

Human Resources			
Subject:	UCC TAFE		
Chair:	Andrew Cleary, Manager, Workplace Relations		
Present:	Matt Morris, Carl Trotta, Julie-Anne Noble, Erich Sinkis (AEU), John Francis		
Apologies:	Nil.		
Venue:	Business Development Meeting Room (A016), SMB Campus	Date:	Tuesday, 23 February 2016
Meeting opened:	3:15 pm	Meeting closed:	4:15 pm

Minutes of Previous Meeting

First meeting for 2016.

Actions Arising From the Previous Report

First meeting for 2016.

General Business

Bakery Teaching Review

A review of teaching in Bakery has occurred and a consultation paper has been drafted and approved. A meeting will be held after 18 March 2016 with staff outlining the consultation paper and the impacts in the work area.

HR will invite an AEU representative to the meeting.

Nursing Secondment

The person holding the position of Education Manager, Health has returned to Ballarat Health Services (BHS). The position of Education Manager, Health has been filled until 30 June 2016.

An employee from BHS has also been seconded to a 0.5 part-time teaching role until 1 February 2017.

Meeting Dates

All agreed every eight weeks, alternating between Mt Helen and SMB. Draft to be sent out for approval.

Other Business

Work Plans

The Manager, Workplace Relations emailed all TAFE work areas in relation to the completion status of Work-plans.

The following responses were received;

- Engineering – Completed
- Business – Nearly completed
- Building and Construction – delayed, End of March
- Education and Arts – Nearly completed

A committee member outlined that some work-plans they had seen had lacked information and detail.

Action – HR advised they would follow up with Education Managers for more accurate and detailed completion of work plans.

AEU attendance in work areas

AEU requested to meet with member's onsite in their work areas. The Manager, Workplace Relations responded that they would need to formally request this with dates and times.

Annual Leave

AEU asked if FedUni TAFE had a formalised annual leave policy. HR outlined that they were not aware of one and that the provisions of the MBA applied. However, there may exist some past practices which determine when annual leave is approved. Example: outside of the main teaching periods.

Action – The Manager, Workplace Relations will follow up.

Breakdown of TAFE teachers

AEU requested a breakdown of TAFE teachers as to their employment status, classification level and work areas.

Action – HR to follow up and provide at next meeting.

Date of Next Meeting

TBA.