

To	ICC		
Meeting	ICC – Meeting 02/2011		
Date	Wednesday 6 April 2011		
Venue	SPW 139	Time	10:00 am
From	Max Creta		
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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, Erin Freeman 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 Engineering Consolidation Project

SUT provided an update regarding the Engineering Consolidation Project and advised that a draft proposal was currently underway. SUT will continue to provide the ICC with updates on the project.

4.2 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 coordinate to have the Director of Learning – School of Health and Community and /or the Manager – Health Services to attend the next ICC meeting and provide further information regarding Quality Assessment Framework to the committee.

4.3 TAFE Teacher Conversion

SUT advised the 13 pending applications were converted to ongoing in the past month. SUT requested if any employees had not received communication regarding the outcome of their application, to make direct contact with HR.

4.4 TAFE Workforce Capability

AEU raised concern with the online tool which experienced technical difficulties in its operation. The ICC agreed that the TAFE Workforce Capability project is a positive initiative and re-iterated that it is not compulsory for staff to participate in project. Teachers are encouraged to share their results with their manager particularly to inform their PDR discussions but this is up to the individual teacher to decide if they wish to do so.

4.5 TAFE Administration Centralisation Project

SUT provided an update on the TAFE Centralisation Project and advised that the anticipated completion date for the project will be August 2011.

4.6 Teacher Checklist

AEU raised concerns on the Teacher Checklist with regards to various items of the form which require further clarification. SUT will review the form in light of the comments raised by the AEU.

5. General Business

5.1 Fixed Term to Ongoing Process (Swinburne College)

SUT provided an update on the Fixed Term to Ongoing Process (Swinburne College) and advised that the application process is ready for rollout. This includes a dedicated webpage containing useful information, application form and guidelines. The application process will be similar to the process used recently in TAFE and SUT will seek endorsement from the College CEO to roll out to staff.

5.2 Enrolment Figures Update (Swinburne College)

SUT provided information on the current status of enrolment numbers for various programs in Swinburne College. SUT advised that Swinburne College's market share was impacted by issues such as the recent natural disaster in Japan, the strength of the Australian dollar and the domestic disasters all of which had negative impact on the enrolment figures. SUT advised this information is communicated to the Swinburne College staff on regular basis. SUT will provide workforce data to the next ICC meeting.

5.3 Schedule of ICC Meeting

No change to the current schedule for 2011.

6. Next Meeting

Wednesday 18 May 2011 at 10:00 am in room SPW - 139

7. Previous Meeting minutes: <http://www.swinburne.edu.au/corporate/hr/salaries/icc-minutes/ICC%2001-11%20Minutes%2023%20February%202011%20FINAL.pdf>