

Appendix 4

ACTU Draft Guidelines on Enterprise Bargaining

What We Should Be Prepared to Negotiate on an Enterprise Level

1. Training

- How the company/enterprise discharges its obligations to spend at least 1.5 per cent of payroll on training under the Training Guarantee Act.
- Special consideration must be given to the needs of women workers for access to training.
- Training where possible should be linked to National Training Board Standards in order to ensure it is portable and accreditable.
- Focus on upgrading and broadening skills for workers.

2. Consultation

- The establishment of proper consultative mechanisms at workplace level.
- Women should be included in the consultative mechanism.
- Effective and open consultation requires provision of full and accurate information.
- There is a need to find out what the employees at each workplace actually want.

3. Negotiation

- Women should be included in negotiations to ensure that their interests are addressed.

4. Better Job Design

- The task involves negotiation of objectives, fixing responsibility for outcomes, arranging monitoring and allowing for adjustment and evaluation of results.
- We should be prepared to support positive management proposals for better design of jobs.
- Because women's jobs are so often the most poorly designed, special attention needs to be given to their work and career paths.

5. New Skill Levels

- Broader based skills require proper valuation consistent with new Award structures.
- The acquisition of skills and training should be rewarded by reclassification in the Award career path where this is available. Flexibility payments should be additional.

6. Implementing New Technology

- Investment under company strategic plans requires notice, training, better job design, with acceptance, commitment and understanding at the workplace.

7. Productivity

- Definitions of productivity must accommodate all values, not just those in the tradeable goods area or those whose output is easily measurable. Women predominate in jobs which are mostly outside the tradeable goods sector, in particular the services sector, so the breadth of such definitions is important for them.
- In the years ahead, output will be rising faster than employment and there should be an understanding as to how workers at the workplace will share in those gains.

8. Company Restructuring

- Key issues include: less bureaucracy and middle management; shared objectives; emphasis on problem solving; occupational health and safety; measures to reduce labour turnover and absenteeism, and improve the quality of working lives.

9. Methods of Payment

- Averaging of payment may be considered more appropriate by employees.

10. Careers for Workers

- Not just a job but a career.
- Childcare provision to be pursued.
- Improved career paths are particularly advantageous for women.

11. Access to Flexibility Payments

- Flexibility is a separate source of wages from that which is gained through reclassification. It is additional to the \$12 and extra 3 per cent superannuation.
- An equitable sharing of benefits amongst all employees, not just full-time workers.
- Outcomes of negotiations must be equitable in all ways, including gender.

12. Application of National Award Standards

- Conditions of employment may be applied more flexibly but shall not reduce standards.

What We Should Not Negotiate

1. Reduction in national Award standards including:
 - minimum rates and classifications
 - sick leave
 - annual leave
 - annual-leave loading

- penalty rates/allowances
- long-service leave
- national training standards
- termination change and redundancy provisions
- parental leave (including paid maternity leave where it is already available)
- union rights re-entry and shop steward involvement
- bereavement leave, and
- 38-hour week and shift-work provisions.

2. Any matter which results in loss of income for workers.

3. Exclusion of unions from consultative and negotiating arrangements. Contact your union to check if an industry framework applies.

4. Time and motion studies of individuals are exploitative and are rejected.

5. Change to Award conditions without involvement of unions and the Industrial Relations Commission.

6. Beancounting approaches which seek to trade-off a particular wage rise against a corresponding cost saving. Workers should not be penalised because their productivity is not easily measurable.

7. Verbal-only agreements. All agreements reached should be in writing.

8. Imposition of change where the majority of workers affected do not agree. In particular, attention should be paid to all workers, irrespective of gender and whether they work on a full-time basis or not.

9. Trading off the \$12 and the extra 3 per cent superannuation in the flexibility negotiations. Company bargaining is additional to the above amounts.

Source: ACTU