

(Insert company name)

Employee and Industrial Relations Plan

Note: This template has been developed as a guide for developing an employee and industrial relations plan. Further assistance can be provided by the Special Purpose Vehicle Unit, within the Department of Infrastructure and Planning.

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1 Purpose

Outline the purpose of the employee and industrial relations (E&IR) plan. This should include information on E&IR principles, objectives and practices in all business endeavours.

1.1 Scope

Outline the scope of the E&IR plan. This may include: E&IR frameworks; workplace environment; roles and responsibilities in the management of E&IR; and E&IR processes (i.e. from identification of issues to treatment and reporting).

1.2 Objectives

Develop a set of objectives. Objectives may include, but are not limited to: providing equitable rights and responsibilities for all employees; preventing and eliminating discrimination in employment providing for effective, responsive and accessible support for negotiations; and resolution of industrial disputes.

2 Obligations

2.1 Obligations

Define the statutory and contractual obligations to which the Special Purpose Vehicle (SPV) must adhere.

3 Policies

Outline the E&IR policies including any performance indicators or targets.

3.1 Employment conditions

Determine significant conditions of employment, particularly those that differ from legislated standards and awards. This should also include collective/enterprise agreements. For agreements, list by title, certified agreement reference number and expiry dates.

3.2 Enterprise bargaining

Provide details of any enterprise bargaining initiatives. This information should include, but not be limited to, summary outcomes of any current collective or enterprise bargaining agreements, and how they have operated or are operating.

3.3 Employee flexibility

Detail expected work patterns and practices e.g. hours of work.

3.4 Type of employment

Outline employment figures by type i.e. number of full-time, part-time and casual employees covered by an award or industrial agreement and the number of employees employed under an employment contract.

3.5 Use of apprentices and trainees

Outline the use of apprentices and trainees.

3.6 Occupational health and safety

Outline the SPV's occupational health and safety (OH&S) policy. Guiding principles for OH&S are provided in 4_3_GP Occupational Health and Safety. A template for an OH&S plan is provided in 4_4_T Occupational Health and Safety Plan.

3.7 Equal employment opportunity and anti-discrimination

Provide a summary of the SPV's equal employment opportunity and anti-discrimination strategies.

3.8 Joint venture/alliance projects

Provide information on the employment relationship of staff involved in the operation of any joint venture/alliance assets.

3.9 Management of the relationship between the SPV (and joint venture/alliances) and unions

Provide a summary of the policy and practices regarding the SPV's relationship with unions e.g. details of standing or other consultative bodies or practices. This should include union relationships with alliance or joint ventures.

3.10 Redundancy provisions

Provide details of redundancy policies including: summary details of notice; severance payment; leave pay-out (e.g. pro-rata long service leave, sick leave); and outplacement/transition allowances.

3.11 Job security

Provide a summary of the SPV's position in relation to job security for employees.

3.12 Contracting out

Provide a summary of the basis for the use of contractors. Guiding principles for the engagement of contractors is provided in 3_4_GP Engaging Contractors.

3.13 Superannuation

Provide a summary of the superannuation arrangements that apply to staff.

4 Duties and responsibilities

Provide details on the roles and responsibilities for the management of E&IR issues.

5 Communication resources

Outline how information regarding E&IR issues will be communicated. This may include: staff meetings; inductions; and training.

6 Reporting

Outline how, and to whom, E&IR issues and incidents will be reported.