



# Workplace Representation Policy

UNCLASSIFIED | [BMS001809](#) | Rev 4.0 | 2 FEB 16  
Owner: General Manager – Employee Relations

## Background

At **nbn**, our values underpin the way in which we act and behave.

This policy provides information on how workplace representatives may interact with **nbn** and **nbn** employees to carry out their roles and responsibilities in a manner that contributes to a constructive workplace.

## Purpose

The intent of this policy is to set out some of the circumstances in which nominated workplace representatives may attend to union representative matters.

## Scope

For the purposes of this Policy, a “workplace representative” is an employee who has been appointed in writing as a delegate/representative by a union, where the union has recognised coverage of **nbn**’s employees.

To avoid doubt, where a workplace representative has entitlements under a term that appears in both their relevant Enterprise Agreement and this Policy, the workplace representative will only be entitled to the benefit of the more favourable term, not both terms.

## Policy

Subject to **nbn**’s operational and Enterprise Agreement requirements, **nbn** will allow workplace representatives reasonable time without deduction of pay to:

- consult with employees that the workplace representative’s union is entitled to represent, in accordance with relevant legislation and or applicable industrial instrument.
- support employees that the workplace representative’s union is entitled to represent in meetings with management concerning performance or conduct.
- keep the employees that their union is entitled to represent briefed and informed about issues arising from enterprise agreements and other industrial matters, including but not limited to the distribution of union materials.<sup>^</sup>

<sup>^</sup> Union materials must be authorised by the union secretary in accordance with the particular union’s rules. Union materials that breach any applicable legislation, code or guideline that may apply from time to time may not be distributed.



Unless otherwise agreed between **nbn** and a workplace representative, **nbn** shall be provided with at least 48 hours' notice in order for eligible workplace representatives to take reasonable time in accordance with the above provisions.

### Use of Facilities

**nbn** will permit the reasonable use of email facilities by the nominated workplace representative to communicate with members of the relevant union. All use of facilities is subject to **nbn**'s policies.

### Interaction with laws and obligations

Nothing in this Policy limits the rights of **nbn** or a workplace representative under the *Fair Work Act 2009*. Nothing in this Policy operates to override a workplace representative's obligation to comply with their contract of employment and any fiduciary duty to act in the best interests of **nbn**.

**nbn** may amend or remove this Policy at any time. This Policy does not form part of and is not incorporated into any agreement, including any industrial instrument or contract of employment.

## Roles and responsibilities

- **Workplace Representatives:** are responsible for considering **nbn** operational issues, policies and guidelines and the likely effect on the efficient operation of **nbn** when exercising their rights.
- **Managers and Workplace Representatives:** are both responsible for maintaining constructive working relationships.

## More information

Please contact your Manager or the HR Support Centre if you require further information regarding this policy.

## Related policies

- IT Security Policy
- IT Usage Policy
- Other Leave Policy
- Code of Conduct

*General Manager – Employee Relations  
Effective as of 2 February 2016*