

Local Consultative Committee

Local Consultative Committee (LCC) Terms of Reference

- To plan and oversee the local implementation of initiatives contained in the Certified Agreement.
- To monitor workplace reform issues, especially enterprise bargaining initiatives, and make recommendations to the Education Consultative committee (ECC).
- To provide a forum for generation and consideration of local workplace reform initiatives through regular structured meetings.
- To consider and prioritise Best Practice initiatives relevant to the local environment.
- To endorse local level changes capable of local approval, and to recommend to the ECC changes to be processed through facilitative provisions.
- To assume a dispute settling role on local workplace reform matters related to the Certified Agreement and to refer to the ECC those issues that cannot be resolved locally.
- To act as an avenue of communication between local employees and the school management.
- To develop strategies for encouraging contributions from all staff, including employees from Equal Employment Opportunity (EEO) target groups.
- To contribute to a culture of participative management within the workplace.

Establishment of LCC's

The current industrial agreements establish the LCC as the peak consultative body in schools with a staffing complement of 25 or more employees. In these sites, it is compulsory to form an LCC. Schools with less than 25 employees are not required to form an LCC. However, schools are required to form a consultative body either through enhancing existing consultative structures or by developing alternative consultative procedures.

Composition

Membership of LCCs will comprise equal representation of management and union nominees. The size of the committees is not prescribed, but will usually be about eight.

The union representatives shall wherever possible include a member of each union represented in the workplace. If a union representative cannot be nominated at the site, a union representative from a district office may be nominated and must participate in all LCC deliberations and consultation at the school.

Operating Principals

Members of the LCC are to ensure that the views of all staff members and work groups are considered. Meetings will be held regularly and timed in a way that minimises disruption to services, that is, once a term or more frequently if required.

All LCC members will be trained in their role and responsibilities as an LCC member. Recommendations made by the LCC are to be reached through consensus wherever possible.

The outcomes of LCC meetings are to be formally documented and signed by all members before being communicated to all staff.

A recommendation made by an LCC with regard to a workplace reform proposal must fit within the parameters of the school workforce plan.