

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 6 August 2015 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness, Paul Munro, and Greg Kerr
NTEU – Sue Hodgson, Jenny Whittard, and Lance Dale
CPSU – Jann Jeffries, and Michelle Woodhouse

APOLOGIES:

University – Greg Kerr
NTEU – Tom Griffiths, Suzanne Ryan, John Lewer, Fran Munt, David Rambaldi and Margaret Clarke
CPSU – Nick Koster

Chair – University representative, Sharon Champness
Note-taker – Ruth Hartmann

1. MENTAL HEALTH AND WELL-BEING

The Assistant Director, Health Professional Services, Dr Stephanie Brookman attended to discuss the University's draft Workforce Mental Health and Well-Being Plan. Dr Brookman advised that the draft Plan has been subject to consultation at the University's Health and Safety Committee but was yet to go to the Executive.

NTEU representative, Lance Dale applauded the Plan and suggested that its implementation would position UON as leader in the sector. Union representatives suggested that references to the Enterprise Agreements, and support for domestic violence and gambling should also be included in the Plan.

NTEU and CPSU representatives expressed interest in providing written feedback on the Plan.

2. ORGANISATIONAL CHANGE – STANDING ITEM

2.1 REDEPLOYMENT

CPSU representative, Jann Jeffries commented on perceived inconsistencies with the redeployment process particularly varied experiences of staff members exercising preference of employment. Ms Jeffries suggested that guidelines that had previously been drafted should be developed to provide clarity for detached staff members. NTEU representatives noted that this item was a subject of previous Consultative Committee meetings and drafting work was undertaken on a Detachment Guidelines document. A checklist and work on a draft policy had been provided by the NTEU in 2013. NTEU representatives proposed this should be reactivated and finalised.

The Director, People and Workforce Strategy, Sharon Champness requested that representatives provide copies of the draft documents for consideration.

Union representatives enquired as to whether it could be written in change papers that all staff affected by a change process may have an interview with the appointed career transition support provider before making a decision with regards redeployment or voluntary separation. University representative will consider this for future change papers.

CPSU representative, Jann Jeffries enquired as to the University's position for re-employment of staff members that have been made redundant. Ms Champness responded that there were taxation implications in addition to business practice that must be considered for redundancies.

NTEU representatives indicated that the issue of re-employment had been the subject of a long standing industrial dispute and there remains some confusion as to whether the two year embargo on re-employment only applies to those staff who have taken a VSP.

University representatives indicated that a review of practices with respect to re-employment of staff after redundancy will be considered.

3. REVIEW OF POLICIES AND PROCEDURES – STANDING ITEM

3.1 REVIEW OF SPACE MANAGEMENT POLICY

The Director, Infrastructure and Facilities Services, Alan Tracey and the Associate Director, Campus and Asset Planning, Julie Rich attended to discuss the review of the draft Space Management Policy and development of the draft Space Management Guidelines. Mr Tracey noted that the existing Policy written in 2000 was not reflective of contemporary work spaces. Mr Tracey advised that the new Policy is to be supported by the Guidelines document that is in draft. The intent of these documents is to provide staff with clarity about what to expect of UON work spaces. Mr Tracey explained that the principles will also be used by designers in new buildings and where spaces are to be refurbished.

Mr Tracey confirmed that under the draft Guidelines, lecturers at particular levels do not have access to individual office spaces. However, he noted that there is provision for flexibility in workspace configuration to reflect the particular functional needs of a work group.

NTEU representatives flagged that Teachers had not been included in section 4.3 of the Guidelines.

Discussion followed as to whether bathroom and kitchen spaces had been considered in addition to noise abatement. Mr Tracey responded that other design guidelines dealt specifically with noise abatement but undertook to consider the feedback provided from the Committee members. The written submission previously made by NTEU representatives on this item was also noted.

NTEU representatives requested that the new Guidelines documents be circulated to staff when missing information "under development" in the document was finalised and specifications of proposed FTE and EFTSL space allocations were finalised. University representatives indicated that as the draft document had still not been considered by the Executive Committee that a further draft would expected to be provided for broader circulation/ consultation with University staff.

4. REVIEW OF SERVICES (ADDITIONAL ITEM TRANSFERRED FROM PSCC MEETING)

The Director, Infrastructure and Facilities Services, Alan Tracey attended to discuss this item. Mr Tracey noted that 32 different contract arrangements had provided services across the University. A

single contractor, Transfield will now cover the scope of the multiple contracts including building maintenance, ground maintenance, waste management, recycling, air-conditioning, plumbing, electrical, cleaning and, security at Ourimbah and City campuses. Mr Tracey advised that the Transfield contract is for 5 years with 2 extensions of 1 year available if KPIs are met and there are no intentions to expand or contract the scope of Transfield contractor service provision. As suggested by Union representatives, he also indicated that this would be communicated to staff at the upcoming staff meeting.

Union representatives enquired as to whether the scheduled review of 4 HEW5 level positions in Operations would include other positions. Mr Tracey indicated that the review is not intended to go beyond the 4 positions.

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

NTEU representatives requested information on Indigenous strategy and progress toward targets. Ms Champness explained that there are Union representatives on Indigenous Employment Committee and notes from the meetings are available from the representatives.

6. EFFICIENCY DIVIDEND

This item was not discussed at the meeting. Refer to notes of the 5 August 2015 ASCC meeting for discussion of this item.

7. GENDER EQUALITY AGENCY REPORT

The Director, People and Workforce Strategy, Sharon Champness referred the Committee to definitions from the WEGA report particularly noting how categories of staff in the report align with levels of professional and academic staff at UON.

In response to a question from Union representatives with regard to gender levels for academic and professional staff, Ms Champness provided information from the 2014 University Benchmarking report of which UON was a participant with 34 Universities. Ms Champness noted that the overall percentage of female employment at UON is higher than the sector average but women at particular academic levels are under-represented. Ms Champness indicated that there are activities in place to address this including the Academic Women in Leadership program.

8. NEW FUTURES STRATEGIC PLAN

This item was not discussed at the meeting. Information regarding New Futures is available on the University website <https://www.newcastle.edu.au/current-staff/our-organisation/leadership-and-strategy/positioning-for-new-futures-2016-2025/make-your-voice-part-of-the-plan/> nocache

9. NEWCASTLE INNOVATION

This item was not discussed at the meeting. The proposal regarding Newcastle Innovation has not yet passed through Council.

10. HECE COMPLIANCE

NTEU representative, Mr 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, Mr Paul Munro indicated that such a review had been completed in recent years. Mr Munro undertook to consider a further review, however, this information was not available at this time.

Action 10: 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.

11. ANY OTHER BUSINESS

Meeting closed at 3.00pm