

THE UNIVERSITY OF NEWCASTLE

PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 11:00 am on Wednesday 3 May 2017 in the Canberra Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness and Mark Kelly

NTEU –Samantha Harcombe, Fran Munt and Lance Dale

CPSU –Nick Koster, Mark Smith, Ron Hunter and Cassandra Guidice

APOLOGIES:

CPSU – Sue Freeman

NTEU - Margaret Clarke and David Rambaldi

Chair – Nick Koster

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

1.1 Change Processes

Union representatives sought information on any future change processes affecting professional staff. The Associate Director, Employee Relations, Mark Kelly responded that any changes would be expected to occur as part of the organisational design project, other than Wollotuka which is not within the scope of the project.

Union representatives enquired as to whether the decision not to include Wollotuka in the organisational design had been communicated to staff working in that area. University representatives undertook to follow up with the PVC (Indigenous Education and Research).

<p>Action 1: (i) University – follow up with PVC (Indigenous Education and Research regarding staff awareness of Wollotuka not being in scope of organisational design.</p>
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2. ORGANISATIONAL DESIGN

The Director, People and Workforce Strategy, Sharon Champness advised that the PiP involvement in the organisational design was complete and with the new appointment of the DVC (A) Darrell Evans the design of Academic Division will progress. Faculties and Schools have largely completed their designs but these must be considered in terms of interaction with Academic Division.

Ms Champness flagged that a consultant, Alan Gageler from Panarama Consulting was now involved in developing the implementation plan for the project, with some University staff members continuing to work on the organisational design project. It is expected that staff will be provided with an update on the review at the end of May. This communication would likely contain information on 'phase 1' organisational changes including Marketing as well as other changes that may not require a formal change process.

Union representative enquired as to the timing of any changes arising from the review and whether voluntary redundancies (VR) would be available. Ms Champness indicated that there is most likely to be a series of changes implemented across 2017 and 2018, however, any VRs would be targeted in affected areas rather than offered across the organisation.

Union representatives expressed concern that a phased approach to changes may favour those who are affected in the initial changes (rather than the latter changes) because those detached in initial changes will have greater opportunities to secure employment in subsequent changes. Ms Champness responded that it would not be possible to get a perfect outcome as there were multiple factors to consider and it wasn't desirable or possible to manage all of the change at the same time. As much as possible, it would be managed to get the best outcome possible.

3. HEW CLASSIFICATION REVIEW WORKING PARTY

CPSU representative, Ron Hunter noted changes to the salary structure for HEW Level 3 in the 2014 Enterprise Agreement resulting from discussions of the HEW Classification Review Working Party. Mr Hunter requested that discussions continue regarding broad banding and other initiatives for professional staff HEW Levels.

The Director, People and Workforce Strategy, Sharon Champness indicated a willingness from the University to continue discussions.

4. WORKLOAD

The CPSU requested statistics be provided on issues raised under clause 8- Managing Staff Workload of the Professional Staff EA 2014 and, a report on any systemic concerns and the actions taken to address them.

The Director, People and Workforce Strategy, Sharon Champness responded that she was aware of only one matter being raised with her regarding issues with professional staff workload in Student Central. Ms Champness undertook to provide a report on this matter.

Action 4: University – report on workload issues raised in Student Central and actions taken to address them.
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5. CLASSIFICATION – JOB EVALUATION

The CPSU requested the University provide a report on the operation of the external job evaluation method referred to in clause 9.5- Classification, Structure and Review of the Professional Staff EA 2014, and a statistical report on the outcomes of matters raised at clause 9.8 by the line manager or referred under the classification review process at clause 9.15 to the Inquiry Officer.

The Director, People and Workforce Strategy, Sharon Champness responded that the University had implemented the Mercer points system as a secondary measure to the HEW descriptors to evaluate PDs for new and significantly changed positions. Ms Champness explained that several HR staff had been trained in the Mercer system and an added benefit had been better quality PDs.

University representatives reported that there had been no referrals to an Inquiry Officer to appeal a classification review outcome during the life of the 2014 enterprise agreement.

6. VOLUNTARY ROTATION SCHEME

The CPSU requested the University provide a report on the operation and results of the Voluntary Rotation Scheme.

University representatives noted a working party was convened to look at options to operationalise this scheme. The chair of the working party, Sarah-Jane Tasker reported outcomes at previous meetings this Committee. A further update on the scheme will be provided.

Action 6: University – report on Voluntary Rotation Scheme.

7. SECONDMENT

The CPSU requested a statistical report on the incidence, frequency and duration of internal and external secondment during 2016 – 2017 and, the proportion of professional staff working in their substantive position.

Action 7: University – report on secondment at future PSCC meeting.

8. ENVIRONMENTAL SUSTAINABILITY

The CPSU requested an overview of the operation of the Environment Sustainability Committee and the initiatives.

University representatives noted the Environment Manager had attended previous meetings and provided information to the Committee. The University will invite a representative to attend for a further update.

Action 8: University – invite member of Environmental Sustainability Committee to a future PSCC meeting.

9. CATEGORIES OF EMPLOYMENT

The CPSU requested a statistical report on the numbers of staff (FTE) currently employed by the University under continuing; fixed-term; contingent and casual categories of employment.

Action 9: University – report on number of staff employed in each category of employment.

10. FIXED TERM EMPLOYMENT

The CPSU requested a statistical report on the numbers of staff (FTE) currently employed under each category of fixed-term employment.

Action 10: University – report on number of fixed-term staff employed under each category.

11. ANY OTHER BUSINESS

Committee members noted the resignation of the Director, People and Workforce Strategy, Sharon Champness and acknowledged her contribution to the Committee and wished her well for her new position in New Zealand.

Meeting closed approximately 12.00PM