

## AGREED NEGOTIATION PROTOCOLS

### SBU Meeting #1 – 29 November 2022 (Amended SBU#4)

#### Purpose

The purpose of these protocols is to ensure a shared commitment to a negotiation process that is:

- fair and transparent; and
- respectful to individual participants and stakeholders.

#### Protocols

Negotiating parties agree to the following protocols as part of the negotiation process:

1. All parties will be treated with dignity and respect.
2. All parties will be prepared for meetings and be available for the full scheduled period of the meeting. If a party is unable to do so, then they will provide prior notification to other parties.
3. The meeting agenda will be followed, unless there is prior agreement or circumstances arise unexpectedly that make it more efficient to amend the agenda on the day of the meeting.
4. All communications will be respectful and in good faith.
5. One person will speak at a time. Disagreements on issues will no doubt occur – such disagreements will remain focused on the issue and will be addressed with respect for and between the individuals engaged in the discussion.
6. Where possible and appropriate in the context of the issue being raised, information relevant to the negotiation will be shared between the parties at least 2 working days before each meeting. The parties will use a designated SharePoint site accessible by all meeting participants for tabling/“filing” documents exchanged for the purposes of the negotiation. As this is the first time that such a site has been used, the parties will discuss protocols to assist in sharing, storing and accessing documents efficiently.
7. All parties recognise the commitment of time and resources to the bargaining process. Therefore, all parties will seek to maximise the benefits of the time allocated to negotiation meetings. Time outs to hold discussions between groups of parties (caucus) are encouraged where it is in the interests of efficient negotiations.
8. An initial draft of minutes of the meetings will be prepared by the IEU-QNT and will be distributed to employer representatives no later than 7 working days following the meeting. The minutes will be “ratified” as the first agenda item of the next meeting. Should there be disagreement about the minutes, such disagreements, where possible, should be resolved prior to the meeting at which the minutes are to be ratified. The ratified minutes will be available to all employees to be covered by EB10.
9. As part of the negotiating process, a party may request a document tabled or provided at a negotiation meeting by that party remain confidential to the formal negotiating parties and not be further distributed. Any such requests made by one party will be respected by the other party.