

JOINT CONSULTATIVE COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

CQUniversity 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 and President'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 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 Committee 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 Committee 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 Committee.

3 REFERRAL OF MATTERS

In exercising its responsibilities as the consultative body in relation to workplace issues that have significant effects or human resource policy issues, this Committee may refer any item to Vice-Chancellor's Advisory Committee for discussion and further consideration, and may refer relevant matters for feedback or noting to other Committees or officers as appropriate.

4 MEMBERSHIP AND TERMS OF OFFICE

The 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 employees 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.

Gender representation on the Committee's membership is encouraged.

New members of this Committee will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

5 RIGHTS OF AUDIENCE AND DEBATE

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

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

6 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 Committee meetings are conducted appropriately and in a timely manner, that items are discussed consultatively and that normal meeting protocols are observed by all.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

7 SECRETARY

The Director, Corporate Governance shall nominate the Secretary.

8 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the [Enterprise Agreement](#).

9 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.

10 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.

11 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 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](#).

12 MEETINGS

Committee meetings may be held face-to-face, by telephone, videoconference, or other electronic means. The Committee shall determine its meeting schedule annually in advance and meet as scheduled.

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.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

13 OBSERVERS

Observers must receive prior permission from the Senior Deputy Vice-Chancellor (International and Services) to attend meetings.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least three 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 by the specified submission deadline.

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.

15 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.

16 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 and President, via the Vice-Chancellor's Advisory Committee, along with any information the Vice-Chancellor and President 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.

17 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.

18 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

19 FEEDBACK

Feedback about this document can be emailed to 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-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	04/03/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 03/06/2010
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; Vice-Chancellor and President 04/03/2020.
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