Field Workers Joint Working Party  
Terms of Reference  
13 March 2018

Each party will put forward between three and six people to sit on the working group to complete the programme of work.

<table>
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<th>Fieldworkers</th>
<th>Objectives</th>
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<td><strong>Objectives</strong></td>
<td>The Joint Working Party will identify a programme of work which will be jointly signed off by the Deputy Secretary, SE&amp;S, APEX and NZEI Te Riu Roa officials. The aim is to agree guidelines for workloads, including a unified set of principles that underpin the advance:</td>
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|   | • Identification of appropriate workload for each group of specialist staff/discipline  
|   | • Workforce capability and development  
|   | • Improving retention of specialist staff  
|   | • Information gathering to inform workforce planning and supportive workforce practices  
|   | • Safety and quality practice including cultural practice with Māori and Pacific children  
|   | • Robust and efficient procedures for case referral, management and closure |

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<th>Timeframes</th>
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<td><strong>Timeframes</strong></td>
<td>The Joint Working Party will be established and a work/project plan with indicative timeframes prepared for joint sign off by key stakeholders within 8 working weeks of this terms of reference being signed. It is envisaged that there will be several stages of work including:</td>
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<td><strong>Stage 1</strong> – a proposal for interim guidelines for caseloads based on information currently available, information from other jurisdictions, forecast caseload trends and suggestion for incorporating the findings into field trials.</td>
<td>Recommendations made within 3 months of the establishment of the joint working party</td>
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<td><strong>Stage 2</strong> – information gathering and analysis, and provision of recommended guidelines for caseloads and workloads</td>
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<td><strong>Stage 3</strong> – development of practice and service guidelines that reflect any changes and augment with what is already in place (eg Tātai Pou competency framework etc)</td>
<td>Recommendations made within 9 months of the joint working party being established</td>
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Technical
As the employer the Ministry will meet the costs of travel for the members of the unions on the working group and provide appropriate paid time during work hours to complete necessary work. The Ministry will negotiate and pay the external reviewers contracting costs and expenses. Venue will be provided at the Ministry of Education and catering costs will be borne by the employer.

Observers and Experts
Any party may invite other people to attend to speak to specific topics/projects. Such invitees shall have no decision-making power. Observers may only be present with the agreement of the parties.

Minutes
Minutes shall be prepared but in note form confirming agreements, actions, those responsible (for action) and timeframes and not a verbatim record of proceedings. Statements of individual members shall not be recorded as such without the express agreement of the individual concerned.

Minutes shall have no status until confirmed by the working group, and may be amended before confirmation. Confirmed minutes shall be available for distribution to their respective constituencies, e.g. MoE staff, NZEI and APEX members.

Agendas
Members shall advise the Facilitator of items to be included on the agenda not less than two weeks before the meeting and an agenda finalised by the facilitator in time for the agenda and associated papers to be sent out to the members of the partnership governance group two weeks before the actually meeting.

Items raised, which are not on the agenda shall be dealt with in accordance with the wishes of a majority of the attendees; however, this should not get in the way of addressing and seeking resolution of outstanding and particularly urgent issues.

Communication
The working group will minute agreements to draft, approve and distribute any joint communication.

Signed by the parties:

Kate Tibbits
on behalf of Ministry of Education

Bella Pardoe
on behalf of NZEI

Omar Hamed
on behalf of APEX

Memo