

# Flemington Primary School

## POLICY FOLDER



### STAFF WELLBEING - Consultation

#### **Rationale:**

Effective decision making, staff morale and employee job satisfaction are enhanced when the views of all employees are taken into account before decisions that affect their working lives are made.

#### **Aims:**

- To establish workplace consultative arrangements that ensure the principal's responsibility to make school based decisions is carried out in a framework that enables all staff to have input into the decisions that affect their working life.
- To optimise opportunities for effective and informed decision-making.
- To enhance staff morale and employee job satisfaction.

#### **Implementation:**

- This policy to be read in conjunction with the '*Victorian Government Schools Agreement 2008*'.
- The principal has ultimate administrative and operational responsibility for decisions at the school level, after the following locally agreed formal consultative process has been carried out.
- A consultative committee will be established which will meet to discuss and make recommendations when undertaking any process of planning for improvement, including the development of workforce plans or the planning and organisation of the program of instruction in the school or the composition of selection and other panels.
- By local agreement it has been decided that the consultative committee will consist of the principal and 2 nominees, up to 1 union sub-branch representatives, up to 2 teacher class representatives, and up to 2 SSO representatives.
- Furthermore, the consultative committee may agree to temporarily second further personnel with expertise should the topic for discussion warrant such input.
- The principal will chair each meeting, the committee will meet monthly, minutes will be taken and distributed to all staff, and any committee member can raise items to be included on the agenda prior to the meeting.
- All consultative committee representatives will be provided with sufficient time to discuss topics with the various groups they represent, so as to ensure that all staff members have the choice and the opportunity to be involved in the consultation process.
- The consultative committee will make recommendations to the principal, who will then make decisions and provide reasons for those decisions.
- The principal will ensure that the decisions made, plus the reasoning supporting each decision, will be publicised to all staff, where appropriate.

- Employees disagreeing with the principal's decisions may refer the matter to a variety of agencies such as the Merit Protection Boards, the AEU, the Equal Opportunity Commission etc.

### **References**

Victorian Government Schools Reference Guide<sup>1</sup>

DEECD website – HRMS - Consultation<sup>2</sup>

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle, and consistent with any changes to the 'Victorian Government Schools Agreement'.

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<sup>1</sup> <http://www.education.vic.gov.au/management/governance/referenceguide/default.htm>

<sup>2</sup> <http://www.eduweb.vic.gov.au/hrweb/workm/plan/consultTS.htm>