

Sample Victorian school agreed consultation arrangement

It is agreed that the following arrangements will apply from Term 4 2008 to Term 3 2009.

1. CONSULTATION COMMITTEE

The agreed composition of the Consultation Committee is as follows:

- Principal
- 2 principal nominees
- 2 AEU representatives
- 1 elected staff.

2. MEETING ARRANGEMENTS

It is agreed that the Consultation Committee will:

- Meet at least 4 times a term and otherwise as required
- Be provided with high level SRP information
- Record outcomes in writing
- Be provided with reasons in writing where the committee's advice/recommendations are not accepted by the principal
- Respect the confidentiality of information.

3. CONSULTATION COMMITTEE BUSINESS

Clause 11 (6) provides for the consultative arrangements to be used for long term planning and operation of the school including, but not limited to:

- The development of workforce plans
- The planning and organisation of the program of instruction in the school
- Organisation of work including the face to face teaching requirements
- Organisation of work of graduate teachers in their first 12 months of teaching
- Organisation of classes including class sizes
- The composition of selection and other panels.

Examples of what can be discussed under these headings include:

- Programs/specialist areas
- Allotments/grade allocations
- Responsibility positions
- Special payments
- Time allowances
- Reduction in scheduled duties for first year teachers and time for mentors
- Other duties
- Class sizes
- Meeting schedule
- Annual review processes
- Workforce planning, such as staff profile
- Vacancies (including type, length, selection criteria).

Signed:.....(Principal)

Signed.....(AEU Rep)

If the sub-branch is not satisfied with its access to the decision-making process of the school then there is no agreed consultation process.