



Guide to Federation Workplace Committees

Reasons to establish a Federation Workplace Committee

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.

"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)*.

Roles of a Federation Workplace Committee

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 Staffing Agreement and our Award
- recruit new members and encourage 100 per cent financial membership at the workplace
- 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. Meet regularly after the arrival of Tefed emails 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.
3. Establish a presence in the school community by informing members of Federation's 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.

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FEDERATION WORKPLACE COMMITTEE CHECKLIST

ESTABLISH A FEDERATION WORKPLACE COMMITTEE	✓
Hold a Federation meeting to elect a 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	
MAINTAINING THE FEDERATION WORKPLACE COMMITTEE	✓
Report (role of the Federation Representative) 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/college by reporting at staff meetings, distributing Federation materials and encouraging support for campaigns	
Seek an invitation from the P&C president to brief the P&C on campaigns (relevant for schools)	
ENGAGE MEMBERS AND SUPPORT THEM IN APPROPRIATE ACTION	✓
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	
ORGANISE A FEDERATION MEETING	✓
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	