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AUSTRALIAN EDUCATION UNION

Victorian Branch

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VGSA 2008 Consultation/Agreement Checklist for sub-branches

Establishing workplace consultation arrangements	Who is responsible?	When
Arrange a sub-branch meeting (you will need further meetings to update members on discussions)		
Sub-branch decision on the consultation structure, operating procedures and reps' time		
Write to principal to start negotiations about the consultation arrangements — a sample letter can be downloaded from www.aeuvic.asn.au/industrial/		
Formalise the consultation proposal (structure, operating procedures, and time for reps) in writing		
Principal to report to DEECD on agreed consultative arrangements by 1 September (sub-branch rep to notify their AEU organiser)		
Process for regular input by the sub-branch into the consultative structure		
Process for regular reporting back to the sub-branch and staff		
Determine AEU representatives		
Determine staff representatives (should also be AEU members)		
Complete contract table/audit		
Committee members get SRP documentation		
Compulsory 2hr meeting timetable established		
Face to face teaching hours agreed		
Extras formula agreed (secondary schools only)		
Time in lieu arrangements/processes agreed		
Class size arrangements agreed		
Duties, special payments, time allowances		