



Purpose

The ELAA Industrial Relations (IR) Reference Group has been established to:

- Provide a forum for ELAA and its membership to engage on key industrial (workplace) and employment opportunities and risks that affect members and the early childhood sector more generally.
- Develop a shared understanding of opportunities and risks, with a view to developing strategic solutions.

Meeting Frequency

The IR Reference Group will meet at **least four times a year (quarterly)** or as frequently as is required.

Meeting Scope

In meeting its purpose, the IR reference group will facilitate solutions focused discussion on industrial (workplace) and employment opportunities and risks that affect members and the early childhood sector more generally.

This will be achieved by:

- Sharing information on workplace relations legislation, case updates and relevant award or enterprise agreement changes.
- Engaging in consultation and shared solutions on industrial or workplace relations issues affecting early childhood education and care.
- Developing recommendations based on matters which concern employers, including government policy and issues of sector reform, IR, and employment matters.
- Progressing the negotiation and implementation of relevant industrial agreements and funding parameters, including the *Victorian Early Childhood Teachers and Educators Agreement (VECTEA)*.
- Considering feedback on meetings held by ELAA with the relevant Federal and State Ministers, which are of an industrial and employment relations nature.
- Reviewing relevant member IR resources in development by ELAA, on an as-needed basis that pertain to Industrial (workplace) and employment matters.
- Ensuring that ELAAs IR focused membership solutions continue to support Early Years Management organisations (EYM) and other members with industrial and employment relations issues.

Convenor

The Senior Advisor – Workplace Relations (ELAA IR Lead) will:

- In conjunction with a relevant member of the ELAA Leadership Team, chair meetings of the Industrial Relations Reference Group
- Develop an agenda in consultation with members of the Reference Group for matters to be discussed at the meetings.



- Promote broad participation by ELAA members in the Reference Group, including representatives of various types, locations, and sizes of member services in Victoria.
- Promote participation by other early childhood stakeholders/experts at the discretion of the Senior Advisor – Workplace Relations.

Member Organisations

Select ELAA member organisations will be invited to participate and provide their nominated representative by the Senior Advisor – Workplace Relations (ELAA IR Lead). Invitations will consider the balance of ELAA’s membership across rural, regional, and metropolitan representatives, and small, medium, and large services. Final decisions for membership will be made by the ELAA CEO.

In special situations, e.g., during the negotiation of an enterprise agreement etc., an additional individual may be present at the meeting of the Reference Group.

In addition, the Senior Advisor – Workplace Relations may, from time to time, permit one or more individuals to participate in the meetings of the Reference Group as observers.

Nominated Representative Criteria

Membership of the IR Reference Group will be extended to **one nominated representative** per ELAA member organisation. Each nominated representative will be expected to provide regular attendance for the purpose of continuity.

To be considered as a nominated representative for the IR Reference Group, an individual must have:

- ✓ A background in human resources/employment law or industrial relations **and/or** in an executive or senior management role.
- ✓ An understanding of the *Victorian Early Childhood Educators and Teachers Agreement* (VECTEA) or other sector awards (eg, Educational Services Teachers Award, Children’s Services Award).
- ✓ Sufficient knowledge and expertise to understand the interplay between industrial relations, the delivery of high-quality early childhood education and care and sustainable outcomes for early childhood education and care services.
- ✓ Excellent knowledge of current Government policy, funding, and regulatory directions for the early childhood education and care sector.
- ✓ Be employed at an organisation with full or affiliate ELAA membership (excluding supporter membership); and
- ✓ Available to meet at least once every three months (with a minimum 75 per cent attendance per annum), including either via video conference (or ELAA Office) as required.



Re-Nomination and Membership Tenure

Membership of nominated representatives will be subject to review and rotation every two years at the discretion of the ELAA CEO. At the conclusion of the membership tenure period, representatives will be invited to re-nominate for a further duration of two years.

Frequent non-attendance to quarterly IR Reference Group meetings (less than 75 per cent per annum), may result in non-renewal to the next available renewal period.

Replacement of Nominated Representatives

In the event of a resignation from participation in the group, nominated representatives are asked to provide the details of their replacement from their organisation. Should a replacement not be known, the Senior Advisor – Workplace Relations will contact the organisation for nomination interest.

Sub-Groups

Members of this group may be also invited to specialist sub-groups that may serve to provide expert or technical advice at the discretion of the ELAA CEO, including periods such as the VECTEA re-negotiations.