MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding dated the 20th day of December 2012 is made between:

CURTIN UNIVERSITY OF TECHNOLOGY of GPO Box U1987, Perth, Western Australia (Curtin University)

and

THE NATIONAL TERTIARY EDUCATION INDUSTRY UNION of 120 Clarendon Street, South Melbourne, Victoria (NTEU)

together known as the Parties

RECITALS

1. By Agreement in Principle dated 25 October 2012 (AIP), the Parties agreed to commit to replacing Curtin University’s current Enterprise Agreements with a single enterprise agreement being the Curtin University Academic, Professional and General Staff Enterprise Agreement 2012-2016 (Agreement 2012 - 2016).

2. In the AIP, the Parties agreed that the following matters would be incorporated into this Memorandum of Understanding:
   
   (a) Indigenous Employment;
   
   (b) Professional and General Staff Careers;
   
   (c) Superannuation;
   
   (d) Policy Consultation and Related matters; and
   
   (e) Staff Representation

3. The Parties acknowledge and agree that this Memorandum of Understanding contains the agreement by the Parties in relation to the matters listed in (2) above.

OPERATIVE PART

1. INDIGENOUS EMPLOYMENT STRATEGY

   1.1. The employment target for inclusion in the Curtin University Strengthening Indigenous Outcomes document will be the national parity target which is based
on the proportion of the total Australian population aged between 15 and 64 who are Aboriginal or Torres Strait Islander people.\footnote{The parity target is as defined in the Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander People: Final Report July 2012. It is currently 2.3% based on the Australian Bureau of Statistics 2011 Census. When applied to the last reported 2012 Curtin FTE staffing levels (3214 FTE), it produces an indicative target figure of 74 FTE. The employment target will move in line with changes to the Curtin workforce numbers.}

1.2. Curtin University will invite one indigenous representative nominated by the NTEU to be a member of the Vice Chancellor's Indigenous Working Party.

1.3. In developing The Curtin University Strengthening Indigenous Outcomes document, Curtin University will invite, and genuinely consider, submissions from all Indigenous staff members and prominent Indigenous community members.

2. PROFESSIONAL AND GENERAL STAFF CAREERS

Curtin University will establish by 1 November 2013:

- A Staff Development Fund
- A Staff Mobility Register

Professional and General Staff Development Fund

1. The University will create in the financial years 2013, 2014 and 2015 a scholarship fund of $100,000 per annum that can be accessed by a Work Area of less than 10 FTE staff (professional and general and academic staff inclusive) under the line management of a Director, unless otherwise approved by the Vice-President, Corporate Services.

2. A Directorate or Work Area may apply to the scholarship fund to subsidise a portion of the costs of an approved professional development program proposed to be undertaken by a general staff member where the professional development program forms part of an ongoing development program contained within the staff member’s Work Planning and performance Review process.

3. Criteria for assessment of the application will include:
   
i) the relevance of the professional development program to the staff member and their role or career at Curtin;
   
ii) the likely successful outcome of the staff member in the program;
   
iii) the previous amount of investment in the staff member’s professional development; and
   
iv) the level of joint investment or commitment of the staff member in their own development.

Professional and General Staff Mobility Register

4. The University will establish a Staff Mobility Register in 2013, in respect of short term vacancies and temporary transfers available to professional and general staff within
the University. The Staff Mobility Register will operate from its date of publication to all staff and its efficacy will be review from time to time.

5. The purpose of the Register is to:

a) provide advice of career development opportunities to general staff members; and

b) enable staff to register their interest in seeking career development opportunities.

6. Staff members will be able to indicate areas of interest, and any existing skills or qualifications which they possess which may be relevant.

7. Hiring managers will be able to register short term vacancies or temporary transfer opportunities for inclusion on the Register.

8. Staff members on the Register may subscribe for email updates of upcoming or current career development opportunities.

3. SUPERANNUATION

Should the parties agree on a revised Superannuation clause as a consequence of any decision of the UniSuper Board during the life of the Agreement, the Parties commit to put such a clause to a staff vote for a variation to the Enterprise Agreement.

4. POLICY CONSULTATION AND RELATED MATTERS

1) The University will include in its Policy and Procedures consultation framework, a requirement that at least 10 working days prior to broad consultation with staff and community, the University will consult with the IMCC on policies and procedures pertaining to the employment-related matters:

   a) Appointment of Fixed-Term and Continuing Staff Procedures
   b) Conditions for University Staff Assigned Offshore for periods in Excess of 3 Months Procedures
   c) Staff Performance and Development Policy
   d) Academic Promotions Procedures
   e) Academic Study Leave Procedures
   f) General Staff Position Reclassification Guidelines

5. STAFF REPRESENTATION

The University makes the following commitment in relation to staff representation.

1) The University will, until 30 June 2016, set aside a budget equivalent to 50% per annum of the salary and oncosts only of a Level C, Step 6 Academic Staff Member.

2) The University will allocate this budget to replace either Academic or Professional or General staff members (as the case may be) engaged in NTEU representative duties, after being so advised of these duties by the NTEU Curtin University Branch.
The purpose of the budgeted allocation is for time release or backfilling, or both of those staff members who are NTEU representatives engaged in representative duties.

6. CURTIN ENGLISH

The University will, until 30 June 2016, give priority in filling casual Teacher vacancies to persons who have been employed by Curtin University as casual Teachers within Curtin English in calendar year 2012, provided that the University may choose to refuse to employ a person who was dismissed from Curtin University for reasons of serious misconduct or unsatisfactory work performance.

SIGNED:

MATTHEW McGOWAN
GRAHAME McCULLOCH
GENERAL SECRETARY
NATIONAL TERTIARY EDUCATION
INDUSTRY UNION

Witness

DATE: 20 JUNE 2012

PROFESSOR JEANETTE HACKET
VICE CHANCELLOR
CURTIN UNIVERSITY of TECHNOLOGY

Witness

DATE: 19.12.12

Witness: Full name

Witness: Full name