



**QUEENSLAND**  
**TEACHERS' UNION**  
OF EMPLOYEES

**QTU Policy**  
**2023 - 2025**

**Structures procedures and  
services**

Booklet

**A**

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## **Queensland Teachers' Union Policy**

QTU policy is adopted by the Union's Biennial Conference. Amendments to Union policy may be made at the intervening meetings of State Council.

### **Guidelines for changes to existing policy**

Motions designed to change or create policy should be sent to Council. Under Rule 7.5 (Decisions of Conference), policy adopted by Conference remains in effect unless amended by Council, where a two-thirds majority decision is necessary. Thus, a proposal to contradict the sense of, or change the wording of existing policy, needs a two-thirds majority, ie 66.6 per cent, for such a proposal to be successful. A proposal to change existing policy should:

- be presented as an amendment to existing policy, and
- state its location in the existing policy.

If no policy exists on a matter, a simple majority decision, ie >50 per cent, is needed for such a proposal to be added to policy.

### **Implementation of existing policy**

Motions to implement existing policy are usually directed to Executive for consideration. However, where the implementation would involve a significant allocation of QTU resources (eg a major campaign), or where a branch wishes a major emphasis to be put on an aspect of policy, it would then be appropriate to direct such a motion to Council. These guidelines are designed to facilitate debate on policy issues. If branch officials require explanation of these guidelines or assistance with the formulation of policy motions, they should contact the QTU office in Brisbane.

## QTU structures, procedures and services policy

2023 - 2025

### Table of contents

1.	Union Representatives.....	1
1.1	Allocation of Union Representatives to a school .....	1
1.2	Allocation of additional Union Representatives .....	1
1.3	Eligibility.....	1
1.4	Duties of Union Representatives .....	2
1.5	Cessation of role .....	2
1.6	Call for re-election of Union Representatives by members at a workplace.....	2
1.7	Removal from role by General Secretary.....	3
2.	Lead Union Representative .....	3
2.1	Cessation of the role.....	3
3.	Principal Union Representatives .....	4
4.	New Educator Network (NEN) .....	4
5.	Specific interest groups.....	5
6.	Use of QTU logo and name .....	5
7.	QTU Meeting Procedures and Facilities.....	5
8.	Branches and Area Council .....	5
8.1	Women’s contact.....	5
8.2	First Nations Contact.....	6
8.3	First Nations positions on Area Councils.....	6
8.4	TAFE positions on Area Councils .....	6
8.5	General .....	6
8.6	Review of allocation of members via special request.....	6
9.	State Council and Conference .....	7
9.1	Branch and Area Council motions .....	7
10.	Committees.....	7
10.1	Standing committees.....	7
10.2	Administrative committees of the QTU .....	8
10.3	Policy committees of the QTU.....	8
10.4	Sub-committees.....	12
11.	Finance.....	12
11.1	QTU annual budget.....	12
12.	Childcare .....	16
12.1	Childcare at QTU meetings.....	16
12.2	Childcare guidelines .....	17
13.	Affiliations.....	18

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14. Legal assistance and issues.....	19
15. Legal issues.....	21
16. QTU officer involvement in award and public service grievance and appeal procedures.....	23
17. Union elections.....	24
18. Australian Education Union .....	25
19. QTU representatives on outside committees and advisory boards .....	26
20. Elections for representatives to other organisations .....	28
21. Members holding Union positions who do not follow directives.....	28
22. Recognition of QTU activists .....	29
23. Appointment of officers.....	31
24. Transfer of officers .....	32
25. Appointment of Acting Administrative Officers .....	32
26. QTEC (Queensland Teachers' Education Centre).....	33
27. QuEST (Queensland Education Support and Training) .....	34
28. The Bob White scholarship .....	34
29. Dr Evelyn Scott Memorial Lecture.....	34
30. The Roselynn Anderson Scholarship .....	34



## **1. Union Representatives**

A financial member of the Union can self-nominate for the position of Union Representative of a school/workplace to which they have been appointed by completing and signing the approved nomination form. The nomination form will be published in each Journal.

### **1.1 Allocation of Union Representatives to a school**

QTU members at a school shall be entitled to elect two (2) Union Representatives where up to fifteen (15) members are appointed to the school and an additional Union Representative for each additional fifteen (15) members or part thereof.

If at any closing date, the number of nominations exceeds the number of available positions, a secret ballot (usually an attendance ballot) of financial members will be conducted in accordance with QTU procedures.

At least 50% of the Union Representatives in a school should be female.

### **1.2 Allocation of additional Union Representatives**

The General Secretary may determine to establish additional Union Representatives to a workplace upon request.

Where a school already has an allocation of additional Union Representatives, or the General Secretary determines not to grant an additional allocation, an election will be held between the current Union Rep team and those nominated.

In such circumstances, the General Secretary will advise the existing workplace reps of the nominations of representatives more than the school's allocation and of their intention to conduct an election.

Should existing representatives, or any duly nominated representatives, wish not to participate in the election, the General Secretary will treat this advice as a request to resign from the position, or to withdraw their nomination.

Following this process, members at the workplace will be advised of the intent to conduct an election for the representative team.

The rule requiring at least 50% of the Union Representatives in a workplace to be female; and a First Nations member (should one nominate) will continue to apply in these circumstances.

Elections caused under this section will only occur once in a three-year period.

In making this determination, the General Secretary will consider the number of existing representatives in the workplace, membership density in the workplace and other matters that may be deemed relevant.

The allocation of representatives will revert to the allocation as prescribed in point A as vacancies arise within the workplace.

### **1.3 Eligibility**

Union representatives must be financial members of the QTU and appointed to the workplace in which they are nominating.

The eligibility for nomination as a Union Representative will include consideration of the following criteria. Nominees must exhibit:

- support for QTU member working conditions and directives
- involvement in QTU activities
- involvement in QTU Structures
- continuity in their QTU membership.

#### **1.4 Duties of Union Representatives**

Union Representatives act as the representative of the Union in the workplace.

To this end, Union Representatives are required to:

- a) act in accordance with Union policy and decisions as determined by Council, Conference and Executive
- b) seek to recruit members to the Union
- c) collect and distribute Union and branch correspondence and communications
- d) chair meetings of staff to discuss Union matters and record resolutions
- e) call meetings of members when it is necessary or when requisitioned in writing to do so by at least ten (10) percent of members in the workplace
- f) when chairing meetings, have a casting vote only
- g) represent the views of QTU members at the LCC
- h) attempt to resolve disputes which occur within the workplace and notify the General Secretary (or delegate) when a dispute exists that cannot be resolved in the workplace
- i) where a workplace has more than one Union Representative, work collaboratively with the other Union Representatives and decide on the allocation of Union Representative duties and responsibilities within the workplace.

#### **1.5 Cessation of role**

QTU members will cease to hold the role of a Union Representative under the following circumstances:

- a) a Union Representative becomes an unfinancial member of the Union
- b) a Union Representative resigns the role
- c) a Union Representative is transferred to another workplace
- d) a Union Representative takes a period of leave longer than twelve (12) months.

#### **1.6 Call for re-election of Union Representatives by members at a workplace**

Members, either through resolution at a workplace meeting or by written request of at least ten (10) percent of members, may request that all positions for Union Representatives in the workplace be declared vacant and an election be conducted of all duly nominated members.

Upon receipt of a request for a spill of positions by 10% or more of QTU members, the General Secretary will request that a workplace meeting be held to conduct a ballot of members to determine whether or not the spill should proceed.

To secure a spill of Union Representative positions within a workplace, whether by resolution at a workplace meeting or by written request to the General Secretary at least a majority of members in the workplace must support the spill. This is determined by a secret ballot at a workplace meeting.

Once triggered, all positions for Union Representatives in the workplace will be declared vacant and an election will be conducted of all duly nominated members.

Once the election of new Union Representatives is conducted, no further re-election processes can occur for a minimum of a twelve (12) month period.

## 1.7 Removal from role by General Secretary

- a) The General Secretary may remove a member from the role of Union Representative if the member has breached the duties of the role, has not followed Union directives or has brought the Union into disrepute within the workplace
- b) the General Secretary may only exercise this power following an investigation of any written complaints made by members regarding the conduct of the Union Representative
- c) any investigation will be subject to the principles of natural justice and take no longer than three (3) months (subject to unforeseen circumstances)
- d) Union Representatives subject to a complaint will have the right of reply to the complaint prior to any determination by the General Secretary
- e) a Union Representative removed from the role by the General Secretary will have the right to appeal this decision to the Executive of the Union, including the right to address the meeting of Executive when the matter is being considered
- f) the determination of Executive regarding the matter will be final.

## 2. Lead Union Representative

Lead Union Representatives are Union Representatives designated and trained to provide assistance to QTU Organisers, including supporting and training other Union Representatives, leading delegations to parliamentarians, coordinating local campaigns and substituting for the Organiser when appropriate in department investigations and interviews.

Every three years, each Organiser is to nominate a minimum of four (4) Lead Union Representatives, after consultation appropriate with the Area Council officers. Advice received from the Area Council officers will be considered in discussion with the General Secretary prior to nominees being endorsed by Executive and confirmed by Council.

The criteria for nominating a Lead Union Representative include:

- significant and successful experience as a Union Representative
- the respect of Union members and fellow activists
- a history of strong support for Union campaigns and decisions
- the capacity to undertake the roles required both in collaboration with the organiser and independently of the organiser
- the geography of the organiser's region.

The Union aims to ensure that more Union Representatives gain experience in this role by increasing the number of Lead Union rep positions. This could also be achieved by rotating some positions at the end of each term. Ideally, each branch should have a Lead Union Representative.

### 2.1 Cessation of the role

QTU members will cease to hold the role of a Lead Union Representative under the following circumstances:

- a) a Lead Union Representative becomes an unfinancial member of the Union;
- b) a Lead Union Representative resigns the role
- c) a Lead Union Representative is transferred to another workplace
- d) a Lead Union Representative takes a period of leave longer than twelve (12) months
- e) a Lead Union Representative has not followed Union directives or has brought the Union into disrepute within the workplace.

### **3. Principal Union Representatives**

The role of Principal Union Representatives includes assisting the QTU Organiser and the Union by providing a school leader perspective on education and industrial issues, including local school issues, in public comment in the media (as a Union member), in delegations to regional offices and parliamentarians, supporting union campaigns and in providing a role model, QTU support and information for other school leaders and QTU members.

The criteria for nomination as a Principal Union Representative are:

- understanding of the operations of the department and the Union and experience as a school leader
- a history of strong support for QTU campaigns and decisions
- the respect of QTU members in their workplace, Union activists and fellow school leaders
- the capacity to undertake the role in collaboration with the organiser and independently
- the geography of the organiser's region.

Each organiser is to nominate Principal Union Representatives, after consultation appropriate with the Area Council officers. Advice received from the Area Council officers will be considered in discussions with the General Secretary prior to nominees being endorsed by Executive and confirmed by Council.

Principal Union Reps may be disendorsed if the Principal is no longer in the area due to a relocation or has taken a period of leave longer than 12 months. Principal Union reps who have not followed union directives or who have brought the union into disrepute in the workplace may be removed in accordance with the policy for the removal from a union rep role.

### **4. New Educator Network (NEN)**

The role of the members of the identified NEN group is to be effective advocates and activists for the union in recruiting new members and new activists.

Every year, each Organiser is to nominate a minimum of two (2), but no more than four (4) new educators to participate in the New Educator Network. The General Secretary, in consultation with the relevant Deputy General Secretary and the Assistant Secretary/Organiser, New Educators will determine the final composition on the NEN intake.

The criteria for nomination to NEN will be:

- Willingness to take on a delegate's role including but not limited to: union representative, branch delegate, area council delegate, state council delegate, committee member
- Engages in union activities
- Involvement in QTU campaigns at a school, branch, regional or state level
- Demonstrates leadership
- Possesses appropriate skills as an activist to a high level e.g. communication, interpersonal, organizational etc
- Be in the first five years of teaching

Activists in the NEN will participate in training with a focus on developing the NENs understanding of the QTU and its membership, advocacy, activism, campaigning, public speaking skills and involvement with new members. Selected NEN activists may be invited to be paid observers at meetings of State Council and attend a NEN Conference held annually.

A New Educator may be removed from the NEN group if they have not followed Union directives or who have brought the union into disrepute in the workplace, or if the NEN is no longer in the first five years of teaching.

## **5. Specific interest groups**

A group of members with similar specific industrial and professional issues (e.g. primary principals, specialist teachers) may request the formation of a specific interest group by writing to the General Secretary following a meeting of interested members.

The General Secretary will assign an Officer or Officers to act as a contact with the group, and to meet with it at negotiated times.

Resolutions of a specific interest group may be referred to Executive or Senior Officers in the same way as workplace resolutions.

Member groups that are established without the authorisation of the General Secretary do not form part of the Union's democratic structures. Consequently, resolutions arising from such groups will not be recognised by the Union.

## **6. Use of QTU logo and name**

Any public use of the QTU name, in all its forms, and logo is subject to authorisation by the General Secretary.

Member groups wishing to use the QTU logo, name and resourcing must seek prior approval from the General Secretary.

## **7. QTU Meeting Procedures and Facilities**

All meetings held in the QTU's name will include the acknowledgment of Traditional Owners and the statement of Safety and Respect. All-abilities access to QTU meetings, events and training must be provided.

Those responsible for organising QTU meetings must take all-abilities access into account when organising meetings, events, QTU information sessions, industrial training, QuEST and QTEC training.

To enable complete participation for all QTU members, the QTU must ensure that all venues it utilises have access for all members who require them. Accessible facilities include, but are not limited to, the physical layout of venues ensuring that they are accessible for all members eg ramps/lifts, provision of facilities of members who are deaf or hard of hearing and the provision of accessible handouts/presentations or members with reduced vision.

Members should make the QTU aware of their individual needs to enable these reasonable adjustments to occur.

## **8. Branches and Area Council**

### **8.1 Women's contact**

Each Branch, TAFE Branch and Area Council shall be entitled to elect a Women's Contact for that Branch, in accordance with the process of election of Branch or Area Council officers. The election period of the Women's contact role at Area Council will be for three years, aligning with the three-year term of the Area Council.

Women's Contacts will:

- ensure that information of importance to women members is disseminated
- act as a resource person for matters of importance to women members
- assist the Branch or Area Council Executive in the development and organisation of discussions, workshops and guest speaker visits on matters of interest to women members.
- report to the Branch or Area Council.

## **8.2 First Nations Contact**

Each Branch, TAFE Branch and Area Council shall be entitled to elect a First Nations Contact for that Branch, in accordance with the process of election of Branch or Area Council officers. The election period of the First Nations contact role at Area Council will be for three years, aligning with the three-year term of the Area Council.

First Nations Contacts will:

- ensure that information of importance to First Nations members is disseminated
- act as a resource person for matters of importance to First Nations members
- assist the Branch or Area Council Executive in the development and organisation of discussions, workshops and guest speaker visits on matters of interest to First Nations members.
- report to the Branch or Area Council.

## **8.3 First Nations positions on Area Councils**

Where a member of Gandu Jarjum is not a delegate to the relevant area council, the member is able to attend the relevant area council meeting as a paid observer.

## **8.4 TAFE positions on Area Councils**

Where a TAFE council delegate is not a delegate to the relevant Area Council, the delegate is able to attend the relevant area council as a paid observer. This is limited to 2 paid observers per Area Council.

## **8.5 General**

The QTU will encourage and support Area Councils to develop regional identities and objectives, and they may act as committees or sub-committees capable of developing specific areas of policy for further consideration within the QTU.

A budget will be provided for Area Council projects within each annual QTU budget. Proposed expenditure will be considered by Executive on application by the Area Council.

Area Councils shall be given authority to determine duration of meetings.

## **8.6 Review of allocation of members via special request**

The General Secretary may be requested by resolution at the branch meeting to review the continued allocation of member (s) to a branch via special request. In conducting such a review, the General Secretary will request information from the relevant member (s) to ensure the reason for the initial request remains valid and in accordance with the QTU Constitution and the Rules.

## **9. State Council and Conference**

### **9.1 Branch and Area Council motions**

Branch and Area Council motions to Council/Conference must be signed by two of the Branch/Area Council office-holders (which includes the President, Vice-President, Secretary or Council Representative) and be accompanied by supporting argument. Signatures can include a digital signature or a written acknowledgement by email confirming the motion.

In the case of State Council, such motions shall be in the hands of the General Secretary no later than 28 days before the meeting. In the case of State Conference, such motions shall be in the hands of the General Secretary no later than nine weeks prior to the first day.

## **10. Committees**

### **10.1 Standing committees**

QTU standing committees can be categorised as either administrative committees, which perform an administrative function within the QTU, or policy committees. The principal functions of policy committees are to formulate draft policy, to provide specialist advice to Executive and Council, and to make recommendations for action and campaigns in support of Union policy within its areas of responsibility.

Policy committees will report at least annually to Council or Conference, and the draft minutes of each committee meeting will be provided to Executive.

Administrative committees will be chaired by the President or another Senior Officer. Policy committees will be chaired by an Executive member appointed at the first Executive meeting after the triennial Executive election. Gandu Jarjum will be chaired by a Gandu Jarjum member elected by the committee.

Other members of the committees will be elected by Council every three years, to coincide with the triennial election of Executive, using procedures and timelines generally consistent with those applying to election under the rules of the QTU.

To ensure that a QTU standing committee can fulfill its principal functions, committee members need to be practising teachers and/or school leaders, notwithstanding members who take leave from positions to work as Acting Officers of the QTU. Standing committee members who take leave from the Department of Education/TAFE/CQU, for a period greater than 12 months, or are seconded to other positions within these organisations, are no longer eligible to continue as members of a standing committee. The position becomes vacant and is advertised. Upon application, such as when a committee member is on extended leave for family responsibility purposes or other matters identified under the anti-discrimination act, the General Secretary may provide an exemption from this requirement.

For committees who have members outside Brisbane who cannot attend meetings, provision will be made in the QTU budget each year for teleconferencing up to five (5) meetings per year.

The quorum for meetings is 50 per cent of the members qualified to attend.

Where a committee member is absent without leave from three (3) consecutive meetings (or 50 per cent or more of the last six meetings), they will be asked by the committee to explain why their membership of the committee should not be terminated. The committee will make a

recommendation to Executive, which will decide the matter. The member will have a right of appeal to Council.

Expenses for members attending meetings will be paid in accordance with the rates applying for delegate expenses. Any costs or expenses above the ordinary, including expenditure of special project funds, require prior approval of Executive.

With Executive approval, committees may co-opt QTU representatives on outside bodies or people who are not members of the Union but who have particular expertise which will help the work of the committee.

Standing committees may form sub-committees. Expenditure associated with sub-committees requires Executive approval.

## **10.2 Administrative committees of the QTU**

### **10.2.1 Agenda Committee**

The Agenda Committee will comprise of the Senior Officers and three persons elected by and from Council, and will make recommendations to Council/Conference concerning the order of business, in accordance with Union rules and policy.

### **10.2.2 Appointments Committee**

The Appointments Committee will comprise of the Senior Officers, six persons elected by and from Council and one Officer elected by the Officer group, and will conduct the selection exercise and make recommendations to Council concerning the appointment of Administrative Officers of the Union.

### **10.2.3 Awards Committee**

An Awards Committee comprising the President or nominee, the General Secretary or nominee and four members of Council will be created to make recommendations to Council or Executive (as appropriate) on nomination of members or former members for Australian honours, life membership and other QTU awards. In circumstances where the President and or General Secretary appoint a nominee to the committee, consideration should be given to the gender balance of the committee.

### **10.2.4 Audit Committee**

The Audit Committee shall consist of the Senior Officers, an Executive member elected by Executive and a qualified independent advisor, as approved by Executive from time to time.

Its areas of responsibility include reviewing and recommending financial statements for Executive approval, overseeing the engagement and work of external auditors, internal financial controls, monitoring QTU revenue and expenditure, overseeing QTU risk management and legislative compliance and writing off bad or uncollectable debts.

## **10.3 Policy committees of the QTU**

### **10.3.1 Education Leaders Committee**

The Education Leaders Committee (ELC) will consist of the chair and 15 additional members, one of whom will be First Nations peoples where one nominates. Its areas of responsibility include the status, salary and working conditions of education leaders, administration of public education, and recruitment, selection and transfer of education leaders.

Members who hold a full-time paid position with any principal association will be ineligible for membership of Education Leaders Committee for the duration of their term of office with the association.

Where nominations are received from the relevant classifications, representation on the ELC will include at a minimum:

- 1 X Executive Principal (or equivalent)
- 2 X Secondary Principals
- 2 X Primary Principals
- 1 X Special Principal
- 1X P-10/P-12 Principal
- 1 X Teaching Principal
- 1 X Secondary Deputy Principal
- 1 X Primary Deputy Principal
- 1 X Special Deputy Principal/HOSES.

### **10.3.2 Gandu Jarjum - First Nations Education Committee**

Gandu Jarjum will consist of 15 members and the First Nations designated member of Executive, (that is, 16 in total, where the Executive member is not already a member of Gandu Jarjum). The committee will elect one of its members as chair. Membership of Gandu Jarjum will be First Nations members. Representation on Gandu Jarjum will be as follows (where sufficient nominations from the relevant geographic area and/or sector are received):

- three delegates from Far North Queensland. At least one of these delegates must be a Torres Strait Islander currently teaching in a Torres Strait or Northern Peninsula school
- three delegates from South Queensland (this includes the Greater Brisbane, South Coast, Redlands, Moreton, Toowoomba, Darling Downs and South West Queensland Areas)
- two delegates from North Queensland, including Leichhardt branch of the QTU
- one delegate from Central Queensland
- one delegate from the Sunshine Coast (including Wide Bay)
- one delegate from QTU TAFE division
- the remaining four delegates must be First Nations members elected to the committee following the filling of delegate positions from the relevant geographic area and/ or sector
- at least two of the delegates to Gandu Jarjum must be Torres Strait Islander members.

Unless already provided, nominees for positions on Gandu Jarjum will be required to submit, along with their nomination, a declaration of their Indigenous status and may be required to submit supporting documentation in line with that approved and used by peak Indigenous councils.

The Committee will meet at least four times a year. These four meetings will be face to face. At least one or more of these meetings may be held outside Brisbane subject to travel arrangements. Meetings of the Committee will be scheduled for weekends or other non-working time. All other meetings of the Committee will be held via teleconference.

The Gandu Jarjum Committee's areas of responsibility include:

- I. leadership and guidance to the organisation in relation to cultural protocols and the strengthening of First Nations members voices and perspectives within the QTU, particularly in relation to the education of First Nations students. In particular, Gandu Jarjum will lead the QTU's response to the Uluru Statement from the Heart as First Nations peoples seek Voice, Truth and Treaty.
- II. the employment, salaries and conditions of teachers, school leaders and other workers who identify as a First Nations person within the Department of Education.
- III. the growth of First Nations peoples union membership
- IV. the engagement and activism within the QTU and wider union movement of First Nations union members.
- V. involvement in the reconciliation process and other social issues of importance to First Nations people.
- VI. liaison with departmental officers, union organisations and community groups in relation to (i) to (V).

### **10.3.3. Rainbow/LGBTIQ+ Committee**

The LGBTIQ+ Committee will comprise of the chair and 15 additional members who self identify as part of the LGBTIQ+ community, one of whom will be a First Nations people where one nominates. The areas of responsibility of the committee will include any matters impacting or relating to LGBTIQ+ education, inclusion and advocacy and the employment, status and conditions of Union members who identify as part of the LGBTIQ+ community. One of the positions will also be dedicated to a TAFE position, where a person working in TAFE nominates.

### **10.3.4 Professional Issues Committee**

The Professional Issues Committee will comprise the chair and 15 additional members, one of whom will be a First Nations people where one nominates. The Professional Issues Committee's areas of responsibility include matters relating to curriculum, assessment, reporting, teacher registration, preservice teacher education, teacher induction and professional development.

### **10.3.5 Special Education Committee**

The Special Education Committee will comprise of the chair and 15 additional members, one of whom will be a First Nations people where one nominates. The areas of responsibility of the Special Education Committee include any matters relating to special education and the employment, status and conditions of Union members employed in special education.

### **10.3.6 State Accommodation Committee**

The committee shall consist of two members appointed by the Wide Bay Area Council and three members each appointed by the North Queensland (one from Leichhardt Branch), Far North Queensland (one from the Torres Strait Branch), South Queensland and Central Queensland Area Councils.

An Aboriginal and/or Torres Strait Islander State Council representative living and working in a QTU branch with teacher accommodation (from one of the five area councils represented on the committee) may nominate to be a member of the State Area Accommodation Committee.

Organisers for the above Area Council regions shall also be members of the committee. The General Secretary shall appoint one Officer to act as Secretary to the Committee. Executive shall appoint a Chairperson, who shall be a Senior Officer of the Union. Area Councils should give preference to candidates who are current tenants in departmental housing and members of State Council. It is expected that members elected to the Committee will be involved in the relevant local accommodation committee and area housing forum.

A member may appoint a proxy with full authority at any meeting of the Committee if they are unable to attend all or part of that meeting of the Committee. The term of office for the State Accommodation Committee shall be three years and coincide with the term of the Area Council.

The areas of responsibility of the State Accommodation Committee includes all matters relating to the standards, provision, rental of and policies concerning teacher accommodation.

### **10.3.7 Women Teachers and Girls' Education Committee**

The Women Teachers and Girls Education Committee will comprise of the chair and 15 additional members, one of whom will be a First Nations people where one nominates. The areas of responsibility of the Women Teachers and Girls Education Committee include all matters relating to the rights of women teachers and female students, including discrimination on the basis of sex, age, relationship, ethnicity or parental status. One of the positions will also be dedicated to a TAFE position, where a women working in TAFE nominates.

### **10.3.8 Working Conditions Committee**

The Working Conditions Committee will comprise of the chair and 15 additional members, elected from the schools sector (excluding TAFE), one of whom will be a First Nations person, where one nominates. The areas of responsibility of the Working Conditions Committee will include matters pertaining to the industrial conditions of members, workload issues, workplace consultation and other emerging issues that impact on members working conditions.

### **10.3.9 Workplace Health and Safety Committee**

The Work Health and Safety (WHS) Committee will comprise of the chair and 15 additional members, one of whom will be a First Nations person, where one nominates.

Where nominations are received from the relevant classifications or roles, representation on the WHSC will include at a minimum

1. 1 x special school leader
2. 1 x primary school leader
3. 1 x secondary school leader
4. 1 x P-10/P-12 school leader
5. 1 x Teaching Principal
6. 2 x elected school-based Health and Safety Representatives
7. 1 x secondary Head of Department
8. 1 x primary Head of Department Curriculum
9. 1 x practising teacher from high risk curriculum areas such as Industrial Technology and Design, Food Studies/Hospitality, Agriculture or Outdoor Education.

The areas of responsibility of the Work Health and Safety (WHS) Committee will focus on supporting members in relation to WHS and be underpinned by the Work Health and Safety Act (2011) Qld including:

1. growing a safety culture
2. safe systems of work including effective incident reporting systems and effective workplace consultation
3. WHS responses to occupational violence including effective responses to eliminating or effectively mitigating incidents of violence and aggression in Department of Education workplaces
4. consultation on the Queensland Department of Education's WHS policies and procedures and curriculum area risk assessment (CARA) resources
5. and other emerging issues that impact on members' physical and psychosocial safety.

#### **10.4 Sub-committees**

Conference, Council or Executive may create sub-committees with areas of responsibility, terms and conditions as it considers appropriate within the confines of QTU rules and policy.

### **11. Finance**

#### **11.1 QTU annual budget**

The QTU budget, endorsed by March Council, should be balanced, or provide for an operating surplus.

Any decisions by Council to increase expenditure on any line item in excess of the budget must state how the expenditure will be accommodated to provide for a balanced budget.

##### **11.1.1 Special reserves**

Each draft budget presented to March Council shall make provision for funds to be set aside for the following reserve funds:

- Conference Fund
- Campaign Reserve Fund
- Investment Reserve Fund
- Natural Disaster Fund.

##### **11.1.2 Conference fund**

The annual budget allocation to the Conference Fund shall be half the estimated additional cost of running the next biennial Conference and the next biennial Women's Conference. Conference or Council may make provision for other regular state-wide conferences from the Conference Fund.

Funds for running these Conferences shall be drawn from the Conference Fund.

##### **11.1.3 Campaign reserve fund**

The Campaign reserve will be maintained within the range of 10% to 20% of actual membership contributions each year for the purpose of conducting campaigns in support of the Union's objectives.

The budget will allocate a maximum contribution of 4.5% of actual membership dues each year to the Campaign reserve or the amount required to replenish the reserve to the 20% cap whichever is the lesser, to ensure it remains within, but not exceed the range of the reserve.

#### **11.1.4 Investment reserve fund**

The budget shall allocate one-half percent of membership income from the previous year to the Investment Reserve Fund.

#### **11.1.5 Natural disaster fund**

The budget shall allocate one-half percent of total income to the Natural Disaster Fund, until the fund reaches \$200,000 with interest accruing thereafter.

The Natural Disaster Fund has been established to provide some relief and assistance to members affected by natural disasters such as floods, bushfires or cyclones. The fund is available to assist members and relieve hardship and distress, but it is not a substitute for insurance cover and cannot make good all losses that a member suffers in a natural disaster.

People who have been involved in a natural disaster and are financial members of the Queensland Teachers' Union at the time of the disaster are entitled to draw on the fund.

Applicants to the fund should make a statement of loss countersigned by a local honorary Union official.

#### **11.1.6 G.A. Daughtrey Memorial Fund**

The QTU will maintain an art bequest to commemorate G A Daughtrey. At each Conference, the Trustees shall present an artwork to form part of the G A Daughtrey Art Bequest. Unless otherwise determined by Council, these works of art shall remain the property of the Queensland Teachers' Union. The Trustees are authorised to spend up to \$10,000 or such greater amount as Executive may approve for the purchase of the artwork. In making purchases, the Trustees shall seek such guidelines as they deem fit. Each work of art presented as part of the bequest shall have on or near it an identification that the presentation was made under the G A Daughtrey Art Bequest.

### **11.2 Expenditure**

The General Secretary is authorised to approve expenditure of up to \$50,000 of a capital or recurring nature.

Expenditure in excess of \$50,000 shall require the approval of Executive and/or Council.

### **11.3 Peace pledge/APHEDA/TRAPSA**

The QTU shall maintain a peace pledge, under which members may sign an authorisation to have \$1 from each Union expenses claim form paid into a peace pledge account. Executive is authorised to make donations to appropriate organisations from this account, on recommendation from the General Secretary or delegate.

Members may also sign an authorisation to have \$1 deducted from each Union expense claim and donated to APHEDA. The funds received during the year (other than those already forwarded) will be paid to APHEDA at the end of each year, and the amount donated reported to Executive.

Members may also sign an authorisation to have \$1 deducted from each Union expense claim to be donated to programs endorsed by TRAPSA. The funds received during the year will be paid to an

appropriate refugee and people seeking asylum program (as consistent with the TRAPSA terms of reference) subject to approval by Executive.

#### **11.4 Donations**

The QTU will establish the Queensland Teachers' Union Trust. This fund is to be established through the public trustee under the Queensland Community Foundation. Money paid to the trust will be held in perpetuity, with interest earned being distributed to charities as determined by Council or Executive from time to time.

- Executive may approve any donation of up to \$2,000 to organisations whose objectives are consistent with those of the QTU.
- Any donation in excess of \$2,000 shall be approved by Council.

#### **11.5 Delegate expenses**

##### **11.5.1 Principles**

The expenses to be paid to delegates attending Council, Area Councils and other approved meetings or courses are based on the use of the most direct and economical means of attendance. Where delegates, for personal reasons, use a different means, the expenses payable will be as for the most direct and economical method.

Allowances will be paid based on the period between the latest practicable time for leaving home/work and the earliest practicable time of return after the completion of Union business.

##### **11.5.2 Establishment of rates**

Except as provided below, the rates for accommodation and meal expenses and for kilometric allowances shall be those applying to teachers in the Queensland public service as varied from time to time. These rates shall take effect biannually on 1 January and 1 July.

##### **11.5.3 Accommodation**

The QTU shall attempt to negotiate favourable rates of accommodation at preferred venues which provide suitable accommodation. The preferred venue shall be of a minimum of three star accommodation. Where a preferred venue has been negotiated, members travelling on QTU business shall stay wherever possible at the preferred venue. The QTU shall pay accommodation costs and the member shall be entitled to claim expenses in accordance with section 9.6.4 and/or 9.6.5.

Where accommodation is available at a preferred venue and a member chooses to stay in paid accommodation elsewhere, the QTU shall reimburse accommodation costs at the preferred venue rate.

Members travelling on QTU business shall be informed of preferred venues for accommodation.

Where members are provided with complimentary accommodation by family or friends, the rate of reimbursement shall be one-half the preferred venue rate.

##### **11.5.4 Travel**

- Members should travel by the most economical means of transport, provided that it is suitable and convenient

- If members do not travel by the most economical means of transport, they will receive an allowance for the cost of transport equal to the amount incurred had they travelled by the most economical means
- If members travel by air, they will receive an allowance for transport costs equal to the actual airfare paid or the cost of an economy airfare, whichever is the lesser
- If members travel by car rather than by air, they will receive an allowance for the cost of an economy airfare
- Otherwise, where car is the most economical means of travel, kilometric allowance will be paid at public service rates to the owner/driver, in addition to allowances for accommodation and meals. Costs of parking will also be reimbursed
- The total of allowances paid to members for meals, cost of transport, etc. shall not exceed the amount that would have been incurred if they had used the most economical means of transport.

#### **11.5.5 Overnight accommodation while attending QTU Biennial Conference**

- QTU delegates who live more than 150km away by road, or if the road or climatic conditions make travel to the meeting by the most practicable direct route too hazardous or time consuming, they will receive (if necessary) the cost of overnight accommodation for the evening prior to the Biennial Conference and the evening of the conclusion of Biennial Conference. The General Secretary would determine the road or climatic conditions of each situation on a case by case basis.
- Delegates who live more than 75 km but less than 150 km by road from the Conference by the most practicable direct route will receive (if necessary) the cost of overnight accommodation for Monday and Tuesday nights only
- Delegates who live less than 75 km by road from the Conference by the most practicable direct route will receive no allowance for overnight accommodation. They may, however, claim meals and travelling allowance
- If delegates choose to commute daily to the Conference (rather than accepting overnight accommodation) the maximum sum payable for meals, mileage/fares, etc. shall not exceed the daily allowances
- Where Conference is held on days other than those above, the Audit Committee will adjust the allowances accordingly.

#### **11.5.6 Overnight accommodation - other meetings**

- If QTU delegates to other meetings, including State Council and Area Councils, live more than 150km away by road, or if the road or climatic conditions make travel to the meeting by the most practicable direct route too hazardous or time consuming, they will receive (if necessary) the cost of overnight accommodation for the evening prior to the meeting and the evening of the meeting. The General Secretary would determine the road or climatic conditions of each situation on a case by case basis
- QTU delegates who live more than 75km but less than 150km away by road from the meeting by the most practicable direct route will receive (if necessary) the cost of overnight accommodation for either the evening on which the meeting is held or for the night prior to the meeting

- Delegates who live less than 75km away by road from the meeting by the most practicable direct route will not receive an overnight accommodation allowance. They may, however, claim meals and travelling allowance
- Where a member's necessary expenses exceed the allowance outlined (sections 9.6.1, 9.6.2, 9.6.3 above), they will be refunded the difference once they have submitted the relevant receipts.

### **11.5.7 Interstate travel**

Delegates attending interstate meetings (e.g. AEU Conference) may be paid at AEU rates in lieu of the above, particularly if they are funded by the AEU.

### **11.5.8 International travel**

Members travelling overseas will receive an allowance in accordance with the taxation ruling "Income tax: reasonable allowances amounts for the (appropriate) income year". This ruling uses the rate set for members of the Australian Public Service (APS). The QTU will use the rate applicable to officers and employees (of the APS) whose salary is at the lowest applicable level (\$78,750 per annum as at 04/05).

### **11.5.9 Interpretation**

The Audit Committee has the power to interpret these regulations, or to decide matters not provided for in them. However, such decisions will be ratified by the Council at its next meeting. Once ratified, decisions of the Audit Committee become general rulings.

## **12. Childcare**

### **12.1 Childcare at QTU meetings**

Childcare or the reimbursement of reasonable childcare expenses, will be provided to financial members for attendance at Council meetings, Conference, Executive, Branch and Area Council meetings, Committees and Union seminars.

The QTU offers the member a choice of payment for childcare.

- The QTU pays the childcare provider, after the completion of an appropriate form, following the member's attendance at the designated meeting
- The member pays the childcare provider, completes an appropriate expenses claim form and is then reimbursed by the QTU, as long as taxation or other regulations do not financially disadvantage the member.

The operation of childcare within this policy is in accordance with guidelines approved from time to time by Council.

Branches are encouraged to organise childcare for meetings and seminars, ensuring that they end at the scheduled time.

Branches are encouraged to meet at child-friendly venues.

Branches are encouraged to contact the QTU for further advice regarding the recommended number of child carers, should alternate arrangements exist.

### **12.1.1 Residential courses**

Venues which have childcare facilities or have them close by should be selected. Payment will be made according to the rate prescribed for that centre.

Additional after hours care is to be provided where necessary by one or more local care givers. Payment is to be at the prescribed rate direct to the caregiver or convention centre.

Home-based childcare is to be provided at casual rates, within the limits prescribed.

Reasonable accommodation and meals expenses for children accompanying delegates are to be met by the Union.

### **12.1.2 Overseas/interstate conferences**

Childcare costs incurred by delegates who attend overseas or interstate conferences may be reimbursed on a case by case basis, as decided by Executive.

### **12.1.3 Accompanying children**

Members who choose to have their child accompany them to QTU forums or who represent the QTU at other forums, are entitled to claim the cost of childcare they would have incurred had they had the child minded at home, but only if the cost of the children's travel and childcare exceeds the amount claimed.

## **12.2 Childcare guidelines**

### **12.2.1 Childcare arrangements**

Childcare can be arranged in three ways:

- centre-based care, within easy reach of the QTU or other Union designated venue or on-site. The QTU will pay the centre directly, where possible at the prescribed rate for that centre
- home-based care, arranged by the parent and paid at rates agreed with the caregiver by the QTU
- group childcare, at meetings conducted at Branch level.

### **12.2.2 Reimbursement of childcare costs**

The reimbursement of childcare costs is subject to the following conditions.

for centre-based and home-based care, a childcare reimbursement claim form must be completed and signed by both the member and the childcare provider

costs for daily and overnight childcare will be reimbursed for children up to and including the age of 15, or for any dependent who has a physical, intellectual or social impairment and requires an adult carer

for children of ages 16 and 17 years, the overnight rate will only be paid where a delegate is required to stay outside their centre overnight to attend a QTU meeting, or where their attendance is required at a residential course within their centre

childcare costs will not be paid to a member of the immediate family, i.e. spouse, defacto or other child or other relative living in the same house, or other parent/carer except when they have had to forego other paid employment to provide the care

delegates attending Union functions will be reimbursed for childcare if the spouse, partner or other parent/carer who would normally look after the child or children cannot reasonably do so

members must give the QTU adequate notice of their childcare requirements

when group childcare is provided at the branch venue, either a Branch Executive member or an Officer may sign the claim form, together with the childcare provider.

### **12.2.3 Prescribed payment**

The maximum childcare costs to be reimbursed are determined in accordance with the following:

Hourly rate :	X
Daily rate :	X x 8 hours

Where X = the casual hourly rate for an unqualified assistant children's services worker (year 1), as set out in the Children Services Award – State 2012.

The overnight rate equals 50 per cent of the maximum daily rate, payable when a child remains in care the entire night.

Where childcare is provided for several children at meetings conducted at Branch level, it will be reimbursed at double the hourly rate.

Cheques for payment of childcare will be made payable to the childcare provider. Taxation deductions will not be made and an annual group certificate of earnings not issued.

### **12.3 Other carer arrangements**

The QTU recognises the complexities of modern families and caring responsibilities and at times these can be a barrier to union engagement, participation and involvement.

The QTU seeks to support the participation of all members by the reimbursement of reasonably incurred costs or contributions towards associated costs with the absence and required care. Each claim will be considered by the General Secretary on its individual merits.

## **13. Affiliations**

The Queensland Teachers' Union shall affiliate with the following organisations:

- The Australian Education Union (AEU)
- Queensland Council of Unions (QCU)
- The Australian Council of Trade Unions (via the AEU)
- The Rally for Peace and Nuclear Disarmament Co-ordinating Committee
- The Australian Anti-Bases Campaign Coalition
- People for Nuclear Disarmament
- The Queensland Development Education Committee
- East Timor Relief Association
- Amnesty International
- Australian Republican Movement
- Greenpeace
- Australian Fabian Society

- Friends of the ABC
- Queensland Council of Social Services
- Australia Palestine Action Network.

Conference approves the affiliation of the QTU with any other union, body or association sharing the same or similar objectives, provided that it is approved by Council on the recommendation of the relevant standing committee or Executive.

## **14. Legal assistance and issues**

### **14.1 Introduction**

One of the objectives of the QTU is the protection of the legal rights of its members. This protection is provided through our legal assistance scheme, in accordance with the Union's constitution and rules, and procedures endorsed by Council and Conference.

In order to protect the legal rights of its members, the Union offers three forms of legal assistance.

#### **14.1.1 Free legal service**

Free legal assistance may be provided to members in both civil and criminal matters arising directly from their employment.

In cases where legal assistance is provided to a member charged with an offence to be dealt with by committal proceedings, the Union will initially provide legal assistance with costs for those committal proceedings only. Further legal assistance may be provided, depending on the facts of each case and the advice of the Union's solicitors.

In cases where a member seeks damages from a third party (other than Workers' Compensation), the Union may provide legal assistance on the condition that the member signs an irrevocable authority to repay the Union's legal costs from any money received in damages awarded as a result of the legal action.

The Union will not grant free legal assistance in the following situations:

- where a member is in dispute with another member
- a motor vehicle claim where a member could reasonably be expected to be insured
- a personal liability claim where a member could reasonably be expected to be insured
- family law matters, except where a member requests legal advice after being called as a witness in a custody case in their capacity as a teacher.

In cases where a QTU member, acting in their capacity as a parent, abuses a teacher, a Union Officer may initially write a warning letter to the parent. If a further incident of abuse by the parent occurs, full legal assistance may be granted to the teacher.

Union Representatives may receive legal assistance for matters associated with the carrying out of their duties under the Union's constitution and rules, if the performance of those duties involves the Union Representative in a dispute with other QTU members.

#### **14.1.2 Subsidised legal service**

Subsidised legal assistance may be provided to members in matters not arising directly from their employment but which could have a bearing on it.

The assistance provided by the Union is limited to 30 per cent of costs and outlays, unless otherwise determined by Executive.

The restrictions which apply to the Union's free legal service also apply to the subsidised legal service.

### **14.1.3 Extended legal service**

Extended legal assistance is provided to members for matters which do not fall within the two categories above. It will not generally be provided if one member is in dispute with another, except in instances of workplace bullying.

The terms of the Union's extended legal service are as follows:

- the member will be provided with one free consultation, of up to one half-hour, with the Union's lawyers in Brisbane or their agents in the country
- should the member decide to proceed further after the initial consultation, the Union's lawyers will bill the member for any work arising from the consultation, at the rate of 75 per cent of the lawyers' normal fee in personal matters and 90 per cent in commercial matters
- there will be no limit on the number of times a member may be referred to the Union's lawyers in any year, provided that each referral is for a different matter.

Where two members are involved in divorce proceedings or other family law matters, the restriction on assistance where one member is in dispute with another member will not apply, provided that the Union's solicitors can arrange suitable representation for each party in accordance with the practices and ethics of the legal profession.

### **14.1.4 Legal assistance while working in the private sector**

Legal assistance will be provided to Queensland Teachers Union financial members whilst performing supply teaching days in the private sector. Likewise, a reciprocal arrangement shall apply to those financial members of Queensland Independent Education Union if they are engaged at a government school in a supply teaching capacity only.

This arrangement applies to those teachers working supply days only. If a teacher is engaged in a contract or permanent capacity in either sector, they must be a financial member of the relevant teacher union (QTU or QIEU) in order to access legal assistance.

## **14.2 Applications for legal assistance**

Any request for legal assistance (other than extended legal assistance) must be in writing to the General Secretary and should include a full statement of the case. In urgent cases, a request may be approved by the General Secretary or another authorised officer on telephone advice, provided that the written request with a full statement is forwarded immediately.

A member should not engage their own solicitor and then ask the Union to meet the cost. The Union will arrange for legal representation, including in centres outside Brisbane where necessary.

A member requesting legal assistance must have been financial at the date on which the particular incident occurred. A person who was not a financial member at the time of the incident may receive legal assistance for an incident which occurred within 60 days of the date on which the member became eligible for membership of the Union, provided the person was a financial member at the time of application for legal assistance and joined the Union within 60 days of the date on which they became eligible for membership.

Legal assistance may be granted to a person who has ceased to be eligible for membership of the Union if:

- it is in relation to an on-going matter for which legal assistance had been granted while the person was a member of the QTU
- it is in relation to incidents which occurred during the person's membership of the QTU (including those giving rise to Workers' Compensation claims or personal injury actions)
- the on-going membership record of the individual will be considered in such cases.

### **14.3 Legal assistance for associate members**

Legal assistance will only be granted to associate members for issues related directly to their teaching i.e. issues which arise during periods of teaching practicum.

Assistance will not be granted for member versus member situations.

In applying for legal assistance, associate members will be subject to the same conditions currently applicable to other members of the Union.

## **15. Legal issues**

### **15.1 Legal liability**

The QTU supports the provision of no guilt compensation for school students who suffer bodily injury as a result of their attendance at school. The QTU calls on the Director-General of Education to provide an insurance cover for all students in state schools.

### **15.2 Natural justice/departmental inquiries**

The QTU believes that in all investigations of teachers, and all disciplinary action against teachers, the employer and the Queensland College of Teachers should observe the rules of natural justice.

This should include adequate notice to teachers being investigated, access to Union representation, access to the full details of complaints and the information collected by investigators, impartial investigation and the opportunity to respond. The policies and procedures for departmental investigations should be agreed by the QTU and the department or college.

Wherever possible, the QTU believes that complaints should be resolved at a local level without recourse to time-consuming and disruptive formal investigations. The Department of Education, Training and Employment should reach agreement with the Union on a process of informal complaint resolution.

The QTU recognises that parents have a right of legitimate complaint. However, legislation and investigative procedures should protect teachers from frivolous or vexatious complaints.

The department should enforce the regulations concerning wilful disturbances of schools and should support principals in imposing limits on the entry of disruptive parents to schools.

### **15.3 Suspensions**

The QTU believes in the presumption of innocence.

The QTU strongly supports the provision that teachers accused of a serious offence be suspended on full pay until such time as their guilt or innocence is determined. This provision was included in legislation as a result of a QTU campaign.

Further, the QTU calls upon the employer to relocate teachers accused of an offence to other duties on full pay, until such time as guilt or innocence is determined. If the nature of the offence makes such a relocation impossible, the teacher should be suspended on full pay while awaiting the determination of guilt or innocence.

#### **15.4 Workers' compensation**

The QTU calls upon the state government to make the following amendments:

- that psychological injuries should be treated the same as physical injuries, in that the test should be "a significant contributing factor". The exemption for "reasonable management action" should be removed
- that a claim be deemed accepted and payment commenced until the claim is disallowed. This will ensure that claims are promptly assessed. Any payment prior to a claim being rejected must be non-recoverable
- that there needs to be stricter guidelines and requirements for rehabilitation policies to be beneficial to injured workers and not an "exit strategy".

The QTU opposes any move by the federal government to centralise workers' compensation under a federal system. The QTU would see this process as "a race to the bottom" in terms of workers' entitlements.

#### **15.5 Recovery of costs**

The QTU strongly supports a comprehensive policy of Crown acceptance of legal liability for the actions of Crown employees, including teachers.

The QTU believes that the employer should take a greater role in defending the legal rights of its employees when acting in their official capacities.

This is particularly the case when teachers are abused, assaulted, defamed or falsely accused in the course of their employment.

The QTU calls upon the employer to reimburse costs to the QTU when the Union is required to defend the legal rights of teachers in such circumstances.

#### **15.6 Court appearances**

Whenever a teacher is summoned to attend a court as a witness (i.e. in the role of a person fulfilling their public duty), the employer should grant leave with pay.

#### **15.7 Freedom of information**

The QTU supports freedom of information (FOI) access to government documents.

In the light of the use of FOI procedures to intimidate and harass teachers, however, the QTU opposes FOI access to the personal files of teachers, and opposes access to any student performance data which might be used to compile league tables of schools.

## **16. QTU officer involvement in award and public service grievance and appeal procedures**

### **16.1 Member vs. member**

This category includes most interpersonal grievances, and subsequent fair treatment appeals where pursued, and most promotion (appointment) appeals. Because two Union members are in conflict, Union Representatives and Officers cannot generally represent or advocate for one party.

In member vs member situations, Union Representatives and Union officers should first attempt to resolve the issue equitably, without resorting to formal procedures.

Where a formal grievance is lodged, the Union officer may advise either or both parties on process and procedural matters while remaining neutral. This may include advice on the preparation of documents, attendance at hearings as an observer where permitted and consultation during adjournments.

In complex matters between a teacher member and a principal member, appropriate QTU support may be provided to each party by separate QTU officers at the discretion of the General Secretary.

Exceptions to the neutrality of the Union officer:

- where the department provides advice or advocacy to one party, the appropriate Union Officer will - upon request - provide an equivalent level of advice or advocacy to the other party
- in the event that the grievance has emerged from a clear breach of an award or Union-department agreement, the Union will support the aggrieved party
- where one party is a QTU Union Representative or other honorary official, and the grievance relates to the performance of their duties or the rights and entitlements of the Union Representative
- in exceptional circumstances, the General Secretary may decide that a member should receive support otherwise than as specified above.

### **16.2 Member vs. department**

This category involves grievances and appeals against decisions of regional office or central office personnel, even when the agent for implementing the decision may be a Union member (e.g. principal). Therefore, all discipline appeals fall into this category, as do grievances and fair treatment appeals arising from some transfer and leave decisions.

In these grievance and appeal processes, the appropriate Union Officer may provide support to the aggrieved member, to a level the officer considers appropriate in the circumstances. The same support may be provided in disputes with non-members or unfinancial members.

### **16.3 Termination of assistance**

Assistance for an individual may be terminated, with the approval of the General Secretary, if the member fails to follow Union advice or their case has insufficient prospect of success to justify the use of further Union resources.

## **17. Union elections**

### **17.1 Presidential/Vice-President (full-time)/Vice-President (honorary) elections**

Each candidate shall be given access to a maximum of one full page in each of the Queensland Teachers' Journals (up to a maximum of three) printed between the close of nominations and the close of the ballot.

Each candidate shall be given access to a maximum of one full page in a special Presidential election edition of the journal, produced as a link to an e-journal which is emailed out to all eligible members the day before the opening of the ballot. Such materials shall include a notice that the information supplied is the opinion of the author.

### **17.2 Membership lists**

Candidates or prospective candidates in an election for a Union position may request a list of names, postal addresses and other relevant information of members (or sub-groups) in the electorate. The request must be made to the General Secretary in writing.

The information may be provided in paper form, as a set of labels or in an electronic form. The cost of producing the information will be met by the candidate.

The membership information must only be used for the election for which it is provided. The candidate must provide a written commitment to that effect.

A prospective candidate (who has provided a statutory declaration of their candidacy) may obtain the information up to five months prior to the close of nominations for QTU presidential elections, or two months in the case of other elections.

The information provided by the QTU to those seeking election to a QTU position is only to be used for the purposes of written or telecommunications to members only.

### **17.3 Election material**

All election material, being any publication (whether in hard copy or distributed by email, social media or other electronic means) which is able to, or intends to affect, the result of an election or influence a member in relation to their vote, shall include the name of the person or people responsible for printing and publishing it.

Breach of this policy amounts to an improper act under the rules, which may result in disciplinary consequences as determined by the QTU Constitution and Rules.

### **17.4 Multiple vacancy elections**

Until such time as a rule change is carried and registered, the method of counting votes in multiple vacancy elections shall be as determined by Council in May 1987 and endorsed by the Queensland Industrial Relations Commission in its decision of 3 July 1996.

### **17.5 Tagged First Nations positions**

Unless already provided, nominees for tagged Indigenous positions elected by State Council will be required to submit, along with their nomination, a declaration of their Indigenous status, and may be required to submit supporting documentation in line with that approved and used by peak Indigenous councils. The Council will be informed of any views of Gandu Jarjum concerning the candidates.

## **18. Australian Education Union**

### **18.1 AEU elections**

#### **18.1.1 General**

The QTU recognises that all members of the AEU are eligible to nominate for positions within the AEU, subject to the rules of the AEU.

The QTU seeks to have the office-holders of the AEU(Q) Branch reflect those of the QTU.

In the event of a ballot for any AEU(Q) Branch position, the QTU will determine which candidates are to be endorsed and supported by the QTU.

#### **18.1.2 AEU (Q) Branch positions**

The candidates to be endorsed and supported by the QTU for election to the position of Branch President, Branch Deputy President, Branch Secretary and Branch Deputy Secretary (Member Services) are the QTU President, Vice-President (full time), General Secretary and Deputy General Secretary (Member Services) respectively.

The candidates to be endorsed and supported by the QTU for election to the AEU(Q) Branch Executive shall be the QTU Senior Officers and eligible members of the QTU Executive, in order of preference determined by the order of election to QTU Executive.

In the event of a casual vacancy, the candidate to be endorsed and supported will be the next eligible member of QTU Executive, determined by the order of election to the QTU Executive.

The candidates to be endorsed and supported by the QTU for election to the AEU(Q) Branch Council will be the Senior Officers of the QTU, the other members of the QTU Executive and necessary additional members elected from and by the QTU Council.

In the event of a casual vacancy, the candidate to be endorsed and supported will in order be any Senior Officer, then a QTU Executive member who is not a member of the Branch Council, followed by the last eliminated from the election of the QTU Council.

#### **18.1.3 AEU Federal Conference**

The candidates to be endorsed and supported by the QTU to the AEU(Q) Branch Delegation to Federal Conference shall be the QTU members endorsed for the position of AEU(Q) delegate to the AEU Federal Executive, plus additional members according to the AEU(Q) delegate entitlement to the AEU Federal Conference, elected biennially by QTU Council.

The candidate to be endorsed and supported by the QTU for election as the AEU(Q) Aboriginal and Torres Strait Islander Delegate to Federal Conference shall be elected biennially by QTU Council. The candidate shall be a First Nations member.

The candidate to be endorsed as AEU(Q) TAFE Division delegate(s) to AEU Federal Conference shall be elected biennially by TAFE Council.

#### **18.1.4 AEU Federal Executive**

The candidate(s) to be endorsed and supported by the QTU for election as the AEU(Q) Representative(s) on the Federal Executive shall be the President then the Vice-President (Full-Time) and then the General Secretary and/or Vice-President (Honorary). Where the AEU(Q) has additional representatives, the candidates(s) to be endorsed shall be elected by QTU Council.

### **18.1.5 AEU National TAFE Council AGM/Federal TAFE Council Executive**

The candidates to be endorsed as the AEU(Q) delegates to the AEU National TAFE Council and Federal TAFE Council Executive shall be elected biennially by TAFE Council. The election shall coincide with the election of candidates for the AEU(Q) Federal Conference delegation by State Council.

### **18.1.6 ACTU Triennial Congress**

The candidates to be endorsed and supported by the QTU shall be the President, General Secretary plus additional delegates elected by QTU Council, no more than half of whom may be Administrative Officers of the QTU.

### **18.1.7 AEU Women's Conference**

The QTU delegation to the AEU Women's Conference shall be one of the President/Vice-Presidents if female, the Women's Co-ordinator and sufficient delegates elected by Council to bring the delegation total to six, and shall include at least one First Nations member, where at least one such nomination is received.

### **18.1.8 AEU Aboriginal and Torres Strait Islander education committees**

The candidates to be endorsed and supported by the QTU for election to the AEU Aboriginal and Torres Strait Islander Education Committee and the AEU TAFE Division Aboriginal and Torres Strait Islander Education Committee shall be elected biennially by QTU Council and shall be First Nations member/s. The election shall coincide with the election of candidates for the AEU(Q) Federal Conference delegation.

### **18.1.9 Other AEU national committees**

The candidates to be endorsed and supported by the QTU to other national committees provided for by the AEU rules (e.g. Principals, Early Childhood) shall be elected biennially by the QTU Council. Where appropriate, the election will coincide with the election of candidates for the AEU(Q) Federal Conference delegation.

## **18.2 Vacancies**

Where a vacancy occurs in a multiple representative delegation elected by Council or Conference, the vacancy shall be filled by the unsuccessful candidate who received the next highest number of votes in the election at Council or Conference.

Where there is no such candidate and time allows, a normal election process for endorsement by QTU Council will occur. Where there is no such candidate and time does not allow for an election, QTU Executive will endorse a candidate.

Where the number of positions in a multiple representative delegation is reduced, the successful candidate last elected in the Council or Conference election shall resign their position.

## **19. QTU representatives on outside committees and advisory boards**

A QTU representative on an outside body will represent the QTU and advocate QTU policy and provide information and recommendations to the Union as appropriate.

### **19.1 Nomination and election**

Nominations shall be called in the Queensland Teachers Journal. Nominees shall be required to give a commitment to follow Union policy and directives and to resign from the position if they cease to be a financial member of the QTU or are requested to resign by a decision of State Council.

Representatives on state bodies will be elected by Council, on regional bodies by the appropriate Area Council and for other positions by Executive. Interim representation may be approved by Senior Officers or Executive.

### **19.2 Eligibility**

Representatives on outside bodies must be financial members of the QTU and be able to attend meetings without undue cost to the QTU.

### **19.3 Reporting**

Representatives are expected to report at least annually to the electing body.

### **19.4 QCU Triennial Congress**

QTU delegates at the QCU Triennial Congress shall be the Senior officers, members of Executive and sufficient other members to be elected or endorsed by Council from time to time to complete the congress delegation.

### **19.5 QTU nominees on the Promotion Selection Panel**

The process for appointment as a Promotion Selection panellist will include consideration of the following criteria. Nominees must exhibit:

- support for QTU member working conditions and directives
- involvement in QTU activities e.g., Legal seminars, QTEC training days
- involvement in QTU Structures e.g., Education Leaders Committee member
- previous completion of QTU promotion panel training or a commitment to undertake QTU promotion panel training
- continuity in their QTU membership
- Hold a promotional position.

Executive will endorse the nomination prior to being provided to State Council for consideration.

From time to time it is necessary to remove a QTU member as a QTU promotion panel nominee. The removal of a member from this position would be subject to a decision made by Executive, following advice from the relevant Organiser and other relevant Officers.

### **19.6 QTU nominees to Anna Stewart Memorial Project**

The QTU will support up to two (2) women activists to participate in the annual Anna Stewart Memorial Project (ASMP) run by Queensland Unions. At least one of these activists will be from a rural, remote or regional centre should they nominate.

#### **19.6.1. Eligibility**

Nominees for the project must:

- Identify as a woman

- Hold a delegate's role including but not limited to: union representative, branch delegate, area council delegate, state council delegate, committee member
- Engage in union activities
- Have Involvement in QTU campaigns at a school, branch, regional or state level
- Demonstrate leadership
- Possess appropriate skills as an activist to a high level e.g. communication, interpersonal, organizational
- Have not participated in previous ASMP's for the QTU or other Unions within Australia

## **20. Elections for representatives to other organisations**

Where the QTU endorses candidates for election to other organisations, the Union will use its resources to support the election of the endorsed candidates, if a ballot is necessary.

## **21. Members holding Union positions who do not follow directives**

### **21.1 Principles**

As a democratic organisation, the QTU expects Union members, especially those holding Union positions, to abide by democratic decisions and to follow Union directives. It is imperative for the success of the Union that its representatives are prepared to present and argue the policy and positions determined by the Union and to follow Union directives.

### **21.2 Identification of members**

The Union will investigate complaints from members against other members who hold Union positions concerning their failure to follow Union directives.

Members accused of not following Union directives shall be advised of the allegations in writing and shall be given the opportunity to respond in writing.

Information concerning the allegations and any response made by the member shall be provided to the QTU Executive.

### **21.3 Union offices**

"Union offices" will mean positions created by the rules.

Where the Executive believes that a member who holds a Union office has failed to follow a Union directive, without good reason or excuse, members in the appropriate electorate will be informed so that consideration can be given to their removal from office.

Where the Executive believes that a member who is a candidate for a Union office has failed to follow a Union directive, this information shall be provided to electors to consider in casting their ballot.

The State Council may declare vacant the position of a Union Representative who has failed to follow a Union directive.

The member shall be informed in writing of the Executive decision.

### **21.4 Representatives on committees or panels**

Where the Executive believes that a member who represents the QTU on a committee or panel has failed to follow a Union directive, without good reason or excuse, the nomination of the Union will be cancelled. The member will be informed in writing of the Executive decision.

Any further nomination by the member to represent the QTU shall be refused. This exclusion shall continue until such time as the member satisfies Executive that they are prepared to follow Union directives.

## **22. Recognition of QTU activists**

### **22.1 Awards Committee**

The Awards Committee will make recommendations to Council or Executive (as appropriate) on nomination of members or former members for Australian honours, life membership and other QTU awards.

### **22.2 Australian honours**

The Union may nominate members and retired members for Australian honours in recognition of distinguished service to the Union and/or education. Executive may make a nomination based on a confidential recommendation from the Awards Committee. Any member or part of Union structure may make a confidential suggestion of a suitable member.

To be eligible for nomination by the QTU for an Australian honour, a member or retired member will:

- have been a financial member of the QTU throughout their teaching career
- have complied with Union directives during their membership
- have made an outstanding contribution to the Union and/or education.

### **22.3 Life membership**

Life membership is conferred to members for long and outstanding service to the Union, following their resignation/retirement from the teaching service.

People who throughout their teaching careers have served as an example to others by the manner in which they have loyally supported the QTU and its policies and who have been continuously active in promoting its interests, are eligible for nomination as life members of the Union, provided that, the resigned/retired member will:

- have been a financial member of the QTU throughout their teaching career
- have complied with Union directives during their membership.

In particular, life memberships are awarded to members who have served the Union through sustained campaigning efforts at the local level and their clear Union commitment through involvement in accepting positions at a higher level (e.g. State Council). When considering nominations, the committee will review how breaks in service, family and caring responsibilities may impact on capacity to hold office, and take a broad view of what activism and commitment to the union looks like.

Some examples of this would be:

- people who have consistently attended Branch, Area Councils or committee meetings throughout their teaching careers, who have always been willing to accept office and responsibility within their Branch and who have committed to sustained campaigning at the local level over an extended period of time
- people who have served at least three terms on Executive or Council, during which time they have consistently and loyally served the Union and promoted the welfare of its members

- people who have served at least three four year terms as an officer of the QTU and who have been active in promoting the interests of the Union and in servicing the needs of members
- people who have held the office of President or Vice-President of the QTU and who have displayed strong, positive leadership of the organisation, as well as care and concern for the needs of its members
- maximised opportunities for involvement by taking opportunities presented to them (e.g. proxies, other delegations, activist based activities such as MP delegations, phone banking, other campaign activities).

A posthumous life membership award, the Posthumous Award for Outstanding Service to the Queensland Teachers' Union, may also be conferred, following the death of a member who has given long and outstanding service to the Union. Examples of such service would be in the same terms as detailed above.

Nominations for life membership, whether from a Branch, Area Council, Executive or from the floor of Council, must be accompanied by a completed nomination form and supporting documentation addressing at least the following:

- local knowledge of the background and involvement of the nominee with the QTU, with particular reference to positions at a higher level
- commitment of the nominee to the QTU, its work and its policies with examples of their exceptional work on and/or leadership of, specific QTU campaigns
- how the nominee's longstanding commitment has inspired those around them.

#### **22.4 QTU Service Award**

The QTU Service Award is presented to QTU members who have made a significant contribution to the QTU during their Union membership, including as a Union Representative, Branch Officer, committee member or QTU activist, or Union Officer. The level of involvement in, and commitment to the Union would not warrant life membership but certainly requires recognition by the QTU.

To be eligible for the QTU Service Award, a member will:

- have been a financial member of the Union throughout their QTU membership
- have complied with Union directives during their QTU membership
- have made a contribution to the QTU through their involvement in the school/workplace, Branch, Area Council, QTU Committee, QTU Executive or QTU Council.

Nominations will be called once every year. The Awards Committee will recommend suitable recipients to Council

#### **22.5 QTU Membership Awards**

A certificate acknowledging the length of membership will be sent to members on completion of 25 years and 35 years of QTU membership (which need not be continuous). The awards will be distributed once each year.

## **23. Appointment of officers**

### **23.1 General policy**

Eligibility for appointment as Administrative Officers will be open to all. If two applicants are otherwise considered equal, preference will be given to former or current financial members of the QTU or the AEU. Job advertisements for Administrative Officers shall specify that a condition of employment is to join the Queensland Teachers' Union (if that is not already the case) or another appropriate registered industrial union.

### **23.2 Council procedure**

During the discussion of the Appointments Committee report, only members of the QTU, QTU staff, and short listed applicants who are not members of the QTU are permitted to be present at Council.

### **23.3 Criteria for appointment of Administrative Officers**

- Demonstrated commitment to trade unionism and commitment to public education
- Demonstrated capacity to analyse developments in education, the teaching profession, industrial relations and unions, and to formulate options and recommendations in response
- Demonstrated capacity to organise and structure successful campaigns involving members
- Demonstrated effective oral and written communication skills and negotiation skills
- Demonstrated capacity to work independently, and to work as part of and contribute to a multi-disciplinary team
- Tertiary qualifications appropriate to education and/or industrial relations
- Potential for further development
- The suitability of an applicant will be assessed against the criteria having regard to the specific duties and responsibilities of the position.

### **23.4 Period of Probation**

Appointment to the position of Administrative Officers will be subject to a period of probation of up to six months in duration. This section will apply to all administrative officers employed by QTU after November 2023.

The General Secretary will be required to provide a probationary report to Executive one month prior to the State Council meeting to be held in the last three months of the probationary period.

Following consideration of this report and the recommendation of the General Secretary, Executive will recommend to Council whether to continue the employment of the administrative officer.

In the case where Executive recommends that the term of appointment for an administrative officer not be renewed cease following the probationary period, the officer will have the right to address Council regarding this matter.

The period of probation may be waived, and a permanent appointment be made if an Administrative Officer has completed at least six months satisfactory service as an acting administrative officer in the two-year period immediately prior to their appointment to the position.

## **23.5 Management of Complaints and Performance of Administrative Officers**

Where members, Executive or the relevant Deputy General Secretary express concern regarding the performance or conduct of an administrative officer these will be subject to an investigation by the General Secretary. Following the investigation, the General Secretary will provide a report and recommendations to Executive.

Should Executive recommend a performance management process be undertaken, the General Secretary will report to Executive at the conclusion of this process.

The relevant officer will have the opportunity to access a relevant support person and address Executive prior to any determination being made.

## **24. Transfer of officers**

When a vacancy in an Administrative Officers position occurs, the General Secretary should first call for expressions of interest from current officers.

Officers who indicate that they wish to transfer to the vacant position should submit a full written application based on the selection criteria for the position and the specific duties and responsibilities of the position. The application may also include details of personal circumstances/reasons why the officer wants a transfer.

The application will be considered by the General Secretary, who will consult with other Senior Officers prior to making a recommendation on the transfer to Executive. The final decision will be made by Executive.

A report on transfers of officers will be provided to the subsequent Council meeting.

## **25. Appointment of Acting Administrative Officers**

### **25.1 Expressions of interest**

Expressions of interest will be sought annually from members who are interested in acting as a Union officer through an advertisement in the Queensland Teachers' Journal.

The expressions of interest process will also be advertised and promoted through the Women's Coordinator to ensure that a significant number of women members express interest in acting officer positions.

Expressions of interest should include no more than a 2-page CV and a 2-page suitability statement. EOIs should also specify the relevant administrative officer positions to which it applies.

Senior Officers will decide who should fill each acting officer position and report this to Executive. When Senior Officers are unable to reach a decision, then Executive should make the determination.

### **25.2 Selection process**

Senior Officers will decide who should fill each acting officer position and report this to Executive.

When Senior Officers are unable to reach a decision, then Executive should make the determination.

### **25.3 Selection criteria**

The overall object of the selection process will be to select members who can best undertake the duties involved, keeping in mind the need for the acting officer to adapt quickly to the role.

The following factors will be considered in making the decision:

- The knowledge and skill of interested members (in relation to the selection criteria established for the position)
- The degree of involvement of these members at the highest levels in the QTU, (i.e. Executive, Council, Area Council and Branch)
- The QTU should aim to ensure at least 50 per cent of acting Administrative Officer vacancies are filled by women
- Minimising any additional cost to the Union
- Due consideration of any other relevant Union policy including the QTU's Reconciliation Plan

## **26. QTEC (Queensland Teachers' Education Centre)**

The Queensland Teachers' Education Centre (QTEC) is responsible for the coordination, planning and delivery of the Union's education and training program for QTU members.

The Union offers a range of courses, seminars and conferences to Union Representatives and activists, to support them in their roles and to assist them to become more knowledgeable, active and effective representatives of the QTU in the workplace.

Courses, seminars and conferences are conducted for workplace Union Representatives, Branch officials, educational administrators, new teachers and activists.

Towards the end of each year, Union Officers and the QTEC Coordinator will establish a QTEC education and training program for the following year. This program will be published in the Queensland Teachers' Journal and on the QTU website at the beginning of each semester.

In general, the minimum number of participants required to conduct QTEC one or two day courses and conferences is 15 in the Metropolitan region and 10 in other regions. Courses with fewer numbers than those listed may be run at the discretion of the General Secretary. In general, the maximum number of participants is 35, with the exception of afternoon seminars, where the number of participants will vary to a greater or lesser number.

Attendance at QTEC events is limited to financial members of the Union only.

### **26.1 Afternoon and evening seminars (2-3 hours)**

QTEC will also support and provide funds for afternoon and evening seminars, including those conducted by Branches. QTEC establishes guidelines for the conduct of seminars, which are reviewed on a regular basis. The seminars conducted will include some directed at specific groups of members or on specific issues:

- Union Representatives update
- Legal issues
- Women's forum
- New teachers
- Branch dinner/seminar
- Superannuation
- Other seminars targeted at specific interest groups.

## **27. QuEST (Queensland Education Support and Training)**

A key object of the QTU is to support and promote the recognition of teachers and other educators as professional workers.

The QTU is the largest and most representative voice of teachers in Queensland and has a responsibility to be involved in professional issues facing members in their work. In order to be more directly involved in providing professional support for members, the QTU has created QuEST (Queensland Education, Support and Training).

QuEST is the professional development branch of the QTU, established to provide high quality professional development for Union members across the state. QuEST operates on a cost recovery basis, charging a fee for attendance at QuEST events.

QuEST provides a range of professional development options for members:

- Face-to-face professional development in multiple locations across Queensland
- A range of online professional development offerings that can be accessed from anywhere in the state
- Bespoke professional development delivered to schools, clusters or regions via a consultancy model.

## **28. The Bob White scholarship**

Each year the QTU will award a teacher education scholarship for \$2,000 to be known as the Bob White scholarship. The scholarship will be advertised in the Queensland Teachers' Journal at the end of the preceding year.

### **28.1 Eligibility**

Applicants for the Bob White scholarship must be former students of Glenala State High School and must be enrolled (or intend to enrol) in an undergraduate education/teaching degree at a public university in Queensland. Successful applicants must be prepared to assist the Union via publicity in the Queensland Teachers' Journal etc. All applicants must indicate a willingness to sign a statutory declaration indicating that the \$2,000 will be used for education associated expenses, e.g. HECS, books, computer technology, etc.

## **29. Dr Evelyn Scott Memorial Lecture**

As a part of the QTU's commitment to reconciliation between First Nations peoples of the lands and waterways of Australia and non-Indigenous Australians, the Union will host an annual lecture called the Dr Evelyn Scott Memorial Lecture. The budget for the Dr Evelyn Scott Memorial Lecture will be determined by Executive and the lecture will coincide with the Sunday preceding Conference or, in a non-Conference year, the Friday evening preceding Council to the nearest NAIDOC Week. The Dr Evelyn Scott Memorial Lecture will be a call to action and education for both First Nations peoples and non-Indigenous Australians.

## **30. The Roselyne Anderson Scholarship**

Each year the QTU will allocate up to \$5,000 to enable up to three (3) financial QTU members to undertake professional development, training or further education aligned with one or more of the following themes:

- Special education
- School leadership

- Women in education.

Scholarship recipients must be financial QTU members and provide the QTU with a report of how the scholarship has contributed to effective change in one or more of the above themes.

The scholarships will be advertised in the Queensland Teachers' Journal at the end of the preceding year.

### **31. QTU Public Education Foundation Scholarship**

Each year the QTU will allocate up to \$4500 to provide for a QTU scholarship to be granted through the Public Education Foundation. Priority for the QTU scholarship will be to a First Nations student from rural and remote Queensland communities undertaking their senior secondary education in a Queensland State School. Should applications from such a student not be received, the funding may be used to support a refugee student undertaking secondary schooling in Queensland State Schools.