

THE UNIVERSITY OF NEWCASTLE

COMBINED STAFF CONSULTATIVE COMMITTEE (CSCC)

Notes of a meeting of the **Combined Staff Consultative Committee** held at 9:00 am on Wednesday 22 February 2017 in the Canberra Room, The Chancellery.

PRESENT:

University – Sharon Champness, Mark Kelly, Mark Wylie and Dylan Mitchell

NTEU – David Rambaldi, Suzanne Ryan and, Lance Dale

CPSU – Nick Koster, Sue Freeman, Mark Smith, Ron Hunter and Cassandra Giuduce

APOLOGIES:

NTEU – Fran Munt, Margaret Clarke, Ros Larkin, Tom Griffiths, and Roger Markwick

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. INDIGENOUS EMPLOYMENT

Equity and Diversity Manager, Rachel Fowell and, Indigenous Employment Coordinator, Tareka Chatfield attended for discussion on this item and reported:

- A new Indigenous Employment Strategy is in development following expiry of the previous strategy in 2016. The new strategy is expected to be launched in April 2017.
- Following approval from the Anti-Discrimination Board (ADB) to target Indigenous recruitment at UON, several positions have been identified including; Technical Officer in Faculty of Science and, a Customer Service role in IFS.
- Further support mechanisms to support Indigenous recruitment have been introduced including information sessions with agencies. In addition, when recruitment for a HEW Level 3-5 position at UON is commenced the HRS recruitment team now canvass with the hiring manager whether targeted employment could be considered for the position.
- Eligibility for the Indigenous Language Allowance has been reviewed and all staff working at Wollotuka or in identified roles are now in receipt.
- An Expression of Interest (EOI) process targeting Indigenous candidates for upcoming roles was applied via HR Online. There was strong interest and approximately 13 applications have been received so far.
- Indigenous Cadetship program has 6 positions in place and a cadet will soon commence in HR to assist the Indigenous Employment Coordinator to develop a virtual work centre for Indigenous staff and candidates. With a target of 40 cadets across UON, each Division/Faculty will be required to take a minimum of 4 cadets.

NTEU representative, Lance Dale noted the targets for Indigenous Employment in the University's Enterprise Agreements and enquired as to Union consultation on strategy.

The Director, People and Workforce Strategy, Sharon Champness, explained that consultation is through the Indigenous Employment Committee on which there are Union representatives. These representatives are able to share information. Ms Champness also reported that diversity employment targets are now embedded in senior management KPIs and leaders are held

accountable for translating respective Faculty and Division percentages to actual positions (headcount).

2. ORGANISATIONAL CHANGE – STANDING ITEM

Mark Kelly, Associate Director, Employee Relations and HR Partnering provided an update on UON change processes as follows:

- Infrastructure and Facilities Services (IFS) – 16 staff detached; 11 early VSPs; 7 elected VSP; 10 elected redeployment within UON; 1 elected redeployment external to UON; various end dated for redeployment; 2 staff redeployed; 4 chose redundancy in redeployment; and 2 redundancies at end of redeployment period. 4 of the 13 Security Services staff members affected by the change currently remain at UON in the notice period for detached staff. 2 of the four have indicated election for VSP and 2 are likely to remain as detached staff members on redeployment.
- Research and Innovation Division (R&I) – 5 declared detached; 7 early VSP elections; 3 VSP elections; 1 elected redeployment external to UON; and 1 made redundant at end of redeployment period.
- School of Creative Industries (SOCi) – 19 elected VSP; 10 staff departed as at 22 February 2017; and 9 have staggered end dates.
- School of Electrical Engineering and Computing (SEEC) – 1 detached; 3 VSP elections; 1 redeployment in UON.

Union representatives requested information regarding changes in the GradSchool structure. The Director of People and Workforce Strategy, Sharon Champness advised that there were simple changes in reporting relationships with the effect that GradSchool now reports into Marketing and Communications rather than the Academic Division.

Union representatives flagged potential issues with the Grad School reporting line change in particular, concern that teaching focus will be diminished due to lack of administrative support for online students.

3. NEW SPACE RELOCATION

Mark Kelly, Associate Director, Employee Relations and HR Partnering advised that an organisational change consultation paper was being developed in relation to the relocation of staff to NeW Space. It is expected that the process would be launched in early March 2017.

Mr Kelly noted that there has been continuing discussion with staff around the move, particularly from the Faculty of Business and Law. Union representatives flagged concerns raised by professional staff in Business and Law that there appears to not be enough work spaces at NeW Space signalling potential job losses and consultation regarding this had been overlooked.

Mr Kelly responded that the change paper is intended to be about the physical move of staff, however, there may be some cross over and impact on staff as a result of the professional staff review and organisational design.

NTEU representative, Lance Dale expressed the view that any future relocation of staff would need to be subject to a formal change process.

4. YOUR VOICE SURVEY RESULTS

Union representatives reported that staff across the University had not yet received any results from the Your Voice survey. Sharon Champness, Director, People and Workforce Strategy, responded that the method of communication was different than previous years, however, feedback from Faculty, School and Division leaders was that results had been communicated to staff in their respective areas.

Responding to a Union request that all results of the Your Voice survey be released, Ms Champness offered to provide an overview of overall UON results for Committee members. A briefing will be scheduled in the next few weeks.

Action 4: University – Arrange Your Voice results briefing for Committee members.

5. WOLLOTUKA REVIEW

Mark Kelly, Associate Director, Employee Relations and HR Partnering noted with the new appointments of the PVC, (Indigenous Education and Research), Professor Steve Larkin and Director, Leah Armstrong, the leadership team was now in place. Changes in reporting lines and incidences of fixed-term employment are being reviewed. Mr Kelly explained that such change would not typically trigger an organisational change process but given Wollotuka's reach across UON it was decided that a change paper should be developed.

6. CONSTRUCTION WORKS

Union representatives requested information of the costs and source of funding for refurbishing the area outside of the Bar on the Hill. University representatives will follow up on this with IFS and respond before the next meeting.

Action 6: University – Follow up with IFS on cost and funding for refurbishing outdoor area and respond before next meeting.

7. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

7.1 TRAVEL POLICY

Union representatives flagged changes to the travel policy prevented staff travelling for work to use Airbnb and Uber services. Sharon Champness, Director, People and Workforce Strategy explained there were safety considerations as Airbnb's and Uber operators are unregulated, however, she had asked the Health and Safety team to review whether boundaries could be put in place to manage risks, for example, rating guidelines for certain countries.

8. ENTERPRISE BARGAINING

Mark Kelly, Associate Director, Employee Relations and HR Partnering noted the University's enterprise agreements are due to expire on 30 June 2017 but negotiations are to commence at least 3 months prior to this date. Mr Kelly explained that the University is required to issue the notice of representational rights to all staff covered by the agreements and noted that there had been interest from staff members in becoming individual bargaining representatives that are not represented by a union for this round.

Discussion followed regarding approaches to EA negotiation including interest based bargaining. University and Union representatives agreed to meet at the end of March to discuss scheduling and resourcing for bargaining.

Action 8: University – Schedule end of March 2017 meeting to discuss scheduling and resourcing for enterprise bargaining.

9. OTHER BUSINESS

Academic staff representatives referred to the organisational design and employability strategy agenda items for the next Professional Staff Consultative Committee (PSCC) meeting and noted that academic staff would also be impacted by any changes resulting from the paper.

Sharon Champness, Director, People and Workforce Strategy advised the Committee that the Code of Conduct is being 'refreshed' with minor updates to reflect the language of the current strategic plan. The look and branding of the Code will also be updated at this time.

Ms Champness also reported that the Ethical Framework had been endorsed by Council and will be used to guide decision making at UON. Committee members requested a copy of the framework.

Action 9: University – Send copy of Ethical Framework to Committee members.

Meeting closed approx.10.45am