



**FLINDERS UNIVERSITY
BARGAINING PROTOCOLS 2022**

The parties agree to negotiate by applying the following protocols:

1. The parties are committed to an expeditious bargaining process.
2. Negotiations are on a 'without prejudice' basis and no agreement is finalised until confirmed in writing as such by the authorising bodies of the negotiating parties.
3. The parties will negotiate in good faith in accordance with the requirements of section 228 of the *Fair Work Act 2009*.
4. The parties will agree on a schedule of meetings designed to complete bargaining within six months if possible. In addition to fortnightly meetings, the schedule may include intensive meeting periods of full day duration.
5. The parties will normally respond substantively to proposals made by each other within two weeks of receiving the proposal.
6. The bargaining team of each party may be supplemented from time to time by additional members at that party's discretion.
7. The agenda for the next meeting will be agreed at the end of each meeting.
8. All proposals will be made and responded to in writing. Drafting proposals will be exchanged using tracked changes.
9. Current arrangements with respect to unions accessing the University internal mail system will remain during the negotiations.
10. The University acknowledges the significant role of staff participants in the enterprise bargaining process and to that end will provide funded time release to union-nominated staff bargaining representatives each fortnight during normal working hours on the following basis:
 - a) Continuing and fixed-term staff will receive time release for the number of hours spent in formal bargaining meetings plus four additional hours per formal bargaining meeting for the purpose of attending other meetings associated with bargaining and undertaking other activities directly related to the enterprise bargaining negotiations.
 - b) Where a union-nominated staff representative is a current casual employee of the University they will be released from contracted duties equivalent to the number of time release hours set out in 11.a) above. The University will support the casual staff member in accessing time release at the local level by informing the area of these arrangements. In these circumstances, the casual staff member will be paid time release as follows:

- if a professional casual staff member, at their normal classification rate;
- if an academic casual staff member, at the rate applicable to the specific duties from which the staff member is being released, as agreed by the University and the staff member.

The casual contracted work for which time release is provided does not need to coincide with bargaining commitments.

11. Each nominated union staff representative will present the above time release arrangements to their respective line manager for an initial period of six months. Time release arrangements as set out in these protocols will apply for the full duration of bargaining.
12. If any issues regarding time release cannot be resolved at the local level, these will be referred to the Associate Director Workplace Relations, or delegate, who will assist in the resolution of these matters.
13. The bargaining representatives agree that the parties will disclose information relevant to enterprise bargaining claims (other than confidential or commercially sensitive information) in a timely manner.
14. In order to progress negotiations there may be circumstances in which the parties agree that confidential or commercially sensitive information may be provided to the unions where the unions agree to a confidentiality arrangement to not disclose that confidential and sensitive information.
15. External communications distributed by either party will not refer to individuals of the bargaining team.
16. The parties agree to adhere to these protocols throughout the bargaining period.

END