

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 3 November 2016 in the Committee Room, The Chancellery.

PRESENT:

University – Sharon Champness, Mark Kelly, Kelly Maher (HR BP)

NTEU – Lance Dale, Sue Hodgson, Tom Griffiths, Suzanne Ryan and David Rambaldi

CPSU – Jann Jeffries, Nick Koster and Marg Fullick

APOLOGIES:

NTEU – Fran Munt, Sam Harcombe and Margaret Clarke

CPSU – Sue Freeman

Chair – David Rambaldi

Note-taker – Ruth Hartmann

1. MENTAL HEALTH AND WELL-BEING

Dr Stephanie Brookman, Associate Director, Student Care and Equity attended for this item to report on actions and progress of the Workforce Mental Health and Wellbeing Plan. Dr Brookman noted:

- A visible commitment to mental health and wellbeing as a priority area in organisational planning, decision making and strategies;
- Psychological Health Working Group including NTEU and CPSU representatives meeting monthly;
- Mental Health Champions identified including supervisors, Health and Safety team and HR Business Partners;
- Integration of health and mental wellbeing promotion and prevention initiatives across University community, for example, Resources Division all staff RUOK Day session and Student Central sessions for building resilience;
- Mental Health First Aid to continue, however, a new program is being trialled to be more accessible to staff. The new program includes a one half day face to face training as well as online components;
- Mental Health Awareness training and EAP Manager Assist available for managers to support staff in managing stress, mental wellbeing and illness in the workplace;
- Grief and Loss training available regularly. Additional sessions offered targeted for staff in areas undergoing change;
- EAP data reviewed quarterly and long-term sick leave monitored;
- Provision of return to work integration plans for non-work injuries.

Discussion followed regarding analysis of long term sick leave. The Director, People and Workforce Strategy, Sharon Champness reported an overall decline in personal leave taken by UON staff across 2013 to 2015 with the level for UON lower compared to the university sector.

CPSU representatives raised the impact of change on individuals and factors affecting the willingness of staff to utilise available support.

Ms Champness responded that the pace of change is likely to become faster given a dynamic external environment in the sector. The challenge is how we, the University and staff, can support each other to be better equipped to cope with change.

2. ENVIRONMENTAL SUSTAINABILITY

The Associate Director, Campus Strategy, Julie Rich attended for this item to discuss actions of the University's Environmental Sustainability Committee and progress of UON's Environmental Sustainability Plan 2015-17 (ESP) including:

- UON environmental management system being developed. IFS procedure on reporting environmental incidents developed;
- Ongoing bush regeneration services implemented across Callaghan and Ourimbah campuses, including project to remove weed from ponds to reduce stagnant water and breeding environment for mosquito larvae;
- Bushfire Risk Management Plan updated;
- Environmental Sustainability Design Guideline Tool box developed - Closely aligned with the Greenstar building rating system;
- Level 2 Energy Efficiency Audits completed across 7 Callaghan campus buildings.
- Champions for Change active with 565 registered staff and student members;
- Ready2ride & Ride2uni programs;
- Waste Management - focus on getting principals in place, including improving waste baseline data, trialling the "Be a Good Sort" waste campaign and auditing UON's head contractor;
- ESP Staff and Student Engagement - communications strategy being developed to create stronger awareness and ownership by stakeholders.

3. CAMPUS BUILDING REFURBISHMENT

Responding to the NTEU request for an update on building refurbishment specifically the Social Sciences building, the Associate Director, Campus Strategy, Julie Rich reported that a decision regarding the process for co-locating enabling program staff in the Social Science building was expected to be made by the project board this week. Ms Rich also advised that the McMullen building would be subject to demolition in the future.

4. ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYMENT

Rachel Fowell, Manager, Equity and Diversity attended for this item and reported the following:

- Indigenous Employment Committee (IEC) met on 20 September 2016 with new members Professor Steve Larkin (PVC, Indigenous Education and Research as Co-Chair and Tareka Chatfield (Indigenous Employment Coordinator) attending.
- Action arising from the meeting is to re-draft Indigenous Employment Strategy for 2017 – 2020 which will be tabled at the next IEC meeting in late November for input by Faculty/Divisional representatives.
- Professor Larkin and Ms Chatfield reviewing Cultural Competency Training for UON.
- Indigenous Language Allowance finalised with payments to be made in next pay run.
- On track with strategies to meet 3.9% employment target – Ms Chatfield working with Equity and Diversity Manager and Recruitment Team to set up casual pool to assist with pipeline for future targeted roles.
- First application of ADB exemption for targeted recruitment used for a HEW 5 Technical Officer role in Science & IT. However, no Indigenous candidates applied.
- Recruitment Team to provide briefing to Indigenous Employment Services and review language of advertising and PDs for future targeted roles.
- Meetings taking place with Faculties regarding identification of suitable roles for future targeting as well as identifying opportunities for cadetships.

Discussion followed regarding scope for Indigenous Academic positions such as Scholarly Teaching and Early Career Fellows.

5. ORGANISATIONAL CHANGE – STANDING ITEM

The Associate Director, Employee Relations and HR Partnering, Mark Kelly provided an update of change process as follows:

- Infrastructure and Facilities Services – outsourcing of Security Services is progressing with a contract provider expected to be announced shortly. Affected staff continue to receive regular communication;
- Research & Innovation Division – 4 staff detached; 7 staff requested and were approved for early VSP; 3 staff elected VSP; and 1 staff member elected redeployment outside the University;
- School of Creative Industries – 1 staff member requested and was approved for early VSP; area management continuing to work through expressions of interest in VSPs; and
- School of Electrical Engineering and Computing – currently in consultation period with final written submissions to be made by 8 November 2016.

Lance Dale, NTEU representative, acknowledged the process for considering expressions of interest in VSPs in the Creative Industries change was a positive consultative approach.

The Director, People and Workforce Strategy, Sharon Champness, noted that work is being done to develop a framework for change management including exploring additional capabilities for leaders to better manage change

Responding to the NTEU request for an update on the transition to NewSpace, Mr Kelly advised that the Faculty of Business and Law are developing a change paper that would likely encompass elements of the transition plan. If any redundancies were to be proposed the paper would also include this information.

Mr Dale flagged that given the extent of the proposed change an extended consultation period may be required.

6. YOUR VOICE SURVEY

Sharon Champness, Director, People and Workforce Strategy reported that the approach to communicating the results of the 2016 Survey is different to previous years. This year the focus is on getting leaders to own the results for their areas and to respond accordingly. Ms Champness noted that detailed feedback is progressively being rolled out in schools and units and provided the following overview of results:

- 50% response rate to survey with 72% recorded for continuing staff – a higher rate than previous surveys;
- A 26% response rate was recorded for a second survey specifically targeting casual sessional academic staff – a high rate for casual staff;
- There was wide variability in the results for different areas;
- Measures of staff engagement such as job satisfaction, commitment to UON and, intention to stay showed a slight decrease but were positioned above the sector;
- Less positive results were recorded for change and innovation; service delivery; and organisational success;
- Increases were measured in focus in safety, performance measurement, involvement in decision-making and, reward and recognition.

Discussion followed at to possible factors that may have caused the diversity of results such as impact of change and quality of leaders.

Union representatives requested that UON release the full survey results to staff as a matter of priority.

Action 7: University – facilitate the communication of Your Voice survey results to staff

7. UON FUTURE WORKFORCE PAPER

The Director, People and Workforce Strategy, Sharon Champness noted that a response had been provided NTEU representatives regarding the NTEU's feedback on the UON Future Workforce paper prior to the meeting. There was no discussion on this item.

8. GUIDELINES FOR INDIRECT COST RECOVERY

NTEU representatives requested clarification as to whether small research grants of less than \$10,000 would be subject to the 25% Indirect Cost charge. University representatives will follow up with Research Services.

Action 8: University – seek clarification from Research Services as to whether the Indirect Cost charge applies to small grants.

9. HUMAN RIGHTS AND SOCIAL JUSTICE LECTURE

NTEU representatives noted that the UON Human Rights and Social Justice lecture was held in 2014 and enquired whether there would be any such lectures in the future.

The Director, People and Workforce Strategy, Sharon Champness responded that she was not aware of any decision to not hold the lecture. However, restructuring of staff from the Equity and Diversity unit may have meant that those who previously organised the lecture now had different roles

The NTEU requested that University representatives follow up with the Deputy Vice-Chancellor (Academic) as to whether the lecture could be re-instated and suggested that the Centre of Excellence for Equity in Higher Education (CEEHE) may be able to support the event.

Action 9: University – follow up with DVC(A) regarding whether Human Rights and Social Justice lecture could be re-instated.

10. ANY OTHER BUSINESS

NTEU representatives noted that Deputy Vice-Chancellor (Academic), Andrew Parfitt is leaving the University and enquired who would take his role in bargaining for the University's enterprise agreements.

Sharon Champness, Director People and Workforce Strategy responded that recruitment is in progress and a decision had not yet been made regarding this position and the bargaining process.

Meeting closed approximately 3.00pm