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|---------------------|----------------------------|-----------|-----------|
| To                  | ICC                        |           |           |
| Meeting             | ICC – Meeting 01/2011      |           |           |
| Date                | Wednesday 23 February 2011 |           |           |
| Venue               | SPW 139                    | Time      | 10:00 am  |
| From                | Max Creta                  |           |           |
| Organisational Unit | Human Resources            | Telephone | 9214 8881 |
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## 1. Attendance

### **Australian Education Union (AEU):**

Marylouise Chapman, Frank Lawlor and George Ulehla

### **Swinburne University of Technology (SUT):**

Kristen McKenzie-Chan, Brad Hosking and Max Creta

### **Chair:**

Kristen McKenzie-Chan

## 2. Apologies

None

## 3. Minutes from the previous meeting

Approved

## 4. Business arising from minutes of the previous meeting

### **4.1 HR Issue Register Log**

AEU sought clarification regarding the HR Issue Register Log. AEU indicated that they are advising their members that matters should be resolved at the local level in the first instance. SUT advised that an issue should only make it onto the issues log for discussion at the ICC where there had been a genuine attempt to resolve the matter and an appropriate outcome had not been able to be reached.

### **4.2 Engineering Consolidation Project**

AEU sought an update on the project. This item was taken on notice. Subsequently, SUT is able to advise that a paper is in draft to be presented to the DVC TAFE for review.

### **4.3 Quality Assessment Framework for Nursing Staff in Lilydale**

AEU requested further information on the Quality Assessment Framework implemented for Nursing at the Lilydale campus and the need for the business model to be presented at the ICC. SUT will investigate a suitable approach for a TAFE wide implementation. SUT to follow up with the relevant business unit and provide an update.

## **5. General Business**

### **5.1 TAFE Workforce Capability**

SUT provided an update on the TAFE Workforce Capability Project following on from earlier communication in the DVC Weekly email and a subsequent email to the members of the ICC about the project. SUT advised that the project is designed to assist with an analysis of Swinburne's current VET workforce capability and industry currency.

The tool has been piloted with Managers and will be rolled more broadly in the near future to the rest of the TAFE Teaching staff. It is envisaged that the two online capability analysis tools would take an employee approximately 25 minutes in total to complete. SUT advised that Teachers will instantly receive individual reports that will enable them to gauge their skill levels and to plan their own relevant professional development program in line with Performance Development and Review (PDR) requirements. SUT advised that Management will not be privy to individual results, but will receive department and school level data which will inform the subsequent design of our workforce development strategy. Teachers will be encouraged to share their results with their manager particularly to inform their PDR discussions but this will be up to the individual teacher to decide if they wish to do so.

It was noted that the AEU raised concerns regarding the frustration experienced by some TAFE Teachers and the number of online tools currently being implemented.

### **5.2 TAFE Teacher Conversion**

SUT provided an update on the TAFE Teacher conversion process and advised that to date, 39 fixed term employees had been successful in their applications for conversion to ongoing. Currently there are 13 applications in a pending stage with the relevant departments having made a commitment to reviewing these applications once the viability of the course can be determined.

SUT has committed to review the process by the end of April. Additionally, SUT advised that employees who have previously applied for conversion and were not successful, will have the opportunity to apply again in the new round.

### **5.3 TAFE Administration Centralisation Project**

SUT provided an update on the TAFE Administration Centralisation Project and advised that General Staff were directly impacted by this project as opposed to Teaching Staff. SUT advised that the Change Proposal for the Project was yet to be released but advised that a copy of the Proposal will be forwarded to the ICC for information once it has been released.

### **5.4 Teacher Checklist**

AEU raised concerns that some teachers are unclear on their role in completing the Teacher Checklist and has highlighted system issues. SUT advised that the checklists were based on the roles that Teachers were currently performing. AEU advised that it supports the initiative and requested that SUT bring such documents to the attention of the ICC when implementing.

AEU will communicate a list of concerns arising from the Teacher Checklist for SUT to follow up accordingly.

### **5.5 Contract Signing Process for MBA Staff**

AEU raised concerns regarding the timing of contracts being issued staff. SUT agreed that the established work practice was for offer letters to be issued well in advance of a employee commencing an new contract but that at times this was not the case. SUT advised that if an individual did not feel that they had been given an appropriate amount of time to review an offer letter that the commencement date could be altered to allow for more time before the employee signed the contract and commenced employment.

### **6. Next Meeting**

Wednesday 6 April 2011 at 10:00 am in room SPW - 139

**7. Previous Meeting minutes:** <http://www.swinburne.edu.au/corporate/hr/salaries/icc-minutes/ICC%2005-10%20Minutes%208%20December%202010.pdf>