

Wodonga Senior Secondary College Policy Manual	500 PERSONNEL 506 Local Administrative Committee	Page: 1 of 3 Issue No: 1 Date: Nov 05
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LOCAL ADMINISTRATIVE COMMITTEE CONSTITUTION

The Local Administrative Committee (LAC) of Wodonga Senior Secondary College forms as a result of agreement between the Principal, the AEU and the staff of Wodonga Senior Secondary College.

1. COMPOSITION:

- 1.1 Principal
- 1.2 Principal's nominees (3).
- 1.3 Teacher representative (3) elected by all teachers on WSSC staff.
- 1.4 AEU representative (1) elected by AEU sub-branch

2. FUNCTIONS OF LOCAL ADMINISTRATIVE COMMITTEE (LAC):

The consultative arrangements are to be used about matters related to the long-term planning and operation of the college including:

- development of workforce plans
- the planning and organisation of the program of instruction in the college
- organisation of work including the face to face teaching requirements
- organisation of work of graduate teachers in their first twelve months of teaching
- organisation of classes including class sizes
- the composition of selection and other panels.

3. PROCEDURES:

- 3.1 The LAC will provide advice and assistance to the Principal in relation to the matters above
- 3.2 The Principal may accept or reject recommendations from the LAC. In cases of non-acceptance of recommendations, the Principal will give reasons (in writing if requested) within a reasonable time as requested by the LAC.
- 3.3 The LAC is expected to meet on a regular basis, [normally fortnightly – on Mondays].
- 3.4 All members will have voting rights. It is preferred that decisions are made by consensus. If consensus cannot be reached, there will be a vote with a simple majority of those present required to reach a decision. [An abstention is considered to be a "No" vote. Therefore, unless a simple majority of the meeting votes in favour of a motion, it is rejected.]
- 3.5 The assistant principal: daily organization (or delegated rep) shall act as secretary and be responsible for meeting records, reporting to the whole staff via Staff Bulletins and the preparation of agendas.
- 3.6 Either the Principal or Principal's nominee will act as the Chairperson of the LAC.
- 3.7 Staff will be invited to submit agenda items up until the preceding Friday lunchtime. An agenda sheet will be prepared and posted on-line or on the notice board in Staffroom 3 on the day of each meeting. [The Secretary shall prepare the agenda or may cancel the meeting if no agenda items are forthcoming]
- 3.8 The Secretary of the LAC will provide for a meeting report for publication. Recommendation of LAC will generally be published or posted on the Staffroom 3 notice-board (but may also be communicated via other means such as memo, staff bulletin etc).
- 3.9 The meeting is not normally open however guests may be invited by the secretary as appropriate according to the needs of the agenda. Also staff may seek or be encouraged to attend [as part of their induction to college operations], except where a majority of the committee vote to close the meeting and reasons are provided for so closing the meeting.
- 3.10 A quorum will be 4 voting members (2/2) present at any meeting.
- 3.11 That in order for the need of immediate important decision making with regards to Section 2 of the Constitution of the LAC a sub-committee comprising the Principal, and two staff from the LAC may make decisions on behalf of the LAC provided that:

- (a) there is consensus between the 3 members.
 - (b) Their decisions are reported to the next scheduled meeting of the LAC for endorsement.
 - 3.12 As part of the consultative arrangements the Employer will ensure that workforce planning information is available to staff to allow informed consultation to occur. Subject to complying with the requirements of the *Information Privacy Act 2000 (Vic)* such information should include:
 - college charter goals and priorities (or their equivalent)
 - high level college global budget data as agreed between the parties
 - anticipated enrolments and staff movements
 - 3.13 The Staff Representatives on the LAC shall report directly to staff on the activities [AEU representative to AEU members, staff representative to staff].
 - 3.14 Where appropriate, sub-committees will be formed to investigate specific issues and make recommendations in writing to the LAC.
 - 3.15 Notice of a recision motion should be included in the record of the meeting prior to the planned discussion and vote. This will allow for prior discussion of the motion among staff members.
 - 3.16 The Chairperson is entitled to vote on each issue. The Chairperson does not have the right of casting vote in the event of a tied vote. A tied vote means the motion is lost.
 - 3.17 Amendment of this constitution should be undertaken via consultation and negotiation between the Principal and staff representatives on the LAC. The outcomes of such changes will be notified to staff via staff meetings.
4. GRIEVANCE:
Where the Employer makes a decision related to matters above {set out in agreement clause 12(6)} that the union sub-branch does not support Grievance resolution will occur as per the agreement 2004, "Grievance Resolution" – P8.
5. TENURE:
- 4.1 Normal terms will commence at the start of Term 2. All LAC members will be entitled to hold office until the end of Term 1 of the following year.
 - 4.2 Casual Vacancies
 - 4.2.1 Resignation
Where a vacancy for a staff / AEU representative on the committee is caused by a resignation, an election for that position on the LAC will be held, if possible prior to the next meeting of the LAC. (members may not substitute)
 - 4.2.2 Extended Absence
In the case of a staff representative being on extended leave longer than 5 weeks, then his/her position will be declared temporarily vacant and an election will be held to fill their position whilst he/she is on leave.
5. FORMATION:
- 5.1 Voting procedures - Staff Representatives
 - 5.1.1 Nominations in writing [proposed and seconded] for elections will close at 3:30pm one day prior to the election.
 - 5.1.2 Each teacher will be asked to mark on the ballot paper, initialled by the Returning Officer, the name of the one or more nominees whom she/he wishes to be elected up to the number of vacancies that exist.
 - 5.1.3 The Returning Officer shall count all the votes and declare elected the candidate who has received the greatest number of votes [first past the post system to be used].
 - 5.1.4 Votes are to be counted by the Returning Officer in the presence of a scrutineer nominated by the staff.
 - 5.1.5 All teaching staff currently on the WSSC staffing list are entitled to vote. Staff absent on voting day will be entitled to receive a ballot paper by prior arrangement with the Returning Officer. All votes are to be cast before the stated closing time [normally 3:30pm].
 - 5.1.6 The result of the election is to be published within one day of the ballot.
 - 5.1.7 The elections will be conducted between 11.00am and 3:30pm on the nominated day for election.

5.2 Voting procedures - AEU Representative

5.2.1 This will be organised by the AEU Branch in a matter consistent with the principles embodied in the procedures for electing staff representatives.

5.2.2 The AEU Branch President will notify the Principal as to the successful AEU representative.

5.3 Principals Nominees

In nominating people the Principal will give regard to a person being able to act as Chairperson and to gender representation on the LAC.

6. Elections 2006

6.1.1 Elections will be held prior to Week 2 of Term 2 for the relevant year.

This constitution is agreed to by the Principal and the LAC.