

# Action Notes

UCC (TAFE)

University of Ballarat  
Learn to succeed



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<b>Meeting No:</b>	<b>UCC (TAFE) 1/13</b>		
<b>To:</b>	Andrew Cleary (Chair), Steve Matheson, Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.		
<b>Date and Time:</b>	Tuesday, 5 February 2013 at 3.15 pm		
<b>Venue:</b>	Business Development Meeting Room (A016), SMB Campus		
<b>From:</b>	Catherine Vinke		
<b>Tel:</b>	5327 6389	<b>Email:</b>	c.vinke@ballarat.edu.au

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## Welcome

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1. The Chair welcomed all members to the meeting.

## Apologies

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2. Steve Matheson and Deborah Walker.

## Report from previous meeting

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3. Notes from the previous meeting were accepted as circulated.

## Actions Arising From Previous Report

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### 4. TAFE restructure update and targeted redundancies

Andrew distributed figures as per email request from AEU.

It was agreed upon that future requests for statistics are to be made during UCC meetings. In instances where Carl and Andrew are unable to provide certain information, the AEU is to submit written request to the Director of Human Resources. Carl and Andrew noted they are required to seek Deborah Walker's approval as to what information can be released.

Andrew informed the Committee that differences between Higher Education and TAFE statistics, including gender representation, will appear in the 2012 annual report which is yet to be released.

Andrew confirmed the UB Industry Skills Centre commenced operation 1 January 2013. Carl noted as the Human Resources contact for the new Centre, he will be liaising shortly with the Executive Director of the Centre to discuss and assess the alignment of the Centre's new structure. Carl advised the University will be adapting the same evaluation process used to assess the new organisational structure in Horsham.

Carl confirmed the Children's and Community Services VET Programs have now been relocated into the School of Education and Arts with Bill Gorman re-deployed into the position of Associate Director, TAFE Partnerships.



Carl informed the Committee that overall there has been positive response to the restructure with the creation of some new positions which were filled with redeployees and internal applicants.

Andrew advised the AEU that an updated version of the University's Organisational Structure Chart is available on the UB website. The AEU questioned the absence of Robyn Dalton from the organisational chart. Human Resources will follow up on this.

Andrew advised there is no further update regarding the Expressions of Interest partnering.

The AEU requested enrolment numbers. Julie-Anne advised Higher Education numbers are reportedly on track, however, it is too early to anticipate TAFE numbers. It is expected that a greater indication of TAFE enrolment numbers will be confirmed closer to March.

## 5. Andy Smith's Action Items Update

### 5.1 Physical Resources Relocation Process

Andrew informed the committee that a staff relocation standardised process is still in progress. Andrew has contacted Physical Resources requesting staff are to be informed via at least two weeks prior to a 'walk through' occurring. Andrew will follow up on the matter with Keith Caldwell

### 5.2 Confirmation of relocation dates

Andrew advised he has followed up confirmation of relocation dates for Nursing, Children's and Community Services Departments as well as selected areas in Further Education and verification as to which VET students will remain at SMB for 2013. TAFE Nursing is looking to relocate Nursing to the S Building at Mt Helen, possibly in July/August. Andrew informed the Committee he has spoken with Shirley Fraser and Bill Gorman who have indicated the relocation of staff and students is likely to occur in July during the mid-year break.

## General Business

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### 6. Work Plans for 2013

Carl advised the Committee a reminder regarding the implementation of 2013 work plans has been forwarded to all supervisors/managers/business managers mid-December last year as well as today. Carl reported he has received no comments/issues relating to the implementation of 2013 work plans thus far.

### 7. UCC Meeting Schedule for 2013

All Committee members agreed upon the UCC meeting schedule for 2013.



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## Other Business

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### 8. Update on Enterprise Agreement

Julie-Anne requested an update on the progress of the new enterprise agreement. Andrew advised the three unions party to the University Collective Agreement 2010-2012 are scheduled to meet shortly to commence the next round of enterprise bargaining. The Vice-Chancellor has noted his preference for a single or harmonised agreement for both TAFE and Higher Education.

*Meeting concluded at 4:01 pm.*

## Date of Next Meeting

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The next meeting will be held on **Tuesday, 19 March 2013 at 3.15 pm** in the Business Development Meeting Room (A016), SMB Campus.