

JOINT CONSULTATIVE COMMITTEE TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	2
3	REFERRAL OF MATTERS.....	2
4	SUB-COMMITTEES.....	2
5	MEMBERSHIP AND TERMS OF OFFICE	2
6	RIGHTS OF AUDIENCE AND DEBATE	2
7	CHAIR	2
8	SECRETARY	3
9	CASUAL VACANCIES	3
10	REMOVAL OF A MEMBER FROM OFFICE	3
11	QUORUM.....	3
12	CONFLICT OF INTEREST	3
13	MEETINGS	3
14	OBSERVERS.....	4
15	AGENDAS AND MINUTES.....	4
16	REPORTING	4
17	EVALUATION AND REVIEW	4
18	DEFINITIONS	4
19	FEEDBACK.....	4
20	APPROVAL AND REVIEW DETAILS.....	5

1 ESTABLISHMENT

The University 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 issues and to have meaningful involvement in decision making.

The University uses a variety of mechanisms to communicate and consult with employees and the Unions on workplaces issues as detailed above, such as those listed below. The most appropriate mechanism/s will be influenced by the nature and scale of the proposed changes.

Key mechanisms for communication and consultation include, but are not limited to:

- divisional and/or organisational work group meetings
- StaffNet for the distribution of information and seeking direct employee feedback,
- information sessions, including the Vice-Chancellor's Staff Forum which is open to all employees, and
- a Joint Consultative Committee.

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

2 FUNCTIONS AND RESPONSIBILITIES

The Joint Consultative Committee (JCC) is the primary University/Union consultative body in relation to workplace reform and other significant employee relations issues as outlined in the [Central Queensland Enterprise Agreement 2017](#)

The JCC will act as a consultative body in relation to workplace issues that have significant consequences, including human resource policies and change management, relating to all University employees covered by the current [Enterprise Agreement](#).

University Management will establish and maintain a JCC email distribution list jcc@lists.cqu.edu.au. This list will not be a moderated list and any emails to the list will automatically be sent to the entire membership of the JCC.

3 REFERRAL OF MATTERS

In exercising its responsibilities, this Committee may refer any item to Vice-Chancellor's Advisory Committee for discussion, consideration and/or action.

4 SUB-COMMITTEES

This Committee may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. This Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functional responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall comprise management and union representatives:

Management representatives (ex-officio):

- Senior Deputy Vice-Chancellor (International and Services)
- Director, People and Culture
- Provost and
- Manager, Workplace Relations.

Union representatives:

- Three nominees from each of the unions with staff members covered by the agreement:
 - Australian Education Union Queensland (AEUQ)
 - Australian Municipal, Administrative, Clerical and Services Union (AMACSU); and
 - National Tertiary Education Industry Union (NTEU)

Union and Management may nominate to have additional representatives present for a particular meeting and this would not be unreasonably denied by the Chair.

6 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on a standing or ad hoc basis.

7 CHAIR

The Chair will alternate between University and union representatives. It will be agreed at the conclusion of each meeting who will chair the next meeting.

The Chair is expected to ensure that Joint Consultative Committee meetings are conducted appropriately and in a timely manner, that items are discussed consultatively and that normal meeting protocols are observed by all.

8 SECRETARY

The Director, Governance shall nominate the Secretary.

9 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the [Election of Members to University Committees Procedure](#) i.e. the Committee Secretary will act to fill the vacancy in the manner in which the original membership was arrived at.

10 REMOVAL OF A MEMBER FROM OFFICE

The Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

11 QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one.

Where loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

12 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter that is being considered before the Committee, the member will be excused from Committee discussions and deliberations on the matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

13 MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. Committee meetings shall be held bi-monthly or at other intervals as necessary.

The Committee will commit to the following principles:

- to make every reasonable effort to provide at least one representative to every meeting of the Committee (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 Committee
- to refrain from any misrepresentation of any views expressed within the Committee
- 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 Committee be communicated to employees, such communication shall be prompt and accurately reflect that position.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of members .

14 OBSERVERS

Observers and visitors must have received prior permission of the Deputy Vice-Chancellor (International and Services) to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

15 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days prior to the meeting, via the Committee page on StaffNet or email for external members. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary no later than eight working days working days prior to the forthcoming meeting.

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

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared for each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate to all members and include them in the agenda papers for the next meeting.

16 REPORTING

The Committee reports to the Vice-Chancellor's Advisory Committee against its functions, and will provide minutes of meetings to the Vice-Chancellor's Advisory Committee for noting.

17 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these Terms of Reference and provide that information to the Vice-Chancellor's Advisory Committee, along with any information the Vice-Chancellor's Advisory Committee may request to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Vice-Chancellor's Advisory Committee.

18 DEFINITIONS

Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Consultation: conferring in a timely manner between the relevant employee(s), and where they choose their representatives, in such a way that the participants, who are provided with access to the relevant information, have the opportunity to contribute to and to influence the decision. Consultation with employees does not mean reaching agreement.

19 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Joint Consultative Committee/Vice-Chancellors Advisory Committee
Administrator	Director, People and Culture
Next Review Date	16/03/2020

Approval and Amendment History	Details
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Amendment Authority and Date	Vice-Chancellor and President 15/06/2010; Vice-Chancellor and President 29/11/2010; Vice-Chancellor and President 8/05/2013; Reviewed and no changes required Director, People and Culture 24/03/2015; Minor Amendments Director, People and Culture 22/02/2016; Minor Amendments Director, People and Culture 17/05/2016; Vice-Chancellor and President 16/03/2018.
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