ENTERPRISE BARGAINING PROTOCOLS

1. Membership of the Single Bargaining Unit (SBU)

The list of members of the SBU was agreed and lead negotiators were identified, as follows:

**University Representatives:**
Professor Alan Rix, Pro-Vice Chancellor, Facilitator (Lead Negotiator)
Mr Maurie McNarn, Chief Operating Officer (Lead Negotiator)
Ms Jane Banney, Director, Human Resources
Mr Anthony Lennon, Associate Director, Workplace Relations and Organisational Change
Mr Phil Vaughan, Senior Employee Relations Consultant

**NTEU:**
Dr Andrew Bonnell (Lead Negotiator)
Dr David Callaghan
Mr Michael McNally
Ms Elizabeth Ridley

**Together/United Voice:**
Mr Des Holloway (Lead Negotiator)
Ms Barbara Heath
Mr Robin Jones
Mr Mark Starkey

Together will be representing United Voice members throughout bargaining.

Subject to the agreement of all parties, additional members may be invited for specific clauses or for topics involving specific groups of staff (e.g. Director and Deputy Director of ICTE on matters concerned with TESOL language teachers).

It is recognised that the number of such additional members should be kept in mind so as not to negatively impact on the progress of meetings.

Additional bargaining representatives duly appointed in accordance with the *Fair Work Act 2009* will be included in the SBU.

2. Administrative Matters

All administrative matters including the distribution of material for each meeting are assigned to Mr Phil Vaughan (University), and the lead negotiators (as identified above) of the remaining Unions. All material distributed will be distributed to all members of the SBU.

The University will provide suitable meeting venues.

The nominated facilitator will draft an agenda for each meeting after seeking additional items from other members of the SBU.

The University will prepare a summary of outcomes of each meeting, which will record matters agreed, and could also record matters not agreed or substantial
points of difference, but would not be a transcript of discussions or a set of minutes. Statements of intent or items for future discussion can be included by agreement.

3. **Facilitation of Meetings**

Meetings will be facilitated alternately by University and union representatives.

The frequency and length of the meetings will be reassessed as the bargaining progresses.

Meetings will initially be held fortnightly, and will be scheduled for 2 hours through to December 2012.

4. **Time release for SBU Members**

Staff members of the SBU will be released from their normal duties to attend to matters concerned with their role as an SBU member, without detrimental effect on their work or career with the University. Professor Rix will write to their supervisors advising of this. Backfilling or other support will be a matter for supervisors in each individual area to determine, and to communicate with the University as required if there are any difficulties. The University will make reasonable provision for SBU members based at UQ work locations other than St Lucia to travel to St Lucia from their base work location for the purpose of attending SBU meetings.

Staff SBU members are to advise Mr Anthony Lennon or Mr Phil Vaughan if any issues arise in their work areas.

5. **Discussions on a Without Prejudice Basis**

It is recognised that each represented organisation has their own approval processes, and as such, all discussions and documents will be on a “without prejudice” basis, unless indicated otherwise.

6. **Documentation**

Generally all documents will be distributed electronically. It was also considered that some drafts, even with tracking, will have to be consolidated at some point to avoid confusion, and others may need to be sent out in pdf format for a similar reason.

Documents for drafting, proofing, etc. will be sent to all members of the SBU.

7. **Communication**

Nothing precludes any party, separately or jointly, from informing their staff/members on progress in the bargaining, unless specifically agreed otherwise by all parties.

Any usage of email or web communication using University networks must comply with University policy.

8. **Good Faith**

All parties will bargain in good faith, in accordance with the *Fair Work Act 2009*.

Date: 8 November 2012