

Human Resources			
Subject:	UCC (TAFE)		
To:	Wes Walker, Karen Willey, Peter Collins, John Francis and Katrina Kavanagh.		
Date and time:	Thursday, 9 November 2017 at 3:00pm		
Venue:	Meeting room A016, SMB Campus		
From:	Wes Walker		
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Welcome

Report from Previous Meeting

Wes welcomed the committee and previous report from meeting dated 14 September 2017 confirmed.

Apologies

Erich Sinkis (AEU)

Agenda/Action items

1. Review managing allegations of misconduct/serious misconduct process for TAFE teaching staff document provided at previous meeting

An AEU representative advised the document was to be provided to union Lawyers for review, the representative will follow up if that has happened yet, if so, feedback is to be provided within two weeks of this meeting, if not, the AEU representative would send to Legal for review. A Management representative indicated it would be ideal to have the document operating by January 2018 if possible.

2. 2018 VET Teacher Work Plan template for website

A Management representative advised the template formulas have now been updated as some cells were unlocked causing data corruption. All cells with formulas are now locked. Members to test template quality and provide feedback. Formatting has also been completed to bring the form in line with University branding. Chair to provide members with the website link to the template (<https://federation.edu.au/staff/working-at-feduni/human-resources/workplace-relations/mba-implementation>).

3. Project plan update

Project plan approach: Process in place by November – 31 December 2017 to align with PRDP. 2018 Work Plans already in progress, TAFE management open to reviewing process for 2019. Work Plans to be done up until February 2018. It was raised that Work Plans are not being completed, accountability needs to be managed to ensure responsibility and overall compliance.

4. Work Plan update

An AEU representative and Management representative are meeting fortnightly to review the WorkPlan template, agreed reference guides could be used for consistency, a reference guide template is to be provided at next meeting.

A Management representative suggested an Education Manager could attend certain committee meetings to provide an update on how many Work Plans have been completed and how many are outstanding and also provide guidance of what is allowed per section as the interpretation of scheduled and non-scheduled duties sometimes causes difficulties. Proposed for February/March 2018.

5. List of FedUni AEU sub-branch members claiming Union time allowance and what each committee member can include on their Work Plan (2017/2018)

Katrina Kavanagh indicated she would forward union time allowances to Human Resources.

General Business

Management representatives advised the Vice-Chancellor has conducted her second round of campus forums to inform employees of the FedNext project status. In the coming weeks a University-wide Consultation Paper on the proposed management and organisational structure for the delivery of Higher Education and Vocational Education and Training and Research will be released, Human Resources is assisting in finalising the Paper for the Deputy Vice-Chancellor (Academic). Consultation is a two step process, phase one, proposed changes and phase two, how to implement the changes. The Paper is scheduled for release on Monday, 20 November 2017.

Other Business

Nil.

Date of Next Meeting

Thursday, 14 December 2017.