

Checklist for Finalising National Agreements

Prior to Access Period	Resources/Support
☐ Finalise outcomes. The final draft agreement should be checked and verified before it being put out to vote. NRC can assist with compliance checks to ensure any changes to the agreement are consistent with legislative changes. <i>(Note: Anything that is identified as a potential issue by NRC that the employer does not address should be raised on the F18)</i>	• NRC
☐ Determine the AMWU's position on the agreement and whether we will run a YES or a NO campaign. If unsure, consult with National/Branch Leadership on their views.	
☐ Determine and agree on voting method with the employer. Note, balloting must comply with the statement of principles on genuine agreement. NRC can provide further advice and support on proposed methods.	• NRC
☐ Prepare information for members about changes to conditions and any vote yes/vote no materials, and plan for communication with members during the access period. (emails, texts, mass meetings, etc.) National Comms has provided templates for vote yes/no flyers which can be used by organisers or branch comms teams.	• Nat Comms
☐ Request to NRC to prepare the s179 disclosure document, if required. <i>(Note: This will be required for any agreement which has WageGuard, even if the provisions have not changed.)</i>	• NRC
During Access Period	Resources/Support
☐ Communicate the outcomes of the negotiations and the AMWU position to employees in accordance with your comms strategy.	
☐ Monitor employer communication to ensure compliance with legislative requirements. (i.e. correct access period, materials provided in time, etc.)	
☐ Provide the s179 disclosure document to the employer no less than 4 days into the access period.	

After the agreement is made	Resources/Support
☐ If the employer is requesting an AMWU signature, ensure that you receive a copy of the signature page (word preferred).	National Leadership
☐ Send an email to the National Secretary (or delegate) with a recommendation around whether the AMWU should sign the agreement. This email should include: - A copy of the agreement - Word version of any signatory page - Summary of outcomes - Recommendation on whether AMWU signs the Agreement.	National Leadership
☐ Liaise with employer about agreement lodgement. Ensure you receive a copy of the employer F16 and F17. <i>(Note: you may wish to advise the employer to list NRC as a contact email when they lodge the EA so that NRC are copied into emails from the commission about the progress of the approval process. If you do not ask for NRC to be copied in, you must forward the relevant information on to them.)</i>	
☐ Request the preparation of the F18 from NRC. The following documents should be sent to NRC when making this request: - Summary of outcomes - F16 - F17 - The final approved Enterprise Agreement - Signature page - Any other documents received either from the application or the FWC (including policies called up under the agreement) - The deadline to file the F18 and the signature page The default position is to not express a view about whether the AMWU supports the agreement or has any views on whether the EA passes the BOOT. If there are matters in the agreement we wish to bring to the commission's attention or be heard on, discuss these with NRC. NRC will prepare the F18 and source the signature of one of the National Leadership. NRC will lodge the F18 AFTER the agreement has been lodged by the Employer and has been allocated an AG number by the commission. <i>(Note: if you have not advised the employer to copy the NRC email into their lodgement documents, they will not receive any correspondence from the commission. In that case, the organiser must forward that correspondence on.)</i>	NRC
☐ Prepare and send any member communications in relation to the outcomes and the next steps.	Nat Comms

After lodgement	Resources/Support
☐ Monitor emails for correspondence from member assist (who will advise when the matter has been allocated to a commissioner). Once the matter has been allocated to a commissioner, forward that email to NRC who will lodge the F18 against the same AG number.	• NRC
☐ Monitor emails for correspondence from the Fair Work Commission, who may seek further information and advice from the parties. NRC can provide advice in relation to which matters we may wish to provide information on.	• NRC
☐ If undertakings are proposed, ensure you receive a copy of these and discuss them with NRC prior to agreement.	• NRC
☐ When agreement is approved, notify delegates (and members) and prepare to move into implementation phase.	

Contacts

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