

## **JOINT CONSULTATIVE COMMITTEE (JCC)**

**Minutes of meeting 1/10** of the Joint Consultative Committee (JCC) held in accordance with Clause 54 of the *Swinburne University of Technology, Academic and General Staff Enterprise Agreement 2009* on 19 April 2010 in Meeting Room SPW237.

### **Present**

Richard Williams (University) Kelly-Ann James (University) Natalie Dickson (University)  
Josh Cullinan (NTEU) Peter Harkness (NTEU) Ann Healey (NTEU)

### **Apologies**

Erin Freeman (University)

#### **1 Minutes of JCC meetings**

The minutes from JCC meetings are to be distributed to attendees by email for confirmation. Once confirmed the minutes will be posted on the JCC home page. Every effort will be made to confirm agenda items 3 working days before scheduled meetings of the JCC.

#### **2 TAFE Realignment Finalisation**

The University confirmed that the TAFE realignment which commenced in 2009 has now been finalised with all staff receiving letters to confirm departments, schools and reporting lines.

#### **3 PDR**

The NTEU expressed concern regarding the content of email communications forwarded to staff regarding the requirement to commence establishing performance and development plans for 2010 in accordance with the PDR process. The University responded that the content of the communications was consistent with the provisions of the Agreement but would nonetheless be reviewed given the NTEU's comments.

The University advised that discussions are currently underway in relation to the content of a survey to staff regarding the current PDR process as part of the consultation process and further proposed the establishment of the PDR Working Party with dedicated meetings proposed to commence Friday 23 April 2010.

#### **4 Outside Studies Program (OSP)**

It was determined that a Working Party will be established with regard to the requirement to develop an OSP for the University. The NTEU confirmed that Peter Harkness would participate on this Working Party and will forward other nominees. The University responded that the DVC (Academic) will be consulted to nominate representatives from the University. Once nominees are determined meeting dates will be scheduled.

**5 Early Career Development Fellowships**

Nothing to report.

**6 Student Staff/Ratios**

Nothing to report.

**7 General Staff Workloads**

Nothing to report. It was discussed that a census date is yet to be determined.

**8 Committees and Chairpersons**

The NTEU advised that a list of proposed chairs is currently being devised and will forward to the University. To date two Independent Chairs have been agreed between the University and the NTEU in accordance with Clause 55 of the Enterprise Agreement.

**9 Other Items**

**- Staff Lists**

The University confirmed that communications were currently being forwarded to all staff advising of the requirement to provide information to the NTEU as provided for in Clause 65 of the Enterprise Agreement.

The University advised that the NTEU will receive the first report for 2010 on Monday 3 May 2010.

**- Standing Items**

It was determined that there would be a standing item on the JCC agenda relating to all provisions which require *best endeavours* in the Enterprise Agreement. These have been identified as:

- Indigenous Employment
- Early Career Development Fellowships
- Student/Staff Ratios
- Casual Staff Usage

**Next Meeting**

The next meeting of the JCC will be held at 3.00 pm on Monday 28 June in Meeting Room SPW237. It was discussed that an earlier meeting will be held on Monday 28 June with an invitation extended to representatives of the local Indigenous Communities.