

Secure Employment – Consultative committee checklist

Action points for principals

Ensure that workforce planning information is available to staff to allow informed consultation to occur including:

- high level SRP data
- anticipated enrolments and staff movements

Discuss with the consultative committee:

- Which staff are employed in fixed term positions and why
- Which staff are eligible to be made ongoing, ensuring eligible staff have access to translation
- School's capacity to translate staff to ongoing
- School's capacity to offer a further fixed term period without advertisement for eligible employees
- The internal merit-based selection processes to be used.

Action points for AEU and/or consultative committee representatives

Discuss in consultative committee:

- Which staff are employed in fixed term positions and the reasons why
- Which staff are eligible to be made ongoing and what capacity the school has to make them ongoing
- The internal merit-based selection process
- Advertisement of new vacancies.