

Human Resources

Subject:	UCC (TAFE)		
To:	Matt Morris, Karen Willey, Erich Sinkis (AEU), Peter Collins, Katrina Kavanagh, and John Francis		
Date and time:	Thursday, 20 April 2017 at 3:00pm		
Venue:	T Building, meeting room (T208c), Mt Helen campus		
From:	Matt Morris		
Telephone:	5327 6497	Email:	matt.morris@federation.edu.au

Welcome

Apologies

Erich Sinkis

John Francis

Report from Previous Meeting

Previous Report from meeting dated 23 February 2017 confirmed.

Agenda/Action items

1. 2017 Work Plan Audit

A Management representative confirmed receipt of 10-20 randomly chosen Work Plans from Director, Operations and will respond with details of Work Plans to committee within two weeks. It was noted that only some of the Work Plans have PRDP included. A management representative received email confirmation from Director, Operations advising majority of Work Plans are complete, and any incomplete Work Plans are due to either employees on leave or differences with Work Plans. Education around Work Plans was raised to inform employees that Work Plans are still open to change after signing. A management representative is liaising with an AEU committee member in relation to employees being able to claim AEU activities on their Work Plans, this matter is to be raised at the next meeting to ensure employees are not claiming hours outside of the Agreement and without the knowledge of the committee members. It was noted activities could include, time allowance and dispute training.

Committee discussed creating a 2018 Work Plan template, further discussion on this topic at next meeting.

General Business

None.

Other Business

Management representative to arrange for Director, Finance to attend next meeting.

Date of Next Meeting

Thursday, 29 June 2017.