Confidential

Briefing and Consultation paper

Berwick campus

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1. **Purpose**

   The purpose of this briefing and consultation paper is to formally notify affected staff and their representative bodies of a proposed change regarding Monash University’s Berwick campus. This consultation paper initiates the formal consultation process in accordance with clause 13 of the *Monash University Enterprise Agreement (Academic and Professional Staff) 2014*.

2. **Introduction**

   On 22 October 2015, the Vice-Chancellor wrote to all staff advising that Monash University (Monash) was in exploratory discussions with Victoria University about the future of the Berwick campus and its role in improving the provision of tertiary education in the south-east of Melbourne.

   Last week Victoria University notified Monash that, after extensive and careful consideration, it has elected not to continue with discussions regarding possible options for its use of the Berwick campus. While Monash will continue to explore options for the future use of the Berwick campus with other tertiary education providers, Monash is now considering ceasing teaching at the Berwick campus prior to the end of 2018, subject to necessary Government approvals and consultation with staff and their representatives.

   This paper initiates the first stage in a possible two stage consultation process with staff and their representatives. At this stage, staff (and students) are encouraged to provide feedback on the proposal in the broad. Should the proposal proceed, more detailed and localised consultations will take place with staff likely to be directly impacted by the change.

3. **Reasons for proposed change**

   This proposal has been driven by the consistently low level of enrolments at the Berwick campus which has resulted in providing less of the full educational and campus student experience that Monash students expect and Monash strives to provide.

   Monash already attracts many qualified students from the south-east Melbourne region, but in the main they have indicated a preference to study at the larger campuses of Clayton and Caulfield, rather than studying locally at Berwick. At such, the demand for locally provided higher education in the south-east of Melbourne has not grown in the way anticipated.

   In the past, Monash has sought to make available courses at the Berwick campus that have been designed to cater for these local students and have had entry requirements that are at the lower end of the Monash range. While this is still
relatively high compared to other universities in the state, nevertheless enrolments have not been sufficient to create a vibrant and viable campus of the kind hoped for.

A further difficulty is that many of the students enrolled at Berwick are required to travel to other campuses to undertake a vast array of specialisation subjects. In 2016 this will amount to over 1,000 round trips each week costing the students precious time and further diminishing the quality of the student experience at Berwick. The current situation benefits neither the local students nor the University.

Should this proposal progress, Monash expects to continue to attract and cater for the ambitions of the many local students who choose and meet the entry standards to study for a Monash course at one of its other campuses.

### 3.1 Proposed Changes

Monash proposes to progressively cease teaching at the Berwick campus prior to the end of 2018. As a consequence of this proposed change, Monash proposes to transfer and deliver its Berwick academic offerings and other professional services activities at other Monash campuses. To make clear the courses offered at Berwick will continue to be taught by Monash, but the teaching location will either be Clayton, Caulfield or Peninsula.

Given this proposal (and to avoid the creation of expectations that may not be able to be met), it is appropriate that Berwick courses have not been included in the 2017 Course Guide(s) (due for release in mid-March 2016). However, once the proposal is finalised, a supplementary Course Guide will be provided to ensure students are aware of the finalised details of any relevant course offerings to be taught at Berwick in 2017 (or elsewhere).

### 3.2 Impact of changes on students

Monash students enrolled at the Berwick campus will continue to be taught by Monash staff, on a Monash campus and, subject to meeting the normal academic standards and progression requirements, will graduate with a Monash degree.

Should the proposal progress, Monash will ensure students are supported through the change and will endeavour to minimise any disruption or negative impact.

### 3.3 Impact of changes on staff

As mentioned at paragraph 4, staff will be consulted and suggestions about minimising impact on staff will be considered.

It is proposed that Berwick staff on continuing appointments will be offered transfer at equivalent level and conditions, to other Monash campuses to continue supporting the academic and professional services activities that they currently
support at Berwick. It is not anticipated that there will be any redundancies if this proposal is implemented.

For fixed term and casual/sessional staff, existing staff contracts (as at 7 March 2016) will be honoured. Facilitative arrangements to enable (where commensurate work is available) fixed term and casual/sessional staff to continue to work at other Monash campuses, when their employment contract(s) cease will also be put in place.

Further, as indicated at paragraph 4b, because specific details about potential impacts at a faculty and/or professional service areas are not yet known, a second stage of consultation will be required and will occur, once further details have been developed.

4 Proposed consultation with Staff and NTEU

a. Feedback on proposed Berwick campus changes

Consistent with the Monash University Enterprise Agreement (Academic and Professional Staff) 2014, the consultation period for this proposed change will commence on Monday 7 March 2016 and will close on Thursday (COB) 31 March 2016.

Staff and the National Tertiary Education Union (NTEU) will be encouraged to provide feedback and any suggestions on the proposed changes and means to mitigate impacts on staff. The University will review and consider all relevant information and ideas to ensure that decisions in relation to this proposal are well informed and mindful of impacts on staff.

All feedback and suggestions should be forwarded to chancellery@monash.edu prior to the closing date for responses.

b. Further feedback and consultation within relevant work areas when details are known

If a decision is taken to withdraw from Berwick, further consultation with affected staff about the proposed changes that may directly impact them, will occur at the local level within their respective work areas. This further consultation process will be undertaken by the respective faculty or professional services area with staff and their representatives and will detail how these future proposed changes will impact them directly and how the University may be able to support them in the transition. The relevant faculties and professional services areas will develop a proposed change plan outlining the changes for their respective work area for consultation with staff and their representatives.

As this second stage consultation process within relevant work areas will be undertaken exclusively within the work area, staff will be advised in the
future about the relevant timeframe and the relevant consultation process to be undertaken at the appropriate time.

5 Support for staff

If a decision is taken to move from Berwick, staff will have access to internal courses such as ‘Managing self through change’. The aim of these support programs for affected staff is to discuss managing change and transition, identify personal responses to the transition and develop and implement practical strategies to manage themselves and assist others, if required, through the transition process.

Extensive information is available on the A-Z course listing website at http://www.adm.monash.edu.au/staff-development/a-z.html to support staff through this proposed period of change. Staff are also encouraged to utilise the counselling support services offered through the Employee Assistance Program and the University’s Counselling Services.

6. Proposed Implementation Timetable

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<thead>
<tr>
<th>Activities</th>
<th>Estimated timeframes</th>
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<tr>
<td>Consultation paper provided to staff and the NTEU. Consultation period commences.</td>
<td>Monday 7 March 2016</td>
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<tr>
<td>Consultation period closes.</td>
<td>COB Thursday 31 March 2016</td>
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<td>Consider feedback on the proposed plan and respond if required</td>
<td>Week commencing 4 April 2016</td>
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<tr>
<td>Advice on final decision following feedback from staff and the NTEU</td>
<td>Week commencing Monday 4 April 2016</td>
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<td>Second stage of consultation at faculty / professional services area level (if high level decision to withdraw from Berwick is taken)</td>
<td>Timing TBA</td>
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