



# Federation Workplace Committees

A guide for Federation Representatives and Women's Contacts in schools and colleges

February 2019

## Why establish a Federation Workplace Committee?

*"Effective communication with internal and external stakeholders is the key to understanding risk, managing risk and developing a workplace culture that values and promotes positive behaviours. Consultation with employees and unions is integral to this process."*

— Director-General of Education and Training, and General Secretary, NSW Teachers Federation

*Dignity and Respect in the Workplace Charter (2008)*

Professionally respectful, collegial and consultative schools and colleges are committed to ensuring teachers are involved in decision-making and problem-solving. A Federation Workplace Committee can:

- build the collective capacity of members to engage with everyday issues in the workplace
- establish another source of the collegiality that underpins quality teaching and learning
- support the Federation Representative and the Women's Contact to more effectively engage the whole school or college community in Federation campaigns at the local level.

## What a Federation Workplace Committee should be doing

Federation Workplace Committees should:

- encourage and support collaborative decision-making through professional discussion to promote a positive workplace culture
- provide a structure for considering, engaging with and negotiating a range of everyday issues and concerns at the school or college level
- monitor the implementation of agreed policies that affect the working conditions of members at the school or college, such as the current Staffing Agreement and our Award
- recruit new members and encourage 100 per cent financial membership
- assist in the promotion and running of Federation meetings
- ensure the school or college is represented at the local association meeting.

## Four steps to maintaining an effective Federation Workplace Committee

1. **Communication:** Meet regularly following the arrival of *Tefed* or an association meeting and/or Federation Council — this may need to be reviewed if a Federation campaign requires local action such as encouraging submissions for an inquiry.
2. Establish appropriate meeting procedures and ensure members are aware of these procedures: see Federation's *Meeting Procedure Handbook (And Other Helpful Hints)*.
3. Establish a presence in the school community by informing members of Federation's current campaigns and local issues. For schools, seek an invitation from the P&C President for committee members to attend P&C meetings.
4. Assist members who are taking collective action to support Federation campaigns at a local level.

# Federation Workplace Committee checklist

<b>Establishing the Federation Workplace Committee — Tasks</b>	
Hold a Federation meeting to elect the Federation Workplace Committee (see Federation’s advice).	
Register elected members of your committee with Federation.	
Identify roles and responsibilities such as a chairperson and minute taker for meetings.	
Identify and schedule preferred meeting times.	
<b>Maintaining the Federation Workplace Committee — Tasks (each meeting)</b>	
Federation Representative to report on decisions of Federation’s Council, relevant proceedings of your association and Federation campaign resources available to your school or college.	
Discuss Federation campaign issues, priorities and endorsed actions.	
Bring campaign issues and questions from members to each meeting and seek advice from the Federation Organiser as required.	
Consider roles for members of the committee as contacts for Federation priorities e.g. Casual and Temporary Teachers, Stewart House, Tree Levy, Sam Lewis Peace Prize etc.	
Establish a presence in your school or college by reporting at staff meetings, distributing Federation materials and encouraging support for campaigns.	
In schools, seek an invitation from the P&C President to brief the P&C on current campaigns.	
<b>Engage members and support them in appropriate action — Tasks</b>	
Identify what members need to know and do to contribute to local problem-solving processes and Federation campaigns.	
Keep in regular contact with your Federation Organiser.	
Ensure at least one member of the committee attends the local association meeting and reports back to the membership.	
<b>Organising a Federation meeting — Tasks</b>	
Invite the Organiser to attend a meeting of Federation members at your school/college.	
Communicate with members that a Federation meeting has been called, where it is to be held and at what time.	
Include in communication the meeting agenda and/or the attendance of the Organiser or any other special guest.	
Maintain and distribute minutes of the meeting to members at the school or college.	