

State Government Departments Certified Agreement 2000

CHARTER FOR AGENCY CONSULTATIVE COMMITTEES

INTRODUCTION

The *State Government Departments Certified Agreement 2000* (the core agreement) provides for a consultative framework that includes a Central Peak Consultative Committee (CPCC) and an Agency Consultative Committee (ACC) for each agency covered by the agreement.

These consultative bodies are critical elements of commitments given in the agreement. It is therefore important that agencies ensure that their ACCs are established with this as a guiding principle and that ACCs meet regularly - as a general rule not less than bi-monthly, but more frequently would be desirable.

The core agreement defines the functions of the CPCC and ACCs as follows:

Central Peak Consultative Committee (clause 7.1)

There will be a joint union/employer CPCC to oversee the implementation of the certified agreement. The CPCC will comprise senior officers from central agencies of the Queensland Government and relevant unions. The functions of the CPCC will include:

- *Implementation of the training agenda in the certified agreement;*
- *Proposals to vary the CRS;*
- *Dispute settlement procedures;*
- *Operation of the employment security provisions;*
- *Examination of greater consistency of full day off arrangements;*
- *Implementation of other aspects of the certified agreement;*
- *Participation in the review of the use by departments of labour hire firms, contractors and consultants; and*
- *Matters referred to it by Agency Consultative Committees.*

Agency Consultative Committees (clause 7.2)

Each agency will also have a joint union/employer ACC. The functions of the ACCs include:

- *The implementation of the agreed training agenda in that agency;*
- *Proposals to vary the CRS (including progressional arrangements);*
- *Dispute resolution;*
- *Consultation on industrial issues;*
- *Review of the use of temporary and casual employment;*
- *Agency implementation of other aspects of the certified agreement; and*
- *Salary packaging.*

The core agreement also makes the following specific references to ACCs:

Training

Clause 3.2(6) The parties agree that the CPCC and ACCs will oversee the management and implementation of the agreed training agenda.

Employment Security

Clause 3.3(9) Agencies subject to the agreement will provide information to the unions on their employment practices in relation to the use of temporary and casual employment. These practices will be reviewed by the ACCs.

The purpose of this charter is to facilitate the cooperative arrangements envisaged by the core agreement.

OPERATING GUIDELINES

1. The ACC is the principal consultative body for unions and management within an agency.
2. The composition of an ACC should enable it to fulfil the functions described in the core agreement effectively and without undue process or delay.
3. The composition of an ACC should reflect its status as the principal union-management consultative body. It should consist of an equal number of nominees of unions with members in the agency and of the agency's chief executive.
4. Unions' representation should, as far as practicable, reflect the significance of the unions' membership within the agency.
5. It is the responsibility of unions to select their representatives on ACCs. However, the intention is that wherever possible a majority of union representatives would be employees of the agency.
6. The composition of an ACC should reflect the diversity of the agency's employees and should have some members who are of sufficient seniority and status within the agency to ensure that the ACC's requirements are given suitable priority by the agency.
7. The chair of an ACC is as determined by the ACC but, until this is done, the chief executive of the agency or the chief executive's delegate is the chair.
8. Chief executives should ensure that employees who are nominated as members of ACCs (by unions or by management) are allowed adequate paid time to perform the associated duties and to discharge the associated responsibilities effectively.
9. Chief executives should ensure that ACCs are provided with secretarial, and administrative support and materials and equipment sufficient to enable them to carry out their work effectively.

10. It is understood that, from time to time, union officers, officers of the agency with particular responsibilities or officers of other agencies may attend meetings of ACCs. Prior advice of such attendance should be provided to the ACC's secretariat.
11. Apart from matters specifically required by the core agreement, ACCs should provide brief periodic reports to the CPCC on matters they have dealt with during the preceding period.
12. ACCs are a critical element of the commitments made in the *State Government Departments Certified Agreement 2000*. Agencies must have an ACC that will meet regularly and at not less than two-monthly intervals.
13. Agencies should ensure that their employees properly understand the work of ACCs and that ACCs are provided with the means to disseminate to employees information about the work they are doing, the issues they are considering and the decisions they are making.