

Torres Strait Regional Authority Workplace Consultative Committee Terms of Reference

1. Purpose

TSRA's Workplace Consultative Committee (WCC) has been established to represent the collective interests of TSRA's employees, improve the communication and collaboration between staff and to promote continuous improvement and organisational development within the TSRA.

2. Scope

The WCC will act as a forum for consultation and open discussion between management, employee and union representatives about workplace matters affecting TSRA employees. The WCC should generally refrain from dealing with matters that are within the terms of reference of other specialist forums and committees.

3. Functions

The functions of the WCC include:

- (a) provide advice to TSRA management on work matters of interest and of concern to staff;
- (b) raise issues, initiate discussions and make recommendations to arrive at options to address the issues/concerns;
- (c) share with management staff ideas and suggestions for improvements to increase TSRA's operational efficiency and ensure staff welfare;
- (d) act as a conduit for two-way communication between employees and management and provide feedback both ways;

The WCC is not authorised to either discuss or otherwise get involved in individual staff issues such as grievances, performance review, promotions, reclassifications, salary reviews, terminations, etc.

4. Consultation

Consultation, for the purpose of the WCC and any associated sub-committees, working parties, local committees or forums, is taken to require the exchange of timely information and a genuine desire for the consideration of each party's views before making a final decision.

The WCC operates on a consensus basis.

Members will act with courtesy, honesty and respect towards each other and recognise the respective roles.

Issues will be managed within an agreed timeframe.

5. Membership

The WCC will comprise of the following representatives:

- (a) at least one and no more than three representatives of management nominated by the Chief Executive Officer;
- (b) at least three and no more than five employee representatives.

Any employee is able to nominate as an employee representative. Where more than five employees nominate as a WCC representative, a vote will be conducted and the five employees with the most votes will be the employee representatives.

Where less than three employees nominate as a representative, the WCC will not operate. Where this is the case, nominations for employee representative will be sought every six months.

A new process for employee representatives will be initiated after each 12 months.

The WCC will be chaired by a management representative nominated by the Chief Executive Officer.

6. Meetings

The WCC will meet at least quarterly.

Any member of the WCC can request an additional meeting. The Chief Executive Officer will consider such requests and determine whether the additional meeting will occur taking into account the reasons presented for the additional meeting.

A quorum will consist of the Chair of the WCC plus at least two employee representatives.

7. Roles and Responsibilities

TSRA will provide members of the WCC with a reasonable amount of time to perform their functions as a member of the WCC.

The Human Resources Team will undertake the role of secretariat. Meeting agenda and papers will be circulated to the WCC at least five days prior to the meeting.

Submissions are due to the Human Resources Manager two weeks prior to a WCC meeting.

8. Reporting and Outcomes

The WCC will make meeting minutes available on the Intranet to ensure a transparent record of consultation for TSRA employees and to facilitate feedback. Information regarding matters arising can be provided to the Human Resources Manager.

9. Confidentiality

Employees' names will be excluded from the minutes to preserve the confidentiality of those who have contributed matters for consideration.

Members of the WCC can disseminate information to those they represent.

10. Review

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by WCC members.