

# Consultation Policy



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## Rationale:

Effective decision making, staff morale and employee satisfaction is enhanced when the views of all employees are taken into account before decisions that affect their working lives are made.

## Aims:

- To establish a workplace consultative arrangement that ensure the principal's responsibility to make school based decisions is carried out in a framework that enables all staff to have input into the decisions that affect their working life.
- To formalise opportunities for effective and informed decision-making.
- To enhance staff morale and employee job satisfaction.

## Implementation:

- This policy to be read in conjunction with the Victorian Government Schools Agreement.
- The principal has ultimate administrative and operational responsibility for decisions at the school level, after the following locally agreed formal consultative process has been carried out.
- A consultative committee will be established at the beginning of each calendar year.
- The consultative committee will provide input into workforce plans, recruitment and selection procedures.
- The Consultative Committee will comprise of at least the principal and up to 2 principal nominees. In addition, staff nominees will include up to 2 union sub-branch representatives (for each union sub-branch that exists), up to 2 elected teacher class representatives and up to 2 elected non-teaching representatives
- Furthermore, the consultative committee may agree to temporarily second further personnel with expertise should the topic for discussion warrant such input.
- The Consultative Committee is to meet fortnightly and have the principal as the chair.
- An agenda will be distributed prior to the meeting and the committee members can raise items to be included. Formal minutes will be distributed to all staff following the meeting.
- All consultative committee representatives will be have with sufficient time to have the opportunity to consult with all staff on the agenda items prior to the meeting. .
- Decisions made by the principal, following the consultative process, will be publicised to all staff where appropriate and include the rationale for the outcome.
- Concerns with or complaints about decisions can be referred to a variety of agencies such as the Merit Protection Boards, the AEU, the Equal Opportunity Commission etc.

## Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, and consistent with any changes to the 'Victorian Government Schools Agreement'.

This policy was last ratified by School Council in October 2015