

Policy and Procedure Guide

Subject: Consultation	Date Effective: May 2010
	Review Date: May 2011

Responsible to: General Manager**Applies to:** All Staff and Board

Purposes:

1. To ensure that there is a transparent process for appropriate consultation with relevant people in the formation or review of Association policies, operations or routines, as required by regulation.

Definitions: •**References:** • Early Childhood Regulations 2008

POLICY

1. The Association will apply the following Principles of Consultation in its day-to-day operation. (Described by NZ Employment Court Judge Goddard in CEWU v Telecom 1993.)
 - i. The word “consultation” does not require that there be agreement.
 - ii. On the other hand, it clearly requires more than mere prior notification.
 - iii. If there is a proposal to make a change, and such change requires to be preceded by consultation, it must not be made until after consultation with those required to be consulted. They must know what is proposed before they can be expected to give their views.
 - iv. This does not involve a right to demand assurances, but there must be sufficiently precise information given to enable the person to be consulted to state a view together with a reasonable opportunity to do so. This may include an opportunity to state views in writing or orally.
 - v. The requirement for consultation is never to be treated perfunctorily or as a mere formality. The person or body to be consulted must be given a reasonably ample or sufficient opportunity to express views or to point to problems or difficulties: they must be free to say what they think.
 - vi. Consultation must be allowed sufficient time.
 - vii. Genuine effort must be made to accommodate the view of those being consulted, consultation is to be a reality, not a charade.
 - viii. Consultation does not necessarily involve negotiation towards an agreement although this can follow as the tendency in consultation is to seek at least consensus.

- ix. Consulting involves the statement of a proposal not yet finally decided upon, listening to what others have to say, considering their responses, and then deciding what will be done.
- x. The party obliged to consult, while quite entitled to have a working plan already in mind, must keep its mind open and be ready to change and even start afresh.
- xi. There are no universal requirements as to form or as to duration of consultation.
- xii. Consultation cannot be equated with negotiation in the sense of a process which has, as its subject, arriving at agreement.

PROCEDURES

Applying the Principles of Consultation above:

1. The Association will consult with stakeholder on relevant issues and actions under consideration, which impact on the various stakeholders. This may include the Association's Strategic Plan, policies and possible changes to Kindergarten operations.
2. Teachers will consult with parents and whanau in their Kindergarten about:
 - Their child's learning and development;
 - The kindergarten programme;