

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 1:00 pm on Thursday 11 June 2015 in The Canberra Room, The Chancellery.

PRESENT:

University – Sharon Champness, Paul Munro, Greg Kerr, Andrew Parfitt, John Germov, Nigel Barton, Julie Rich

NTEU – Margaret Clarke, Lance Dale

CPSU – Jann Jeffries, Michelle Woodhouse

APOLOGIES:

University – Greg Kerr

NTEU – Tom Griffiths, Suzanne Ryan, John Lewer, Fran Munt, David Rambaldi, Sue Hodgson

CPSU – Nick Koster

Chair – Union representative Michelle Woodhouse

Note-taker – Ruth Hartmann

1. ENVIRONMENTAL SUSTAINABILITY

The Environmental Manager, Infrastructure and Facilities Services, Nigel Barton attended the Committee to provide an update and seek feedback on initiatives of the University's Environmental Sustainability Committee. Mr Barton advised that the Environmental Sustainability Plan 2015-2017 (ESP) was formally adopted by the University's Executive Council last week following a broad level of consultation across the University. The principle aim of the ESP, explained Mr Barton, is to provide a clear plan of action to deliver measurable improvements in the University's environmental sustainability performance. The University has adopted a number of high-level, strategic objectives that form the priority areas for this ESP. Each of these objectives is supported by reporting measures in order to provide measureable tracking of the University's performance in these key areas of sustainability.

Discussion followed as to how staff members could become involved in environmental initiatives. Mr Barton explained that the Champions4Change program has an impact from the ground up with 130 staff and student champions currently registered.

Union representatives requested to be forwarded an electronic copy of the ESP.

Action 1: University – forward electronic copy of Environmental Sustainability Plan to Committee members.
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2. FINANCIAL BRIEFING

Union representatives requested a briefing in relation to 'budget savings' being imposed on Faculties and Schools. Deputy Vice-Chancellor (Academic) Andrew Parfitt responded that the budget cuts are a result of a shortfall in student revenue. The budget situation resulted in a requirement that \$10m

savings are needed across University operations. This has been split between areas and managed overheads, with \$6m in savings spread across faculties and divisions and divided according to student load relative to the student shortfall.

Discussion followed as to whether the budget savings would impact organisational change processes. Professor Parfitt responded that resources are committed to change process at the outset.

3. ORGANISATIONAL CHANGE – STANDING ITEM

CPSU representatives requested that the University try to arrange organisational change meetings on days when they have representatives available to attend. The Associate Director, Employee Relations, Paul Munro responded that the best attempts are made in this respect but not all parties may be available at the same time.

4. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

4.1 REVIEW OF SPACE MANAGEMENT POLICY

The Associate Director, Campus and Asset Planning, Julie Rich attended to discuss the review of the Space Management Policy. A hard copy of the policy was provided at the meeting and an electronic copy will also be distributed to Committee members. Ms Rich advised that a Guidelines document is being developed that will sit alongside the Space Management policy. Union representatives enquired as to the consultation arrangements for the Guidelines. Ms Rich responded that she would be available to bring the draft document to the August 2015 CSCC meeting. Union representatives requested to have access to a copy of the draft Guidelines prior to the next meeting so that they may be more informed and able to provide constructive feedback.

Discussion followed regarding the opportunity to view the office prototype in the ATC building. Ms Rich invited the Committee to view the prototype and will put forward available dates for consideration.

Action 4:1 University –
i. Distribute electronic copy of Space Management policy to Committee members;
ii. Arrange for Julie Rich to attend August meeting to discuss 'Space Management' Guidelines;
iii. Send out electronic copy of draft Guidelines before August 2015 meeting;
iv. Follow up with Julie Rich regarding dates for CSCC members to view office prototype.

5. NEW FUTURES STRATEGIC PLAN

Pro Vice-Chancellor, Faculty of Education and Arts, John Germov attended the meeting to gain feedback from the Committee on the draft New Futures plan. Professor Germov explained that submission are being taken now and encouraged Committee members to make a submission. The comments and feedback will go back to staff with the Plan scheduled to be finalised at the end of August 2015.

Discussion followed as to the consultation of the draft and the type of feedback already received.

6. NEWCASTLE INNOVATION

Union representatives noted that a ‘town hall’ discussion in relation to Newcastle Innovation was scheduled at the same time as this CSCC meeting and requested information on the developments. The Director, People and Workforce Strategy, Sharon Champness advised that Newcastle Innovation is owned by the University but is a separate entity. Consequently the employees of Newcastle Innovation are not covered by the University’s Enterprise Agreements. Discussions are taking place regarding the work of Newcastle Innovation and its employees being incorporated into the University. Ms Champness advised that Council had not yet approved this but if it were to do so the employees would fall under the scope of the University’s Enterprise Agreements.

7. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION ISSUES – COMMON PROVISIONS

Union representatives requested a report on the number of staff members taking Personal Leave for circumstances of Domestic Violence. The Associate Director, Employee Relations, Paul Munro advised the Committee that at this time there has been no reports for this Personal Leave sub-category.

CPSU representative, Jann Jeffries requested information regarding Aboriginal employment at the University. The Director, People and Workforce Strategy, Sharon Champness reported that in 2014 the University had 74 staff members identifying as Indigenous which represent 2.5% of the University workforce. This is compared to 1.1% across the higher education sector. Ms Champness also advised that the Aboriginal and Torres Strait Islander Employment Committee has been set up and has had one meeting already, with another meeting scheduled for next month. Items for discussion at the meeting include Indigenous cadetships and the establishment of a working party to look at recruitment processes regarding the success of Indigenous applications.

Union representatives requested to be provided with an update from the Aboriginal and Torres Strait Islander Employment Committee. Ms Champness explained that there are Union representatives on this Committee and the notes from the meetings will be shared when available.

8. HECE COMPLIANCE

NTEU representative, Lance Dale requested at the April 2015 CSCC meeting that the University consider a review the use of fixed-term arrangements and compliance with HECE categories. The Associate Director, Employee Relations, Paul Munro indicated that such a review had been completed in recent years. Mr Munro undertook to consider a further review, however, this information was not available at this time.

Action 8: University – follow up on information for report on fixed-term employment arrangements at the University to assess compliance with fixed-term categories in the Enterprise Agreements.

9. UNIVERSITY RESTRUCTURING

Union representative requested a copy of the report from the SAS organisational change survey.

Action 9: University – forward electronic copy of survey report to Committee members

10. SUPERANNUATION

NTEU representatives flagged an issue regarding Superannuation for staff over the age of 65 years. The Director, People and Workforce Strategy, Sharon Champness explained that the University is bound by the rules of the UniSuper Trust Deed. Ms Champness noted that the Trust Fund document is publicly available on the UniSuper website.

11. ANY OTHER BUSINESS

In response to NTEU request at the 10 June 2015 ASCC meeting the Director, People and Workforce Strategy, Sharon Champness provided a report on the Special Studies Program (SSP). Ms Champness reported that in 2014 64 applications to travel in 2015 were received and 60 were approved. Of the remaining 4, 1 application was submitted late, 1 applicant was outside the guidelines, 1 withdrew and 1 was not approved based on merit. Ms Champness noted that all applicants that has applied for travel funds had been approved with the applications spread across Faculties. To date 58 applications had been made for travel in 2016. Ms Champness indicated that there is sufficient budget for these applications should they be approved.

Meeting closed approximately 3.00pm