

Human Resources			
Subject:	UCC (TAFE)		
To:	Karen Willey, Kelley Jones, John Francis, Katrina Kavanagh and Erich Sinkis (AEU).		
Date and time:	Thursday, 14 December 2017 at 4:00pm		
Venue:	Meeting room A016, SMB Campus		
From:	Karen Willey		
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Welcome

Apologies

Wes Walker – Kelley Jones attended as delegate.

Peter Collins

Report from Previous Meeting

Karen welcomed the committee and previous report from meeting dated 9 November 2017 confirmed.

Action items

1. Review managing allegations of misconduct/serious misconduct process for TAFE teaching staff document

Document sent to Melbourne office. An AEU representative to provide marked up response by early next week. Erich Sinkis requested document be reviewed by AEU lawyers and the word 'satisfactory' in the Misconduct definition be removed.

2. Work Plans – monitoring implementation and 2018 template

- Sam Gumina invited to meeting to provide update on Work Plans however was unable to attend. It was agreed Sam Gumina should be invited to the first meeting early next year – February.
- Proposed signed copy of finalised Work Plan sent to Sam Gumina and Andrew Henwood to keep track of completion rates.
- Additional lines needed in template to input scheduled duties. Complexity allowances: where and how these can be incorporated into templates. Human Resources to follow up.
- Further work to be done by Katrina Kavanagh and Kelley Jones on guidelines for scheduled and non-scheduled duties.

3. 2018 meeting schedule

It was agreed the committee would meet early-mid February 2018 to review completed and outstanding Work Plans. It was proposed 2018 meetings would take place every eight weeks thereafter.

General Business

Student complaint: numerous complaints raised by the same student against teachers. Lack of management support reported by teachers. Referred to Human Resources Business Partner to follow up with management. Invite Manager, Risk, Health and Safety to next meeting or as soon as practicable to provide overview of Policy and Procedure and structure in organisation, in particular regarding dealing with student behaviours.

Other Business

Nil.

Date of Next Meeting

February 2018