

JOINT CONSULTATIVE COMMITTEE - PROTOCOLS

1. Purpose of the Joint Consultative Committee (the 'JCC')

Pursuant to clause 7.1 of the *University of Adelaide Enterprise Agreement 2017 – 2021* (the 'Enterprise Agreement'), the functions of the JCC are to:

- (a) Monitor the ongoing implementation of this Agreement, including those matters listed in clause 7.1.6 and
- (b) Review and monitor University policies and procedures that deal with conditions of employment.

2. Chair and Deputy Chair of the JCC

The Chair of the JCC is the Executive Director, HR of the University of Adelaide.

The Deputy Chair of the JCC is the Branch President of the NTEU.

3. Secretary of the JCC

The Secretary of the JCC is the Manager of Workplace Relations.

A University staff member will provide executive support to each JCC meeting as the designated primary note-taker

4. Preparation for and Conduct of JCC meetings

A Committee member wishing to raise a policy, procedure or implementation issue must place the issue on the agenda. In doing so, the Committee member must provide sufficient information to clarify the purpose of the proposed discussion including, where appropriate:

- a) any supporting documentation; and/ or
- b) any proposed outcome or solution; and/ or
- c) a request for feedback.

Agenda items will be collected and distributed to JCC members no later than 3 working days prior to all scheduled meetings.

Minutes that record the outcomes of each JCC meeting will be taken and distributed to all JCC members by the designated note-taker. For clarity, an action log may be kept and updated by the note-taker, for distribution before a meeting.

5. Quorum

Two committee members, including at least one University and one union representative, are required to be in attendance for the entirety of each JCC meeting.

6. Schedule of Meetings

The JCC will meet at least quarterly, from the first meeting of the JCC. Four additional meeting dates may be set, in advance, each year.