



UPPER LACHLAN SHIRE COUNCIL

CONSULTATIVE

COMMITTEE

CONSTITUTION

TABLE OF AMENDMENTS AND UPDATES INCLUDED IN CONSTITUTION

<u>Resolution</u>	<u>Reason of Amendment</u>	<u>Source of Amendment or Detail</u>
288/05	Adoption of Constitution	Council Meeting Report on 22 September 2005
139/06	Review of Constitution	Council Meeting Report on 25 May 2006
203/06	Review of Constitution	Council Meeting Report on 27 June 2006
243/10	Review of constitution	Council Meeting Report on 17 June 2010
230/11	Review of constitution	Council Meeting Report on 16 June 2011
102/13	Review of constitution	Council Meeting Report on 18 April 2013
448/17	Review of constitution	Council Meeting Report on 21 December 2017

Upper Lachlan Shire Council Consultative Committee Constitution

1. Aim

In accordance with Award provisions, Upper Lachlan Shire Council shall establish a Consultative Committee to provide a forum for consultation between Council and its employees to positively cooperate in the implementation of award restructuring and ensuring workplace reform to enhance the efficiency and productivity of the Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

2. Scope

Then functions of the Consultative Committee shall include, but not be limited to:-

- Award implementation, training, consultation with regard to organisation restructure, job redesign, salary systems, communication and education mechanisms, performance management systems, hours of work;
- Position Descriptions involving creation of vacancies both internally and externally of Council be brought before the Consultative Committee prior to advertisement of such as per the Award.

3. Decision Making

The Consultative Committee will make recommendation (to Council) based upon consensus. Where there is no consensus on a particular item, the recommendation to Council should note the dissenting views.

There shall be neither influence nor restriction on employees or Council raising issues with their respective unions or associations.

Potential problems should be identified and resolved at the local level. Failing this, the matter should in the first instance be referred to the Consultative Committee, and if necessary, resolved in accordance with Clause 31, Grievance and Dispute Procedures set out in the Local Government (State) Award 2017.

4. Membership

- (i) The size and composition of the Consultative Committee shall be representative of Council's workforce and agreed to by Council and the local representatives from the following unions:-

United Services Union (Outdoor)
United Services Union (indoor)
Development and Environmental Professionals Association
Local Government Engineers Association

- (ii) Representatives on the Consultative Committee will be as follows:-

(a) **Employee Representatives**

1. United Services Union (Outdoor) – 1 representative;
2. United Services Union (Indoor) – 1 representatives
3. Development and Environmental Professionals Association – 1 representative
4. Local Government Engineers Association – 1 representative
5. Independent representative (Indoor staff – 1 representative
6. Independent representative (Outdoor staff) – 1 representative

(b) **Management Representatives**

1. Corporate & Governance (General Manager) – 1 representative
2. Works & Operations Department – 1 representative
3. Environment & Planning Department – 1 representative
4. Finance & Administration Department – 1 representative
5. Human Resource Section – 1 representative

- (iii) Employee representative will be elected for a term of 2 or 4 years with alternate elections of employees. Only half the Committee to be elected at any one time.

Note: Should only one (1) valid nomination be received for each vacant position, that person shall be automatically elected. In the event that no nominations are received for a vacant position, the vacancy is to be readvertised within one (1) year. The term of office for a person so elected will terminate on the common term date.

If there are insufficient nominations from the areas listed above ((a) Employee Representatives) to fill the position the vacancy can be filled by any staff member willing to be a member of the Committee.

Election of representative will be by an Ordinary ballot voting system.

On any position becoming vacant, an extra ordinary election shall be called to elect a representative to fill the vacancy for the rest of the term of that committee member.

5. Resignation of Member

A Consultative Committee member may tender a resignation from Consultative Committee at any time and the Consultative Committee shall automatically accept that resignation.

Any member whose association with Council either by way of employment or some other official capacity has terminated for any reason shall be deemed to have automatically resigned from the Consultative Committee.

6. Support Services

Council will make available support services to the Committee (including meeting place/facilities, secretary, stationary, etc.)

The allocation of resources for same will be made by the General Manager.

Officers of the Unions representative shall be allowed attendance and input to any meeting of the Consultative Committee

7. Chairperson

The Chairperson shall be an employee representative voted by all representatives and elected at least annually. A Deputy Chairperson will also be elected to fill the position in the absence of the Chairperson.

The duties of the Chair are:

- Chair each meeting while in attendance at that meeting;
- Conduct meetings in accordance with the rules of the Consultative Committee as they might be derived from time to time;
- Assume responsibility to ensure that all Consultative Committee officials carry out their duties in accordance with the directions given by the Consultative Committee.

8. Secretary

A Minute Secretary can be appointed from outside the members of the Consultative Committee and shall be responsible to:

- Record Minutes of all meetings of the Consultative Committee, keep them in a suitably bound book, and make them available for inspection at all meetings;
- Attend to all correspondence of the Consultative Committee
- Distribute Minutes after each Meeting;
- Keep a record of attendance at all meetings
- Assist the Chairperson in producing Agendas for Meetings.

9. Meetings

Meetings will be held in the 1st Monday bimonthly at 11.00am. The Committee and/or Chairperson can determine that a scheduled meeting not be held if there are insufficient agenda items. Notification of meetings will be given by the Chairperson at least one (1) week in advance together with a copy of the proposed agenda.

The Chairperson has the power to convene a meeting of the Committee irrespective as to whether or not the Committee is scheduled to hold a meeting.

A quorum for a meeting will be six (6) members with at least four (4) being employee representatives. Provided that at no time shall management/council representatives outnumber employee representatives.

Where an employee representative fails to attend three (3) consecutive meetings and does not furnish an explanation that is satisfactory to the Chairperson, that member will be asked to and required to resign. The vacancy to be filled by extraordinary election.

10. Agenda

Agenda items should be provided (in writing) to the Chairperson at least nine (9) days prior to the scheduled meeting date. Items must be submitted in sufficient detail so as to enable all members to understand the issues raised.

Each agenda will allow for "Business Without Notice". It will be at the discretion of the Chairperson to determine whether items raised are of a sufficiently urgent nature to warrant determination at the meeting.

11. Minutes

Minutes of Committee meetings are to be kept by Council. Following each meeting, arrangements will be made for a copy of the minutes to be distributed to each Committee Member and also for sufficient copies to be available for distribution to Council and Council notice boards. The Minutes are the duty of the Secretary.

12. Information and Advice for Committee

Council shall provide reports, requested by the Committee, coming within the scope of the Committee and which will assist in decision making.

The Committee may rule that certain information arising from the Committee meeting especially relating to salary adjustments arising from performance and appraisals/competency assessments is confidential.

The performance appraisals themselves are confidential between the employee and his/her supervisor and/or review appraiser.

The Chairperson may rule that certain reports prepared by the Consultative Committee are of a confidential nature and that the disclosure of information contained in the report

may prejudice an employee. In such a case the report shall be headed 'confidential' prior to distribution and to be treated as such by all Committee members.

All Committee members shall have access to the records of Council coming within the scope of the Committee constitution and provided that approval of the appropriate employee and department head is obtained.

13. Attendance of Non-members at Committee Meetings

Persons other than Committee Members will be allowed to attend meetings at the discretion of the Chairperson.

Such persons may have special knowledge, advice or information to benefit members or come as an observer.

14. Employees Representatives Communication with Constituents

Employee representatives will be allowed time and transport, if required, to discuss Consultative Committee issues with employees and also for the purpose of carrying out other delegates tasks or functions, as determined by the Committee.

The allocated time and transport shall be such as agreed to by the Department Head/General Manager.

15. Training

All members of the Consultative Committee will be required to undergo appropriate training and education to enable their effective participation in the Committee.

16. Amendment to Constitution

This constitution may only be amended by 60% of Committee members present at a meeting agreeing to the proposed amendment(s). This provision requires that notice of the proposed amendment(s) shall be given to all committee members in writing at least seven (7) days prior to the date of the meeting and placed on notice boards at the same time at which it is to be discussed.