



Queensland Agricultural Training Colleges



Queensland Agricultural Training Colleges Consultative Committee Terms of Reference

1. TITLE

The name of the Committee shall be “**Queensland Agricultural Training Colleges Consultative Committee**”.

2. OVERVIEW

Queensland Agricultural Training Colleges (QATC) is committed to open discussion and direct consultation with employees and the Unions about workplace issues that have significant consequences to them, including change management, human resource policies and their implementation. Such issues will be discussed in a spirit of cooperation and trust to ensure that employees and the Unions have an opportunity to raise workplace issues, to receive sufficient information on issues that affect them, to have an opportunity to contribute their views on those workplace issues.

QATC will use a variety of communication mechanism to consult with employees and the Unions on workplaces issues as detailed above. The most appropriate mechanism(s) will be influenced by the nature and scale of the proposed changes.

An employee or the Union(s) may raise workplace issues directly with management at any time.

3. PURPOSE

The Queensland Agricultural Training Colleges Consultative Committee (CCC) is the primary consultative body in relation to workplace reform and other significant employee relations issues as outlined in Queensland Agricultural Training Colleges Enterprise Agreement 2016 (Agreement). The CCC provides a consultative forum to promote and improve communication between both the employer and employees of Queensland Agricultural Training Colleges and to foster a co-operative approach towards the organisational business objectives and issues within the workplace.

Consistent with the Agreement the parties agree that the CCC will promote and co-ordinate all change initiatives. Its role throughout the life of the Agreement shall be to actively progress, implement and monitor the Agreement and to encourage achievement and take agreed action where necessary to deliver the agreed objectives; and to consult on matters concerning work practices and performance; quality and service and employee morale and development.

The CCC may raise, discuss and report on any reasonable subject that the CCC deems will assist in improving the delivery, efficiency and effectiveness of quality services.

For the purpose of clarity, this CCC is not able to make or order binding resolutions upon which management must act upon, rather the CCC is to provide an avenue whereby workers and management are able to reach a resolution on matters of interest subject to organisational policies and procedures.



4. COMMITTEES

The CCC has the authority to establish LCCs at the campus level on an 'as needs' basis. The LCC will comprise local management and union representatives and report to the CCC. The CCC will provide the direction and advice to the LCC on such matters which may include, but are not limited to, dispute resolution, consultation on local industrial issues, implementation of workplace flexibility provisions and other aspects of the Agreement.

5. MEMBERSHIP

5.1 Representation

The membership of the CCC shall comprise management and union / employee representatives (Employee).

Employees must have equal or greater representation than the Employer. Management representatives will be appointed by the employer.

Union / Employee representatives shall be nominated and elected from the following areas:

Together advocate / organiser
United Voice advocate / organiser
Emerald Agricultural College
Longreach Pastoral College
North Queensland
South East Queensland

CCC employee representatives are to hold office for a period of 12 months and may elect to stand for re-election at the end of this period.

5.2 Election of CCC members

QATC acknowledges union employee representation in the first instance. To ensure continued functioning of the CCC and that staff are appropriately represented QATC may appoint additional management representatives in areas of non-union representation.

5.3 Quorum

A quorum for the CCC meeting is defined as 50% of the membership, plus one. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

5.4 Other Persons

Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the CCC to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.

5.5 Ceasing to be a member of the CCC

CCC members, including management representatives, will cease to be a member of the College Consultative CCC if they:



- resign from the CCC;
- fail to attend 3 consecutive meetings without providing apologies to the Chairperson;
- resign from their employment; or
- breach confidentiality.

In the case of a management representative ceasing to be a CCC member, the duty to appoint a replacement member falls on the Chief Executive Officer, or their delegate.

6. CHAIRPERSON

The Chairperson shall normally be a management representative. The Chairpersons / management responsibilities include:

- Scheduling meetings and notifying CCC members;
- Inviting specialists to attend meetings when required by the CCC;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution.

QATC will allow rotation of the chairperson duties at meetings. Thus providing union representatives to chair alternate meetings.

7. MINUTE TAKING

Minutes of meetings shall be recorded by a person appointed by the Chief Executive Officer. The role of the minute taker is to:

- Prepare Agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the Agenda;
- Distributing the Agenda at the commencement of the meeting;
- Taking notes of proceedings and preparing minutes of meeting;
- Distributing the minutes to all CCC members no greater than two weeks after the meeting and ensuring minutes of meetings be made available to all staff; and
- The minutes shall be accepted by CCC members as a true and accurate record at the commencement of the next meeting.

8. CONFLICTS OF INTEREST

CCC members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the CCC's agenda.

If a CCC member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from CCC discussions and deliberations on the issue where a conflict of interest exists.

9. MEETINGS – frequency, duration etc.

CCC meetings may be held by telephone, videoconference, or other electronic means.



The CCC shall meet bi-monthly or at other intervals as necessary. One hour will be allocated for the meeting in which the Chairperson will monitor the timings. Meetings may be extended past the allocated duration at the discretion of the Chairperson.

The CCC will commit to the following principles:

- to make every reasonable effort to provide at least one representative to every meeting of the CCC (or failing that, to forward an apology)
- to make every reasonable effort to ensure continuity of representation
- to ensure that papers submitted for circulation and items for the agenda are provided to the secretariat sufficiently in advance, normally eight working days prior to the meeting, to ensure timely distribution;
- where there has been a timely circulation of papers, that representatives shall be familiar with the materials at the meeting of the CCC;
- to refrain from any misrepresentation of any views expressed within the CCC;
- where advice or ratification is required by any representative from within their respective organisation(s) or membership(s), to make every reasonable effort to gain such consultation or authority in a timely manner; and
- where it is agreed that matters under consideration by the CCC be communicated to employees, such communication shall be prompt and accurately reflect that position.

10. OBSERVERS & VISITORS

Observers and visitors must have received the prior permission of the Chief Executive Officer to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in confidence.

11. AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting. Members will be notified by email of the location and availability of material.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted no later than eight working days prior to the forthcoming meeting.

Any member of the CCC may request an item be added to the agenda.

Members are encouraged to bring laptops to the meetings and view the agenda online during the meeting.

Minutes are to be prepared for each meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next meeting.

12. DECISIONS

Any issue raised by the CCC requiring a decision to resolve shall be discussed in a consultative manner amongst all CCC members to identify a satisfactory resolution. Matters raised during



meetings may, if applicable, be referred to other CCCs for resolution. The Employer has the ultimate decision over any workplace operational decisions.

13. EVALUATION AND REVIEW

In order to ensure that this CCC is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Chief Executive Officer; and
- provide any information the Chief Executive Officer may request to facilitate its review of the CCC's performance and its members.

This CCC shall review its Terms of Reference every two years and may amend by agreement of the majority of employer and employee representatives.

The above Terms of Reference for the Queensland Agricultural Training Colleges Consultative Committee have been agreed to the meeting dated 15 September 2016, with the exception of amended clause 5.2.