

## 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 Thursday 10 December 2015 in the Canberra Meeting Room, The Chancellery.

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#### **PRESENT:**

University – Andrew Parfitt, Paul Munro, Mark Kelly, and Greg Kerr

NTEU – Sue Hodgson, Jenny Whittard, Suzanne Ryan, Margaret Clarke, John Lewer and, Lance Dale

CPSU –Jann Jeffries and, Michelle Woodhouse

#### **APOLOGIES:**

University – Sharon Champness

NTEU –Tom Griffiths

Chair – University representative, Andrew Parfitt

Note-taker – Greg Kerr

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#### **BUSINESS ARISING FROM LAST MEETING**

- **Update on UON Global recruitment of Engagement Officer positions**  
The Associate Director, Employee Relations, Paul Munro advised that recruitment of the Engagement Officer positions had been completed.
- **Update on employment contracts for UON Services staff transitioned to University employment**
- The Associate Director, Employee Relations, Paul Munro reported that staff members had been offered an additional 6 months contract. A review of the function is currently underway by Commercial Services.

#### **1. ORGANISATIONAL CHANGE – STANDING ITEM**

##### **1.1 ONE PERSON CHANGE**

The Associate Director, Employee Relations, Paul Munro presented a revised map of the one-person change process. CPSU representative Jann Jeffries advised that the document did not include feedback she had provided. Mr Munro undertook to update map and distribute to Committee members.

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| <b>Action 1.1:</b> University –Update One-Person change map document to include feedback from representatives. |
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##### **1.2 CHANGE PROCESSES**

###### **1.2.1 UON Creative Industries**

The Deputy Vice-Chancellor (Academic) Andrew Parfitt reported that there had been wide consultation regarding the programming of UON Creative Industries. Formal consultation under the Enterprise Agreement is to commence in the New Year with implementation to follow mid-year. Union representatives commented that if staff are well informed of the process for change concerns may be alleviated.

### 1.2.2 Impact of change

Union representatives expressed concern regarding the potential cumulative impact of change on students and staff. In particular the effect on Student Services staff and costs of multiple changes to location was noted. The Deputy Vice-Chancellor (Academic) Andrew Parfitt responded that IFS strive to have plans to get the best outcomes for all. Professor Parfitt recommended that the Master Plan be brought to the next Consultative Committee meeting for consideration. Relevant IFS staff and the COO will be invited to provide updates at 2016 meetings of the Committee.

NTEU representative Lance Dale enquired as to whether there was further changes anticipated at UON in 2016. Mr Dale requested a moratorium on change as staff were 'sick of it'. Professor Parfitt responded that UON will continue to experience change that reflects sector issues more broadly and the lack of certainty from Government.

Union representatives requested a review of how change process are managed in particular consideration be given to improving 'spill and fill' change processes. Discussion followed regarding the Research and Innovation change whereby affected staff were notified but the process has been delayed until February next year. CPSU representative Jann Jeffries commented that affected staff had no idea what will be happening to them without details of the change being released and that the University needed to be very conscious of its duty of care with respect to work health and safety of staff.

Union representatives flagged changes to PDs and work allocations of professional staff members in the School of Nursing and Midwifery and enquired whether a formal change process should occur. University representatives to follow up on this item.

**Action 1:** (i) University – present Master Plan and invite COO and IFS staff to provide updates at 2016 Consultative Committee meetings.

(ii) University – follow up with School of Nursing and Midwifery on any changes to staff work allocations and PDs.

## 2. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

### 2.1 PERFORMANCE EXPECTATIONS FRAMEWORK

The Associate Director, Employee Relations, Paul Munro advised that a paper on Performance Expectations results for Academic staff was presented to the Executive Committee in November. University representatives will brief committee members on this at a future Academic Staff Consultative Committee meeting. The Deputy Vice-Chancellor (Academic), Andrew Parfitt explained that a quantitative report of PEF research results by discipline had been developed. A capability matrix for professional staff is available for use and is compatible with the position classification descriptors. It can be used for 2016 PRD where it is valuable for development planning or performance feedback.

**Action 2:** University –brief Committee on Performance Expectations results at a 2016 ASCC meeting.

## **2.2 POLICIES UNDER REVIEW**

### **2.2.1 Recruitment Selection and Appointment Policy and Procedures**

The Associate Director, Employee Relations, Paul Munro reported that staff and Unions were invited to give feedback on the draft policy and procedures via links in an In the Loop article. Union representatives noted that the article and links was restricted and external committee members did not have access. It was requested that the policy and procedures documents be sent directly to committee members with an extended date provided for comments.

### **2.2.2 Study and Reimbursement of Fees Procedure**

The Associate Director, Employee Relations, Paul Munro reported that the draft procedure was emailed to committee members and feedback had been received. General comment regarding the procedure from Union representatives included; there being little incentive for staff to study, too much supervisor discretion and, no appeal process.

### **2.2.3 Space Management Policy and Guidelines**

The Associate Director, Employee Relations, Paul Munro reported as advised by Alan Tracey, Director Infrastructure and Facilities Services that the draft policy and guidelines had been updated to reflect feedback submitted. However, the documents were not yet approved by management. Discussion followed regarding the new Sydney campus with reports that the space had been well received. However, Union representatives noted an absence of RHD space. The Deputy Vice-Chancellor (Academic) explained that the Sydney campus was not designed as a RHD base.

## **3. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION**

### **3.1 ACADEMIC STAFF SPECIFIC**

#### **3.1.1 Scholarly Teaching Fellows (STF)**

The Associate Director, Employee Relations, Paul Munro reported that 4 STF positions were in development and 1 position was currently being advertised in the School of Humanities and Social Science. It is anticipated that 10 STF positions would have been available by the end of 2016. NTEU representatives expressed dissatisfaction with the positions being fixed-term and requested further consideration be given to continuing appointments.

### **3.2 PROFESSIONAL STAFF SPECIFIC**

#### **3.2.1 Voluntary Rotation Scheme**

The Associate Director, Employee Relations, Paul Munro advised that Faculty Associate Directors and School Executive Officers will discuss opportunities for voluntary rotation/job swap during PRD. At this time 1 Faculty is to participate in a job swap pilot. Mr Munro distributed documents developed by the Working Party indicating a timeline for the pilot between March and May 2016 with a review in June 2016 followed by a report to the Executive Committee.

### **3.3 TEACHERS RATIOS**

#### **3.3.1 Teachers Ratios**

The Associate Director, Employee Relations, Paul Munro indicated that a report on the number of casual, fixed-term, contingent and continuing teaching staff had been prepared and was currently being checked by the Director, English Language and Foundation Studies Centre, Seamus Fagan. The final report is to be discussed at the next Teachers Consultative Committee meeting.

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| <b>Action 3:</b> University –Prepare report on teacher’s ratio for next TCC meeting |
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### **3.4 COMMON CLAUSES**

#### **3.4.1 Indigenous Employment**

The Associate Director, Employee Relations, Paul Munro reported that the Indigenous Employment Committee had met recently. NTEU representative, Lance Dale expressed concern that Indigenous employment was below the target in the UON enterprise agreements despite good systems and structured work in progress. Mr Dale commented that there appeared to be a reliance on short fixed-term employment and cadetships. The Deputy Vice-Chancellor (Academic), Andrew Parfitt indicated that recruitment for a PVC (Indigenous Education and Research) would commence soon via a recruitment agent.

#### **3.4.2 Domestic Violence**

NTEU representative, Lance Dale commented that UON had not developed awareness or policies regarding domestic violence. Mr Dale noted work that had been done at Macquarie University. The Deputy Vice-Chancellor (Academic), Andrew Parfitt responded that the Director, People and Workplace Strategy, Sharon Champness will further consider this issue including sharing of best practices.

### **4. ACADEMIC WORKLOAD**

NTEU representatives sought a follow up from the October ASCC meeting where it was noted that some AWAMs were signed off and others required further conditions to be met. The Associate Director, Employee Relations, Paul Munro advised that the Faculty of Education and Arts had requested an extension to continue existing model for 2016. This was approved by the Deputy Vice-Chancellor (Academic), Andrew Parfitt. AWAMs for Architecture and Nursing were not yet completed.

NTEU representative, Lance Dale reported complaints from staff that new AWAMs were being implemented. However, he was of the view that only 2 or 3 of the models should be proceeding, Architecture and Nursing should come back to the ASCC and other models had yet to be considered by the Academic Workload Working Party. Professor Parfitt responded that once the AWAMs are submitted if all issues are addressed they will be approved. If any issues have not been addressed the current model will be applied.

Mr Dale flagged difficulties with reconvening the Working Group to review the models this year. He indicated that if staff were not properly consulted on the models the NTEU would raise a dispute. Mr Munro responded that the models could go directly to the ASCC rather than the Working Group.

NTEU representatives agreed to the application of the 2015 models if new models had not been finalised. Copies of approved models and a status report was requested. Any issues will be considered at the first meeting of the ASCC in 2016 including a review of the timeline for implementation.

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| <b>Action 4:</b> University –Provide status report on AWAMs prior to closedown |
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### **5. WORK HEALTH AND SAFETY**

The Associate Director, Employee Relations, Paul Munro reported that an audit of the Language Centre is being addressed by WHS staff and is expected to be completed by the 2015 closedown.

## **6. HECE COMPLIANCE**

The Associate Director, Employee Relations, Paul Munro advised that a report of the number and categories of fixed-term employment was in progress. The figures indicate a downward trend of fixed-term employment over 3 years. The report will be circulated at a future consultative committee meeting and it will be clarified whether the figures represent actual staff members or FTE.

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| <b>Action 6:</b> University – Prepare report on fixed-term employment and clarify whether FTE or staff. |
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## **7. ANY OTHER BUSINESS**

Moratorium - Union representative requested a moratorium from workplace changes during the Christmas period and January as Branch offices were closed and limited support for staff will be available. The Deputy Vice-Chancellor (Academic), Andrew Parfitt indicated that it was unlikely that any new issues would be raised in this period including organisational change processes.

Transfield contract –The Associate Director, Employee Relations, Paul Munro advised that a response and information had been provided to the NTEU regarding a request for details of UON's contract with Transfield. NTEU representatives considered that the conditions requested by IFS were not acceptable.

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***Meeting closed at 4.00pm***