PROPOSED NEGOTIATION PROTOCOLS AND DISCLOSURE

Negotiation Protocols and Resourcing

In demonstration of the spirit of good faith in which the NTEU Negotiating Team and the University Negotiating Team are approaching the negotiation of a new University of Queensland Enterprise Agreement, the following Negotiation Protocols are agreed:

1. The Negotiators are committed to concluding the negotiations for a new enterprise agreement within 1 calendar month either side of the nominal expiry of the current Agreement, 15 May 2013.

2. The Negotiating sessions will initially be scheduled weekly, with more frequent and/or longer meetings scheduled as required. The actual day and locations will be agreed between the Teams. The University and NTEU bargaining teams will alternately Chair the meetings.

3. The University will arrange and resource transport to the relevant campus for University staff on both Negotiating Teams.

4. The University will provide time release for a reasonable number of University employees on both Negotiating Teams. Time release will be provided so that academic employees can buy out time, and so that professional employees can backfill their position. The appropriate amount of time release is the scheduled time for negotiations plus two hours per hour of scheduled negotiations to (partially) compensate for related preparation, research and drafting.

5. To inform discussions around particular claims, both Negotiating Teams will be entitled to invite (an)other UQ employee(s) to temporarily join their Negotiating Team in order to draw on their relevant knowledge or expertise.

6. Negotiators will act in a courteous way during negotiation sessions, and will not engage in verbal abuse or attacks of a personal nature against members of the other Negotiating Team or the organisation the Team represents.

7. Negotiators will observe the general principles of bargaining in good faith, including the following:

   a. All negotiators will act in an ethical manner and make expeditious efforts to respond to claims and offers in a timely way.

   b. Each Team will consider and respond to the proposals made by the other Team, and where proposals are opposed, each Team will provide explanations that support their view.

   c. If members of a Negotiating Team do not have authority to respond immediately to proposals raised during a session, they will provide the response in a timely manner and by the next negotiating session at the latest.

   d. Each Team will supply information that is reasonably necessary to support or substantiate claims or responses to claims made for the purposes of bargaining and will not provide misleading information or do anything likely to mislead or deceive the other Team.

   e. Neither the NTEU Negotiators nor the University Negotiators will do anything that is likely to undermine the bargaining or the authority of the other Team in bargaining, or make disparaging or demeaning remarks about the other Negotiating Team or the position it has advanced in any public forum.

   f. Negotiators will not deliberately misrepresent the positions advanced by the other Team.
g. The University Negotiating Team will not attempt to directly negotiate with employees of the University during the bargaining process.

h. There will be no surveillance by the University of email or web communication with staff initiated from the NTEU officers or officers at the University or off-campus, or from a staff member of the University to those officers or officers.

8. Drafting will commence only when in-principle agreement has been reached with respect to all claims.

9. While each Negotiating Team may appoint a note-taker, agreed minutes or notes of each negotiating session are not required.

10. The University will provide to the NTEU Negotiating team the information that is listed in the Addendum to this document.

Signed for and on behalf of the NTEU Bargaining Team

Date

Signed for and on behalf of the University of Queensland Bargaining Team

Date
Addendum - Financial and Other Information Disclosure

NTEU requests that the following information be provided in writing to the NTEU Bargaining Team to facilitate informed bargaining:

1. Financial projections for the University of Queensland and its controlled entities for the years 2012 to 2016.

2. A detailed breakdown of 2012 revenue and expenditure.

3. A copy of the 2013 budget when it becomes available.

4. Financial projections for Faculties, Schools and other major organisational units for the years 2012 to 2016.

5. Numbers of academic casual staff and professional and technical casual staff employed by the University of Queensland, its Faculties and other major organisational units for each year from 2008 to 2012.

6. Leave data for The University of Queensland and its controlled entities for the years 2008 to 2012, showing the number of staff to access paid leave entitlements, including parental leave, carers’ leave and sick leave.

7. Staff to student ratio data for the years 2008 to 2012 broken down into academic staff to student, professional and technical staff to student and all staff to student, by Faculty and School and for the University of Queensland as a whole.

8. Current staffing levels for each organisational unit, broken down by gender, classification level, category of work (e.g. research only academic, teaching and research academics) and mode of employment.

9. Current expenditure on staff development/ on-the-job training, including aggregated details of the nature of the expenditure (e.g. computer skills, leadership skills, study support). Detail would include, where available, aggregated data on the recipients of professional development by category (e.g. academic/professional, gender, age, length of service).

10. Details of any proposals currently in contemplation for reductions or increases in staffing; changes to the academic year, outsourcing of functions or course delivery.

11. A copy of any consolidated Report prepared, since 2007, under the Universities’ HR Benchmarking Program, which shows the relevant statistics compiled in respect of the University, and any comparisons with other participating Universities or parts of the sector.

12. A copy of the University’s WH&S Risk Register.

End