

Human Resources

Subject:	UCC (TAFE)		
To:	Matt Morris, Carl Trotta, Karen Willey, Erich Sinkis (AEU), Peter Collins, Katrina Kavanagh and John Francis.		
Date and time:	Thursday, 23 February 2017 at 3:00 pm		
Venue:	Business Development Meeting Room (A016), SMB Campus		
From:	Matt Morris		
Telephone:	5327 6497	Email:	matt.morris@federation.edu.au

Welcome

Apologies

Karen Willey – Manager, HR Business Partnering

Erich Sinkis – AEU

Report from Previous Meeting

Previous Report from meeting dated 29 November 2016 confirmed.

Agenda/Action items

1. Covering of absent teaching staff workloads

It was raised that the Electrotechnology area of building and construction were one full-time teacher short. Another teacher performing additional work (submitted excess teaching duties (ETD) claim) above and beyond required duties. The Education Manager verbally advised initially they would not approve the claim and reluctantly accepted. However, they would not sign the paperwork.

2. Teacher workloads due to shortage of sessional or full time teachers

It was further raised that over 600 hours of classes are expected to be covered in Electrotechnology. There does not seem to be any allowance or contingency plan for covering this or for covering teachers on sick leave. Teachers are always doing extra classes therefore a process is required on how to manage moving forward. Teachers should be paid ETD for any additional teaching and payment for this should be timely.

3. Sessionals – new process for sessional employment

An AEU representative outlined that there seems to be a change in process as the Executive Director FedUni TAFE signs off on all sessional contracts creating a time delay issue. Recent issue when a telecommunications teacher put a timesheet in, contract was signed and by the time it was authorised the timesheet could not be processed. The Education Manager seems to be concerned about taking sessional contracts to the Executive Director FedUni TAFE to approve and focusses on overloading continuing and fixed-term teacher contracts. This will need to be monitored to avoid any long-term stress cases. A Management representative commented that they are of the understanding that if sessionals do not have a contract in place they cannot teach.

4. **Work Plans – interpretation of directed/non directed duties**

A Management representative provided further update noting really good progress with Work Plans with exception of one area. The Director Operations is doing some work with the teachers on the Work Plans in the area concerned. The Executive Director FedUni TAFE has delivered the message to his EMs regarding the completion of Work Plans and the management representative will bring data to the next meeting. A Management representative suggested negotiation on Work Plans occur on an individual basis and what is agreed as scheduled or non-scheduled duties will always be subject to interpretation and agreement.

5. **PD hours – clarification re how many hours need to be put as directed/non directed**

An AEU representative reported concerns and conflicting views around training related to scheduled and non-scheduled duties. A Management representative advised they previously discussed this with the Executive Director FedUni TAFE specifically around the confusion related to “hour’s v points”. In most cases 100 hours = 100 points and this training is predominately part of non-scheduled duties. However, training that absolutely must be done is included in the 30 hours of scheduled duties. The AEU representative requested this be monitored as her understanding is it is 100 hours made up of up to 30 hours scheduled duties and up to 70 hours non-scheduled duties.

6. **Redundancies (VERS) for those close to retirement age**

A Management representative announced VERS EOI applications closed 31 January and the scheme has gone reasonable well. Responses are out advising approved/not approved. An AEU representative raised concerns with one staff member who has applied for a VERS who has 800 hours of teaching load to manage. A Management representative advised the next step of the process is to confirm departure dates and advised he cannot comment on any replacement process at this point. It is important to note that VERS is not a redundancy.

General Business

7. **New workplace agreement – update**

A Management representative outlined that discussions have occurred with the AEU and expects that sometime in the near future will attend bargaining process. A Management representative commented that the big ticket items are likely to be around hours and scheduled/non-scheduled duties. Overall, the Agreement needs to be rewritten. Leave and process provisions need to be reviewed and modernised. A Management representative advised Federation University Australia wants to be a part of the process and will advise when and if this can occur.

Other Business

It was announced that Carl Trotta would be stepping down from attending future UCC meetings, his replacement will be Karen Willey, Manager, HR Business Partnering. All representatives present thanked Carl for his outstanding commitment and balanced approach to these meetings.

It was requested an action log be created for distribution to committee members for consideration and input, thus removing the review process of Agenda/Note documents. Notes will no longer contain action items; all action items will be stored and updated in log spreadsheet which will be made available to the committee when calling for agenda items.

Note: Agreement to be sought on publishing Notes on website once UCC committee has confirmed.

Date of Next Meeting

Wednesday, 15 March 2017.