

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 10:00am on Thursday 12 May 2016 in the Committee Room, The Chancellery.

PRESENT:

University – Senior Employee Relations Advisor, Mark Wylie, and HR Business Partner Angela Sparkes

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

CPSU –Michelle Woodhouse and Jann Jeffries

APOLOGIES:

University – Sharon Champness and Mark Kelly

NTEU – David Rambaldi, Samantha Harcombe, John Lewer, Roslyn Larkin, Fran Munt and Tom Griffiths

CPSU – Nick Koster

Chair – Mark Wylie

Note-taker – Ruth Hartmann

1. INDIGENOUS EMPLOYMENT

The Manager, Equity and Diversity, Rachel Fowell attended for this item to provide an update on indigenous employment particularly the work of the ATSI Employment Committee and activities focusing on achieving a 3.9% ATSI staff representation including:

- Targeted employment program, external and internal recruitment.
- Program to increase number of staff who voluntarily identify as ATSI.
- Responsibility across all Faculties and Divisions through targeted KPIs as follows:
 - o Faculty of Health and Medicine – 5 additional ATSI staff required
 - o Faculty of Science and IT – 9 additional ATSI staff required
 - o Faculty of Education and Arts – 3 additional ATSI staff required
 - o Faculty of Engineering and Built Environment – 6 additional ATSI staff required
 - o Faculty of Business and Law – 4 additional ATSI staff required
 - o Academic Division – 6 additional ATSI staff required
 - o International and Advancement Division – 2 additional ATSI staff required
 - o Research and Innovation Division – 1 additional ATSI staff required
 - o Resources Division – 6 additional ATSI staff required
 - o VC's Division – 1 additional ATSI staff required.
- Recruitment of Indigenous Employment Co-ordinator (following resignation of Dawn Conlon). Role to be located in HR with links to Wollotuka.
- Application submitted and pending approval with Anti-Discrimination Board for exemption to target ATSI roles.

The Committee requested Ms Fowell attend future CSCC meetings to report on ATSI initiatives and progress on achieving employment targets.

Action 1: University – invite Equity and Diversity Manager to future CSCC meetings to report on ATSI initiatives and progress on achieving employment targets.

2. WORK HEALTH AND SAFETY

The Associate Director, Health and Safety, Dr Maggie Goldie attended for this item and presented an overview of Health and Safety activities for 2015 that have continued into 2016 including:

- Review and revision of H&S Management System Framework
- Development of H&S Workshop for leaders and supervisors
- Introduced H&S Business Partners for Faculties and Divisions as follows:
 - Neill Bourne - FEBE, NIER, VC Division, Ourimbah campus
 - Dylan Mitchell (soon to be Amy Stowe) – FscIT, FB&L, International and Advancement Division, Resources Division
 - Diane Bunch - Academic Division, FEduA, Sydney campus
 - Melissa Musicka – FheaM, Research and Innovation Division, HMRI
- Development of lead as well as lag indicators to measure performance
- Upgraded reporting to EC – monthly reports include analysis of incidents and lead indicators
- Signing of H&S Charter by the Chancellor and VC
- Campaign introduced to increase awareness of reporting hazards and near misses
- Introduced Early Intervention Physiotherapy program to relieve staff with work related aches and pains
- Circulated Safety Alerts to communicate learnings from incident investigations
- Focused on hazard and risk management by updating Risk Registers.

The Committee proposed that Dr Goldie attend future CSCC meetings to report on Health and Safety data.

Action 2: University – invite Associate Director, Health and Safety to future CSCC meetings to report on H&S data.

3. CASUAL EMPLOYMENT

University representatives presented a series of graphs reporting data and trends on the incidence of casual employment for Academic, Professional and Teaching staff over 5 years. Reports for fixed-term and continuing employment were presented for comparison.

4. CONVERSION

University representatives reported on the number of conversions from fixed-term to continuing approved from 2014 to current. Data was presented across employment category and level. No applications for conversion from casual were received in this period.

5. SECONDMENT

University representatives reported on the incidence of secondments across the University from 2013 to current. The data included total number of staff on secondment and the duration of the secondment being less than or greater than 6 months.

6. ORGANISATIONAL CHANGE

6.1 Creative Industries

University representatives reported that a Consultation Paper is expected for this change within the next 2 months.

6.2 One-Person Change Process

CPSU representative, Jann Jeffries flagged an issue with one-person change processes following shortly after organisational restructures such as IT Services and Finance. Ms Jeffries sought confirmation that one-person change processes will follow the process in the Enterprise Agreement and assurance that the affected staff member will have appropriate support and access to entitlements.

Senior Employee Relations Advisor, Mark Wylie indicated that a project looking at change process 'gateways' is proposed with the effect that instances of one-person change processes occurring relatively soon after major changes would be reduced.

7. CASUAL CONTRACTS AND SUPERANNUATION

There was no discussion on this item.

8. ETHICAL PROCUREMENT AND INVESTMENT

NTEU representatives tabled the University's Investment Policy and Procurement Policy with recommended changes highlighted for consideration of the relevant policy owners. The suggested changes particularly related to the exclusion of investment in and engagement with entities involved in mandatory detention of asylum seekers.

Action 8: University –forward suggested changes to policy documents to relevant policy owners for consideration.

9. BROADSPECTRUM

Consistent with the position previously put forward, Union representatives' expressed opposition to the University's contract with Broadspectrum and expressed concern that outsourcing logistics and caretaker roles broadens this contract.

The Director, Infrastructure and Facilities Services, Alan Tracey attended for this item and responded that these services were within the scope of the contract. Security services at Ourimbah and City would be removed from Broadspectrum and a contract covering security at all campuses would go out to tender. Mr Tracey noted that Broadspectrum had accepted a take-over bid from Ferrovial that has publicly stated that they don't see a future involvement for their corporation in detention centres.

10. TRANSPORT TO CITY CAMPUS

Union representatives flagged issues with staff moving to NeWSpace particularly transport services and parking.

The Director, Infrastructure and Facilities Services, Alan Tracey reported that a number of strategies were in progress including, 20 parking spaces and 306 park and ride parking spaces. An option for 100 dedicated parking spaces in City parking station facilities is also being negotiated. Mr Tracey explained that these plans will be communicated more broadly across UON.

ANY OTHER BUSINESS

Meeting closed at 3.00pm