

## Human Resources

Subject:	<b>UCC (TAFE)</b>		
To:	Wes Walker, Karen Willey, Peter Collins, John Francis, Katrina Kavanagh and Erich Sinkis (AEU).		
Date and time:	Thursday, 14 September 2017 at 3:00pm		
Venue:	Mt Helen Campus, T106 meeting room		
From:	Wes Walker		
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## Welcome

### Report from Previous Meeting

Karen welcomed committee. Previous report from meeting dated 20 April 2017 reviewed and changes made.

### Apologies

John Francis

### Agenda/Action items

#### 1. Workplan

Workplan guidelines: Human Resources Business Partner and AEU representative, Katrina Kavanagh will work collaboratively on preparing guidelines and information on Workplans for Education Managers and staff. Recommended guidelines should include information around scheduled duties and non-scheduled duties and 100 points of PD.

#### 2. University process for completion of Workplans

Workplan spreadsheet corrupted, spreadsheet to be updated and correct formulas. Workplan to be commenced by manager and responsibility of manager to complete. Project plan approach with timeline for managers recommended with all Workplans to be completed by end of February. Spot audit recommended following completion of Workplan. Human Resources to work on timeline with Executive Director and Director and report back to UCC.

#### 3. Resolving Workplan disputes

If pre-dispute resolution has resolved Workplan concern then employee and manager to implement agreed and resolved Workplan.

#### 4. Staff morale

Union representatives raised concerns regarding staff morale – pay increases not occurred; staff on leave not replaced; workload increase.

**5. Consultation and approval: Managing allegations of misconduct/serious misconduct process for TAFE teaching staff**

Draft policy presented to union representatives for discussion and approval at next meeting.

**6. Time allowances for AEU representatives**

Letter received from Greg Barclay with membership numbers. AEU representative to advise at next meeting hours allocated per union rep.

**7. Negotiations**

AEU has withdrawn from negotiations. Will be running 18 month campaign prior to next election.

## General Business

- 1. Induction process:** Human Resources clarified staff are advised of AEU through online Corporate Induction.
- 2. AEU visit:** Project offices visiting in Term 4.

## Other Business

Informed committee members Matt Morris has resigned from University. Committee thanked Matt Morris for his contribution to the UCC.

It was requested that Minutes of UCC meetings are distributed earlier.

## Date of Next Meeting

Thursday, 9 November 2017.