

CONSULTATION POLICY

1. Rationale:

- 1.1 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.

2. Aims:

- 2.1 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.
- 2.1 To optimise opportunities for effective and informed decision-making.
- 2.3 To enhance staff morale and employee job satisfaction.

3. Implementation:

- 3.1 This policy is to be read in conjunction with the 'Victorian Government Schools Agreement 2008'.
- 3.2 The School Council president will be kept informed of all consultation.
- 3.3 The principal has ultimate administrative and operational responsibility for decisions at the school level, after following locally agreed formal consultative process has been carried out.
- 3.4 A consultative committee will be established which will meet to discuss and make recommendations when undertaking any process of planning for improvement, including the planning and organisation of the program of instruction in the school or the composition of selection and other panels.
- 3.5 The consultative committee will consist of staff including teaching and non teaching. Furthermore, the consultative committee may agree to temporarily second further personnel with expertise should the topic for discussion warrant such input. A School Council member may form part of the committee.
- 3.6 The consultative committee will be provided with sufficient time to discuss topics and have the opportunity to be involved in the consultation process.
- 3.7 The principal will ensure that the decisions made, plus the reasoning supporting each decision, will be publicised to all staff, where appropriate.
- 3.8 Employees who disagree with the principal's decisions may refer the matter to the Merit Protection Boards.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. Ratified by School Council on 20th July 2015.