

Terms of Reference for the ACU Staff Consultative Committee

1. Principles of Consultation at ACU

The University will consult with parties to this Agreement on employment related matters. This will be achieved through direct consultation with staff (by various means including staff forums) and through the ACU Staff Consultative Committee (ACUSCC).

2. ACU Staff Consultative Committee (ACUSCC)

2.1 Purpose of Staff Consultative Committee

The ACU Staff Consultative Committee, comprising University, union and staff representatives, is a forum for consultation on matters pertaining to the employment conditions of staff, including the ongoing implementation of the Enterprise Agreement. The ACUSCC is not a deliberative committee.

The ACUSCC:

- Receives, considers and informs change management proposals and may put forward comments, strategies, suggestions and proposals for improving the change proposal and/or for averting or mitigating any potential adverse effects, for the consideration of the University;
- Receives and considers reports on action items as they pertain to the implementation of the Enterprise Agreement;
- Receive, consider and put forward suggestions for the improvement and successful implementation of employment related policies as circulated by the University, with an opportunity to provide any written feedback within fifteen (15) working days of circulation prior to them being approved;
- Consults regarding the membership of the External Panel of Chairs established by the University; and
- Receives reports concerning Indigenous employment, workplace health and safety, gender equity and staff diversity, professional development, conversion from sessional to continuing academic employment, annual budget briefing, staff engagement, workforce profile regarding continuing, fixed-term and casual data and other employment related reports as appropriate.

2.2 Membership

The ACUSCC will comprise:

- (i) A Chair appointed by the Vice-Chancellor and President;
- (ii) The Director, Human Resources;
- (iii) Four representatives nominated by the union/s; and
- (iv) Three staff members nominated by the Vice-Chancellor and President (one of which may Chair the meeting in the absence of the nominated Chair).

The Chair may invite guest speakers or observers to meetings as appropriate.

2.3 Nominations by the Unions

The Office of the Chief Operating Officer will invite nominations from the union(s) for membership category (iii).

Any casual vacancies in category (iii) which occur during the life of the Agreement may be filled by nomination by the respective union following invitation by the Chief Operating Officer.

2.4 Nominations by the Vice-Chancellor and President

The Office of the Chief Operating Officer will invite the Vice-Chancellor and President to nominate members under categories (i) and (iv).

Any casual vacancies in categories (i) and (iv) which occur during the life of the Agreement may be filled by nomination by the Vice-Chancellor and President following invitation by the Chief Operating Officer.

2.5 Term of Office

The term of office for membership of the ACUSCC is the nominal life of the relevant enterprise agreement identified at the time of the call for nominations. In the absence of any other action, the term of office will continue until the relevant enterprise agreement is replaced.

2.6 Working Parties

The ACUSCC may establish working groups of its members and/or other staff to address specific matters and report back to the ACUSCC.

2.7 Meetings

The ACUSCC will meet four times per year or where necessary. An additional meeting may be held to address matters of urgency as requested by one of its members.

2.8 Meeting Agenda

2.8.1 The Agenda for ACUSCC meetings includes items that pertain to the role of the ACUSCC as outlined in the ACU Staff Enterprise Agreement 2017 - 2021 and these Terms of Reference.

2.8.2 Matters raised by members of the Committee will be tabled for discussion provided they are not specific or individual matters that should be managed by the individual staff member and their supervisor in line with the relevant University process.

2.8.3 Where the University is unable to provide a response (either prior to or post the next scheduled ACUSCC meeting), and/or where further information is required in order to be able to respond to a matter raised by a member of the Committee, the University will seek to obtain further information from the relevant organisational unit so that an accurate and comprehensive response can be provided to the Committee.

2.9 Quorum

Six members, including at least two union nominees and the Chair.