

# **TAFE Division**

## **Institute Consultative Committee**

### **Protocols for the conduct of the Institute Consultative Committee (ICC)**

Clause 9 of the Victorian TAFE Teaching Staff Multi-Business Agreement 2009 provides for the establishment of an Institute Consultative Committee.

#### **9. CONSULTATION IN INSTITUTE DECISION-MAKING**

**9.1.** The parties recognise that there will be significant consultation during the period of the Agreement on matters involving implementation of this Agreement, operational and cultural change and matters affecting Employees generally or in a particular case. To this end, the parties are committed to a cooperative approach to such matter involving joint participation and consultation.

**9.2.** An Institute Consultative Committee (ICC) will be established within one (1) month of the commencement of this Agreement for the purpose of implementing and monitoring this Agreement. The ICC will also be the forum through which the Institute, its employees and the Union consult generally on matters affecting Employees. The Committee shall meet during ordinary hours. Time Allocations of an agreed amount additional to those provided elsewhere in this Agreement will be made from scheduled duties for employee representatives on this ICC.

**9.3.** The ICC will comprise two Institute representatives, and two elected employee representatives who may be from the Union. It is recognized that from time to time additional representation on behalf of the Institute or the employees may be involved.

**9.4.** The ICC will meet regularly, and as required, to discuss issues outlined in sub-clause 9.1 and on any other matter on which consultation may be required. The ICC will provide a report and/or recommendation, as appropriate, to the Director on the matter/s under discussion. The Institute will provide the time and resources necessary for the ICC to perform its role.

**9.5.** Where the Institute proposes changes that are likely to have a significant effect on Employees covered by this Agreement, the Institute will consult with those Employees, their elected representatives and the Union through the ICC prior to the proposed changes being implemented.

#### **Membership:**

The ICC will have an equal number of Swinburne management and Australian Education Union members. The membership will be 6 members, consisting of 2 representatives and an Executive Officer on each party.

## **Time Allocation**

An allocation of 40 hours off teaching is to be distributed amongst the AEU members of the ICC.

## **Frequency and place of meetings:**

Meetings will be held bi-monthly on a Wednesday morning during the TAFE Semester periods.

Meetings will be scheduled at Hawthorn.

## **Chair of meetings:**

A management nominee and a union nominee will alternate as Chair at meetings.

## **Agenda Items for Meetings:**

Where possible, the Executive Officer or nominee will call for items to be placed on the agenda at least one week prior to the meeting with the agenda to then be circulated via email.

## **Minutes:**

Minutes are to be circulated to members within ten working days of the meeting for approval prior to being published on the Swinburne website.