of the **Combined Staff Consultative Committee** held at 10:00 Am on Thursday 15 September 2016 in the Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness and Mark Kelly
NTEU – Tom Griffiths, Sue Hodgson, Suzanne Ryan and Lance Dale
CPSU – Jann Jeffries

APOLOGIES:

NTEU – John Lewer, Fran Munt, David Rambaldi and Samantha Harcombe
CPSU – Sue Freeman

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE

1.1 CHANGE PROCESSES

The Associate Director, Employee Relations and HR Partnering, Mark Kelly reported that an organisational change Consultation Paper was launched for the School of Creative Industries (SOCI) on the 25 August 2016. The 2 week period for submissions was extended until 14 September 2016.

Discussion followed as to the timing of the process to transfer the DCIT Technical Officers to Engineering. Mr Kelly advised that planning was in progress and a consultation paper is expected to be launched in October.

2. UON NEW FUTURES SERIES PAPERS

The Director, People and Workforce Strategy, Sharon Champness referenced the UON New Futures Series papers specifically UON: Our Future Workforce. Ms Champness explained that input into the paper was shaped by the New Futures Strategic plan and research conducted by PWC on behalf of AHEIA. The PWC study looked at factors that will create change for the Workforce of the Future in the higher education sector. Key impact themes such as the role of technology, fee deregulation and increased competition from the private sector and globally were examined. Ms Champness explained that the UON: Our Future Workforce paper had been reviewed by Executive and was being used as a background paper to inform Faculty/Division Workforce planning.

NTEU representatives stated that they did not accept the view of the future as outlined in the paper and expressed concern that this was a management view that was not debated with input from staff. Representatives flagged that some strategies described in the paper have significant implications for academics at UON and were contrary to arrangements currently reflected in the University's enterprise agreements.

Ms Champness responded that the paper is about ensuring that the pace of change is sufficient to ensure that the University survives and continues to be successful in a changing world. Any changes to the University's enterprise agreements need to be agreed by staff and hence will only move as fast or as slowly as staff believe is appropriate.

NTEU representatives indicated that they would formally respond to the paper.

Action 2: Union – NTEU provide formal response to OON: Our Future Workforce paper.

3. REVIEW OF POLICIES AND PROCEDURES

3.1 DEFENCE LEAVE GUIDELINES

The Associate Director, Employee Relations and HR Partnering, Mark Kelly advised that the UON's Defence Leave Guidelines was under review and the draft document written in consultation with the Australian Defence Force and now included:

- examples of Reserve duties that qualify for Defence Reserves leave;
- rules around superannuation lifted directly from the Enterprise Agreements;
- an additional section on 'Claiming Employer Support Payments';
- examples of the appropriate documentation that is required to accompany the defence leave form; and
- a 'Roles and Responsibilities' section with information for staff members and supervisors.

Mr Kelly notes that the draft Guidelines had been sent to the Committee and requested any feedback or comments be provided by the end of September.

Action 3: Unions – provide feedback on draft Guidelines by end of September.

3.2 PROCUREMENT POLICY

Chief Financial Officer, Paul Dunn attended for this item and reported that Council Services had developed an Ethical Decision-Making Framework and a deployment process is currently being worked through. Mr Dunn advised that following the approval and deployment of the framework, relevant policies will be reviewed in alignment with the framework.

Sharon Champness, Director, People and Workforce Strategy noted that the framework was built on the existing University values and also includes principles to guide decision making. Ms Champness explained that there were Academic and Professional staff, as well as student representation, on the Working Party. Drafts were also distributed to select staff and students for feedback. The framework has been approved by Council with minor changes to be made before it is returned to Council and then deployed across the University.

4. FINANCIAL BRIEFING

UON Chief Financial Officer, Paul Dunn and Deputy Director, Financial Services, Justin Ryan attended for this item, presenting information on the University's planning, resourcing and reporting cycle. Noting the University has a 10 year Long Term Financial Plan (LTFP) to support New Futures strategy, Mr Ryan explained that yearly budget targets are derived from the LTFP and quarterly forecast reports provide a view on how the University is tracking.

While UON is currently a financially sustainable institution with a forecast surplus for 2016, actions need to be taken to maintain this as student load has not been growing at the rate of expenditure increases and the forecast surplus is being derived from one-off income. Mr Ryan also explained that UON also has underinvested in facilities over previous years and hence surpluses will be required to enable the necessary capital investment to attract students and researchers to UON.

5. WORKFORCE GENDER EQUALITY AGENCY (WGEA) REPORT

The Manager, Equity and Diversity, Rachel Fowell attended for this item to present information regarding UON's 2016/2016 WGEA compliance report and the NTEU's response including:

- Changes in WGEA occupational categories had led to movement between reporting categories for manager/other manager rather than an increase or decrease in numbers. Ms Fowell explained that WGEA had issued a guideline for categorising manager roles using

standardised occupational categories for Higher Education that wasn't available in previous years.

- The Director, People and Workforce Strategy, Sharon Champness also presented AHEIA data on female participation indicating UON does well compared to the sector for professional staff but not as well for academics. UON's number of female academic levels D and E is low compared to the sector, however, progress has been made over the last 12 months.
- Under the Senior Academic Women Strategy initiatives are in place to recruit, retain and promote academic women including a new AWIL program aimed at Level Ds. Search firms are also now required to put forward a minimum of 1/3 female candidates and the first application of the ADB exemption for targeted recruitment was used for the Women in Science Chair.
- UK accredited Athena Swan pilot program focused on gender outcomes for STEM, however, UON's panel including representatives outside of STEM are exploring issues for all levels including Level C academic women to inform future strategies. At the end of 2017, UON will submit a 4 year plan and if successful will secure Bronze accreditation.
- Faculty Gender Equity Plans are under review. Ms Fowell noted that Health and Medicine had an active Gender Equity Committee and had drafted a plan for the next 4 years. Initiatives include piloting a reverse mentoring program.
- An analysis on gender pay equity found there was no statistical difference with respect to average starting step for staff covered by the EA for gender. Ms Champness also reported that analysis for staff receiving a loading did not demonstrate a significant gender gap as expected. Ms Champness acknowledged a small gender pay gap for staff not covered by the enterprise agreements, however, this was being addressed.

In response to the NTEU request regarding information on the age profile of staff members affected by organisational change, Employee Relations reported the following:

- IFS – average age of staff electing VSP was 49.6 years spanning from a female of 24 to a male of 66 years of age;
- IT Services – average age of staff electing VSP was 51.25 years spanning from a male of 35 to a male of 62 years of age; and
- Average age of UON workforce 44.5 years.

6. EA IMPLEMENTATION – COMMON

6.1 ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYMENT

The Manager, Equity and Diversity, Rachel Fowell attended for this item. Ms Fowell reported that a new Indigenous Employment Coordinator, Tareka Chatfield, had been appointed and would be based in HR. The Committee requested that Ms Chatfield be invited to the next Consultative Committee meeting in November.

Ms Fowell noted that a meeting of the Indigenous Employment Committee was scheduled for next week and that a request had been received for targeted recruitment in a non-identified under the ADB exemption.

Action 6: University – invite Indigenous Employment Coordinator to November CSCC meeting.
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7. SCHEDULE OF CSCC MEETINGS FOR 2016

Associate Director, Employee Relations and HR Partnering, Mark Kelly flagged attendances at the November 2016 meeting to discuss Mental Health and Well-being and, Environmental Sustainability.

8. ANY OTHER BUSINESS

Meeting closed approx. 12pm