

PREPARING FOR ENTERPRISE BARGAINING - CHECKLIST

STEP 1: REVIEW OF CURRENT INDUSTRIAL ARRANGEMENTS

- Are current industrial arrangements working for our organisation and employees?
- If you have an enterprise agreement, what are the common issues?
- Can these common issues be resolved in enterprise bargaining? Or are they for example, better resolved by HR policy or management action?
- What expectations have we set with employees? For example, have items been deferred to 'the next round of bargaining' for resolution?
- Are there changes that need to be made to comply with legislative obligations? (ie: Fair Work Act 2009, WHS Laws etc)

STEP 2: DEVELOPING THE STRATEGY TO GUIDE ENTERPRISE BARGAINING

- Do you have the technical expertise and capability in workplace relations to deliver an enterprise agreement?
- What does our organisation or business strategy say in relation to enterprise bargaining? Have any commitments been made, or expectations set?
- What are our competitors doing in this area? Are they bargaining?

- Does enterprise bargaining support the future direction of our organisation?
- What are our competing priorities?
- What timing will work best for our organisation to engage in bargaining?
- Are there any lessons learnt from previous rounds of negotiations that should inform our strategy?

STEP 3: REVIEW OF IMPACTS OF LEADERSHIP AND CULTURE ON ENTERPRISE BARGAINING

- What is the level of employee engagement and trust like in our current culture?
- Are employees satisfied with current industrial arrangements/enterprise agreement?
- Do we have the leadership capability and commitment to lead an enterprise bargaining process?
- Is there work we first need to do on our culture before we embark on an enterprise bargaining process?

STEP 4: REVIEW OF CURRENT OPERATING ENVIRONMENT

- What do we expect employees will want to achieve through enterprise bargaining? Is there any view on claims they might put forward?
- What does management want to achieve from enterprise bargaining?
- Are there any opportunities to enhance productivity?
- Have there been any workplace relations changes that might impact the approach to enterprise bargaining? For example, has the award changed or any relevant legislation?
- Has there been any legal decisions handed

- down by the court that might impact enterprise bargaining process or the organisation itself?
- What is the financial position of the organisation? Would the organisation have the financial capacity to meet the anticipated claims of employees?
- Are there any changes to service-delivery or business strategy that may impact the future financial capacity of the organisation?

STEP 5: DECIDING IF ENTERPRISE BARGAINING IS THE RIGHT OPTION

- Do we need a new enterprise agreement?
- If the answer is yes, are we committed in terms of time, resources, and leadership to delivering a new agreement?
- Have we ruled out all other potential industrial arrangements available?
- If the decision is to go ahead and engage in enterprise bargaining, what are the plans to communicate the decision?

MORE INFORMATION

Do you need assistance with enterprise bargaining? We have a range of resources available on our website here: www.humanifyhr.com.au/resources or alternatively find out how we can assist you manage your approach to enterprise bargaining, by contacting our team at hello@humanifyhr.com.au.