

NUETAB

POLICY

ORGANISATIONAL STRUCTURE

ELECTROTECHNOLOGY SECTOR

FOR

MAINTENANCE OF TRAINING PACKAGES



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PROTOCOL MANUAL FOR THE NATIONAL ELECTROTECHNOLOGY COMPETENCY ADVISORY COUNCIL

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GENERAL CLAUSES

1 NAME

The name of the National Electrotechnology Competency Advisory Council hereafter referred to as NECAC.

2 DEFINITIONS

In this Protocol Manual, unless the contrary intention appears -

“Associate Member” means a non-voting member of the NECAC referred to in Protocol 4.1 (b) (i) and Protocol 4.6

“Chairperson” means the Chairperson referred to in Protocol 8(a)

“Communication/notice/in writing” means paper, electronic, facsimile and the like mediums

“Deputy Chairperson” means the Deputy Chairperson referred to in Protocol 8(b)

“Member” means member of the NECAC referred to in Protocol 4

“NECAC meeting” means meeting convened under Protocol 11

“NECAC member” means persons referred to in Protocol 4 as a member

“Office” means Chairperson, Deputy Chairperson, Secretary.

3 PURPOSE

The purpose of the NECAC is to

- a) provide advice to the National Electrotechnology Sector Council about training in the Electrotechnology Industry
- b) maintain relevant national training packages.

4 MEMBERSHIP OF NECAC

The following applies in relation to membership of the Council:

4.1. *Membership*

- a) A Member of the NECAC shall be:
 - i. Executive Officer of the National Utilities & Electrotechnology ITAB who shall also be the Secretary
 - ii. The Electrotechnology Sector Council Directors
 - iii. nominated representative(s) of each of the following groups:
 - three representatives from the Electrotechnology Industry – Employers
 - three representatives from the Communications, Electrical and Plumbing Union
- b) An Associate Member of the NECAC shall be:
 - i. nominated representative(s) recognised by the NECAC under Protocol 19, initially comprising of each of the following bodies:
 - two State and Territory ITAB Network representatives
 - one LSA Representative
 - one National Training Advisory Group (NETAG) representative
 - one P12 EHA Competency Standards Advisory Panel representative
 - one Training Package Technical Expert
 - one ERACC representative
 - one Australian Communication Association or Australian Communication Industry Forum (ACIF) representative
 - one NZ ITO Representative
- c) Observers shall be able to participate on invitation, they may include:
 - i. ANTA, State Training Authorities and other such bodies with an interest in Electrotechnology training, including Training Organisation.

4.2. *Nomination for membership shall require that the nominee-*

- i. apply for membership to the NECAC -
 - in such form as the NECAC from time to time directs – initially this shall be in the form set out in Appendix 1
 - be sponsored by a member of the NECAC
 - be signed by the applicant and by the relevant represented body Chair/Officer.

4.3. *The Chairperson shall submit each application for membership made under the Protocol 4 at a NECAC meeting and the NECAC shall accept or reject that application without cause to advise reason thereof.*

4.4. *At any meeting of the NECAC a member shall be represented by only the one nominated representative who may speak and vote on the member's behalf.*

4.5. *The NECAC may at their absolute discretion, accept additional applications to that listed in, 4.1 b) i. for Associate membership, and the names of the associate members shall be entered in addition to the Register of Members in a separate section headed Associate members.*

4.6. *Associate members may attend and be invited to speak, but not vote or hold any office at, or during any meetings of the NECAC.*

5 REGISTER OF MEMBERS OF NECAC

- a) The Secretary shall on behalf of the NECAC keep and maintain the register of members, which include a register of Associate members, including name, postal address of each member, and, where that member is not a natural person, the name of the organisation.
- b) The Secretary shall cause the name of a person who dies or ceases to be a member under Protocol 6 or Protocol 7 to be deleted from the register of members referred to in Protocol 5 (a).

6 RESIGNATION OF MEMBERS OF NECAC

A member who delivers notice in writing of his or her resignation from the NECAC to the Secretary ceases on that delivery to be a member.

7 CEASTATION OF MEMBERSHIP

The Secretary upon receipt of advice that the represented Committee's, Body's or Organisation's representative has been removed or replaced from the represented committee, body or organisation shall delete such person/representative from the register.

8 EXPULSION OF MEMBERS OF NECAC

- a) If the members consider that a member should be expelled from membership of the NECAC because of conduct deemed to be detrimental to the interests of the NECAC, the Chairperson shall communicate, in writing or by way of electronic means, to the member -
 - i. notice of the proposed expulsion and of the time, date and place of the NECAC meeting at which the question of that expulsion will be decided and
 - ii. particulars of that conduct,
 - iii. not less than 30 days before the date of the NECAC meeting referred to in Protocol 12.

- b) At the Committee meeting referred to in a notice communicated under Protocol 12(c) the NECAC may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing or by way of electronic means to, the NECAC, expel or decline to expel that member, from membership of the NECAC and shall, forthwith after deciding whether or not so to expel that member, communicate that decision to that member.
- c) Subject to Protocol 8 (d) a member who is expelled under Protocol 8(a) from membership of the NECAC ceases to be a member 14 days after the day on which the decision so to expel him or her is communicated to him or her under Protocol 12(c).
- d) A member who is expelled under 8(a) from membership of the NECAC shall, if he or she wishes to appeal against that expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in 8(c).
- e) When notice is given under 8(c)
 - i. the Chairperson in a NECAC meeting may, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing or by way of electronic means to, confirm or set aside the decision of the NECAC to expel that member; and
 - ii. the member who gave that notice does not cease to be a member unless and until the decision of the NECAC to expel him or her is confirmed under this Protocol.

9 CHAIRPERSON

- a) The Chairperson shall be a Director of the Electrotechnology Sector Council of the National Utilities & Electrotechnology ITAB (NUEITAB), elected by the sector council with each Director alternating annually concurrent to the Annual General Meeting of the NUEITAB where Directors are affirmed.
- b) The Chairperson shall appoint the Deputy-Chairperson.
- c) Subject to Protocol 9(d), the Chairperson shall preside at all NECAC meetings.
- d) In the event of the absence from a NECAC meeting of the Chairperson-
 - i. the Deputy-Chairperson shall preside at the meeting; or
 - ii. both the Chairperson and the Deputy-Chairperson being absent, a Committee member elected as an interim Chair by the members of the NECAC present, shall preside at the meeting.

10 SECRETARY

The Chairperson shall confirm the Secretary of the NECAC at the inaugural meeting attended by the Secretary elect. The Secretary shall be responsible to the NECAC and shall:

- a) coordinate the correspondence of the NECAC,
- b) keep full and correct minutes of the proceedings of the NECAC meeting(s),
- c) maintain the Register of Members and Associate Members, and
- d) perform other such duties as are imposed by these rules and the NECAC on the Secretary.

11 NECAC REPRESENTATIVE

A member will represent the NECAC on the National Electrotechnology Sector Council. The representative will be nominated by the NECAC.

12 NECAC MEETINGS

- a) The Chairperson -
 - i. may at any time convene a NECAC meeting;
 - ii. shall, within 30 days of receiving a request in writing to do so from not less than 5 members, convene a NECAC meeting for the purpose specified in that request.
- b) A notice given under Protocol 12(c) shall specify -
 - i. when and where the NECAC meeting concerned is to be held; and
 - ii. particulars of the business to be transacted at the NECAC meeting concerned; and
 - iii. the order in which that business is to be transacted.
- c) The Secretary will issue the notice under Protocol 12 by -
 - i. serving it on a member personally; or
 - ii. sending it by post to a member at the address of the member appearing in the register of members kept; or
 - iii. by facsimile or electronic mail or by way of electronic means to a member appearing in the register of members.

- d) When a notice is sent by post under protocol 12(c) sending of the notice shall be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary mail.
- e) The Chair shall cause no less than one meeting per year to be convened, preferably at a time immediately before or after the NUEITAB Annual Conference.

13 QUORUM AND PROCEEDINGS AT GENERAL MEETINGS

- a) At a NECAC meeting 6 members with no less than two (2) of each representing employers and the union, represented in person or by proxy shall constitute a quorum.
- b) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under Protocol 12(c) -
 - i. as a result of a request or notice referred to in Protocol 12(b) a quorum is not present, the NECAC meeting lapses; or
 - ii. the NECAC meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- c) At the second meeting, if a quorum is not present within the fifteen minutes, the chairperson and members present shall be empowered to hold the meeting and deal with the business for which it has been called, provided however, that at least two (2) representatives for the employers and the union respectively are present.
- d) The Chairperson may, with the consent of a NECAC meeting at which a quorum is present shall be empowered to hold the meeting and deal with the business for which it has been called.
- e) There shall not be transacted at an adjourned NECAC meeting any business other than such business left unfinished or on the agenda at the time when the NECAC meeting was adjourned.
- f) When a NECAC meeting is adjourned for a period of 30 days or more, the Secretary shall give notice under Protocol 12(c) of the adjourned NECAC meeting as if that NECAC meeting was a fresh NECAC meeting.
- g) At a NECAC meeting any resolution put to the vote shall be decided by a majority cast on show of hands.
- h) At a NECAC meeting, a formal ballot may be demanded by the Chairperson at the NECAC meeting or by five (5) or more members present in person or by proxy and, it so demanded, shall be taken in such a manner as the Chair directs. A majority shall decide a formal ballot.

14 MINUTES OF MEETINGS OF NECAC

- a) The Secretary shall cause proper minutes of all proceedings of all NECAC meetings to be taken and then to be entered within 21 days after the holding of each NECAC meeting, as the case requires, in a minute book kept for that purpose.
- b) The Chairperson shall ensure that the minutes taken of a NECAC meeting under Protocol 14 are checked and signed as correct by the Chairperson of the NECAC meeting to which those minutes relate and shall ensure that those minutes taken are ratified by members at the next succeeding NECAC meeting.
- c) When minutes have been entered and signed as correct under this Protocol, they shall, until the contrary is proved be evidence that -
 - i. the NECAC meeting to which they relate (in this Protocol called “the meeting”) was duly convened and held;
 - ii. all proceedings recorded as having taken place at the meeting did in fact take place thereat; and
 - iii. all appointments or elections purporting to have been made at the meeting have been validly made.

15 VOTING RIGHTS OF MEMBERS OF NECAC

- 15.1. Subject to these Protocols, each member present in person or by proxy at a NECAC meeting is entitled to a deliberative vote.

16 PROXIES OF MEMBERS OF NECAC

- a) A member (in this rule called “the appointing member”) may appoint in writing or by way of electronic means in the form prescribed by the NECAC, another member (who is a natural person), to be the proxy of the appointing member and to attend and vote on behalf of the appointing member at the specific NECAC meeting.
- b) A member which is a body corporate or a member which is an unincorporated body may appoint in writing or by way of electronic means in the form prescribed by the NECAC, to the chairperson, a natural person, whether or not he or she is a member, to attend and vote on behalf of the appointing member at any NECAC meeting.

17 RULES OF THE NECAC

- a) The NECAC may alter or rescind these rules, or make rules additional to these.
- b) These guidelines bind every member to the same extent as if every member had signed and sealed these rules and agreed to be bound by all their provisions.

18 INSPECTION OF RECORDS OF NECAC

- 18.1. A member may at any reasonable time inspect without charge the NECAC documents and records.

19 Standing Committees of the NECAC

- a) The NECAC for the purposes of appropriately reflecting the needs of the industry in relation to training matters in the Electrotechnology industry shall recognise the following committees as bodies which it may take advice from:
 1. The National Electrotechnology Training Advisory Group (NETAG) - The purpose of the NETAG is to provide technical advice to the National Electrotechnology Competency Advisory Council about technical training related to the National Electrotechnology Training Package in the Electrotechnology Industry.
 2. Lift-Skills Australia Training Committee (L-SATC) - The purpose of the L-SATC is to provide technical advice to the National Electrotechnology Competency Advisory Council about technical training related to the Lift National Training Package.
 3. EEHA Competency Standards Advisory Panel P12 – Is a joint Standards Australia/New Zealand Standards and NUEITAB body formed for the purpose of providing technical advice to the Standards Australia and New Zealand and the NUEITAB's NECAC on the training related issues associated with Electrical Equipment in Hazardous Areas (EEHA).
 4. The State and Territory Utilities and Electrotechnology ITAB Network – The network provides the link between the national and state/territory Training Systems and can assist or provide advice to the NECAC on matters related to training and implementation.
 5. Kindred New Zealand Industry Training Organisations such as the Electrotechnology Industry Training Organisation (ETITO) – this body is responsible for corresponding training related issues in New Zealand and can provide relevant advice on the New Zealand training system and related vocations. Additionally, collaborating with the NECAC/NUEITAB on mutual recognition as proclaimed by the Trans Tasman Mutual Recognition Agreement.
 6. Regulators and related bodies – these bodies are responsible for providing national advice and regulating licensing respectively. Recognition and consultation with these bodies is considered appropriate in light of the regulatory arrangements, which prevail. These include the following bodies:
 - 6.1. Electrical Regulatory Advisory Council (ERACC)

- 6.2. National Uniform Electrical Licensing Advisory Committee (NUELAC)
- 6.3. Australian Communications Authority (ACA)
- 6.4. Australian Communications Industry Forum (ACIF) – Cabling Reference Panel (CRP) and Customer Equipment Reference Panel (CERP)

**APPLICATION FOR MEMBERSHIP
NATIONAL ELECTROTECHNOLOGY COMPETENCY ADVISORY COUNCIL**

(full name of organisation)

(address)

(postal address)

(phone)

(fax)

My organisation hereby applies to become a member of the National Electrotechnology Competency Advisory Council. In the event of the successful admission as a member, my organisation agrees to be bound by the protocols of the National Electrotechnology Competency Advisory Council.

My organisation nominates the following person

Nominees Name: _____

signature of individual applicant

Position of nominee

Name of Nominating Organisation's Officer

Signature

Date

Endorsement by Chair:

Chairperson Signature

date

Office and NECAC Use

Nominate representation applicable to your nomination. Please circle one appropriate heading.

- 1 Employer representation: representing a company, subsidiary of a company, firm, body, or person carrying on business within the industry, as well as any federation or similar organisation or association formed to represent a particular group of companies.
- 2 Employee representation – a registered employee representative body representing employees in the industry.

APPLICATION ACCEPTED BY COMMITTEE
APPLICANT NOTIFIED OF ADMISSION
AS A MEMBER

Date: _____

Date: _____

Signed: _____
(secretary)

**APPLICATION FOR ASSOCIATE MEMBERSHIP
NATIONAL ELECTROTECHNOLOGY COMPETENCY ADVISORY COUNCIL**

(full name of body)

(address)

(postal address)

(phone)

(fax)

My ITAB hereby endorses the above person to become an Associate Member of the National Electrotechnology Competency Advisory Council.

State/Territory ITAB Name: _____

In the event of the successful admission as an associate member, I agree to be bound by the protocols of the National Electrotechnology Competency Advisory Council.

Signature of individual applicant

Position of Applicant

Name of Endorsing ITAB Executive Officer

Signature

Date

Endorsement by NECAC Chair:

Chairperson Signature

date

Office and NECAC Use

APPLICATION ACCEPTED BY COMMITTEE

Date: _____

APPLICANT NOTIFIED OF ADMISSION
AS AN ASSOCIATE MEMBER

Signed: _____
(secretary)

Date: _____

FORM OF APPOINTMENT OF PROXY

I, _____
(full name)

of, _____
(address)

being a member of the National Electrotechnology Competency Advisory Council

hereby appoint _____
(full name of proxy)

of, _____
(address)

as my proxy to vote for me on my behalf at the NECAC meeting to be held

on this ____ day of _____ / ____ and at any adjournment thereof of that meeting.

*My proxy is authorised to vote in favour **of / against** (*delete as appropriate*) the resolution (insert the details)

.....
.....
.....
.....
.....

(signature of member appointing proxy)

(name in capital letters)

(*to be inserted if desired)

NOTE: A proxy vote may not be given to a person who is not a member of the National Electrotechnology Competency Advisory Council

