

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 1:30 pm on Thursday 8 October 2015 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness and Paul Munro

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

CPSU – Jann Jeffries, Michelle Woodhouse, and Cathy Turner

APOLOGIES:

University – Greg Kerr

NTEU – Tom Griffiths, John Lewer, David Rambaldi and Margaret Clarke

CPSU – Nick Koster

Chair – Union representative, Sue Hodgson

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

1.1 ONE PERSON CHANGE

Union representatives will provide feedback within 2 weeks on the document developed by the Associate Director, Employee Relations as a checking mechanism for one-person change processes.

Action 1.1: Unions – provide feedback on one-person change flow chart within 2 weeks.

2. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

NTEU representatives will provide feedback by the end of this week regarding the draft guideline for the recruitment of casual academics.

Action 2: Unions – provide feedback on draft guideline for recruitment of casual academics by end of week.

2.1 REVIEW OF SPACE MANAGEMENT POLICY

The Associate Director, Employee Relations, Paul Munro provided information on this item from the Director, Infrastructure and Facilities Services (IFS), Alan Tracey. IFS received a detailed submission from the NTEU on the proposed Space Management Policy and the Space Management and Allocation Guideline and Procedure on 21 September 2015. The advice from the NTEU has provided IFS with some valuable insights and has shown where the proposed documents can be improved and their contents made clearer. Improvements to the explanation of some of the terms in the documents will be made and the consultation processes will be updated. IFS have been asked to take the updated proposals to the Executive Committee in the next few weeks for further discussion and direction. It was noted that there will not be a change to the proposed workspace provisions for academic staff levels A to C.

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

NTEU representatives requested an update on Indigenous strategy and progress toward targets. The Director, People and Workforce Strategy, Sharon Champness reported that the Indigenous employment committee is scheduled to meet on 15 October 2015. Ms Champness gave a summary of UON activities in the area of Indigenous employment including; work on cadetships, recruitment process, INCA – academic development program and, increased appointments for identified positions. Ms Champness explained that the targets for Indigenous employment in the Enterprise Agreement are aspirational but the University is working towards meeting them.

Discussion followed regarding application of the Language Allowance. Ms Champness advised that no staff are currently receiving the allowance that is determined by the Executive Team of Wollotuka.

NTEU representatives commented that Indigenous staff in Wollotuka appeared to be employed on rolling short term fixed contacts and requested that an audit of the fixed-term contracts in this area be completed. The University advised that this may be due to the nature of funding of these roles but that this would be investigated.

Action 3: University – consider audit of fixed-term employment contacts for Indigenous staff in Wollotuka.

4. FACULTY RESTRUCTURE PROPOSALS

NTEU representatives reported that this item was addressed by the Deputy Vice-Chancellor (Academic) Professor Andrew Parfitt at the 7 October 2015 Academic Staff Consultative Committee (ASCC) meeting. The Director, People and Workforce Strategy, Sharon Champness noted that there has been discussions at the University for some time regarding creative industries programs. However, structure had not been addressed at this time. Opportunities will be provided for relevant staff to provide input.

5. NEW FUTURES STRATEGIC PLAN

The Director, People and Workforce Strategy, Sharon Champness reported that there had been wide and diverse consultation regarding the New Futures Strategic Plan. Submissions and feedback was collated and considered resulting in the document that went out to initial consultation being significantly different to the final plan.

Ms Champness advised that there is an overall launch for the New Futures plan scheduled for later in the year.

6. 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. Associate Director, Employee Relations, Paul Munro advised that a review had commenced with some data collected but more was required. NTEU requested that the report be provided electronically prior to the next consultative committee meeting.

Action 6: 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.

7. ANY OTHER BUSINESS

The following two items were referred to this meeting from the 7 October 2015 meeting of Academic Staff Consultative Committee:

- The Director, People and Workforce Strategy, Sharon Champness reported that psychometric testing had been used in a specific selection activity for a senior jointly funded position as this was a requirement of the partner organisation. This was found to be a helpful addition to the selection process. Ms Champness advised that the University is exploring whether a local firm could conduct leadership assessments for selected senior roles. These assessments would be applied as part of the broader selection process and not used in isolation but as confirmation of interview and reference checking outcomes.
- The Committee members discussed staff and broader community reaction to UON's engagement with Transfield. Ms Champness explained that as outlined in communication from UON's Chief Operating Officer the timing of the UON/Transfield contract was before the Senate Inquiry report was released. Ms Champness advised that the contact with Transfield is a legal agreement that would not likely be easy to unpack. However, UON will continue to monitor the performance of Transfield and the contract generally.
- Union representatives enquired as to whether the issue flagged during the approval of the Enterprise Agreements regarding staff not being allowed to take Long Service Leave on double pay had been communicated to staff. The Director, People and Workforce Strategy advised that this had been communicated through various platforms including the EA Roadshows implemented by the Employee Relations team.
- NTEU representatives flagged that there had been a change to University practice regarding maintenance of superannuation contributions for staff taking periods of leave at half pay. The Director, People and Workforce Strategy, Sharon Champness confirmed that the contributions are to be pro-rated and considered this to be an equitable approach.
- The Committee agreed that a further meeting of the Committee should be scheduled in December 2015.

Action 7: University –schedule additional Committee meeting in December 2015.
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Meeting closed at 3.00pm