Federation UNIVERSITY • AUSTRALIA

24 August 2015

Mr Colin Long
Division Secretary
NTEU Victorian Division
PO Box 1323
SOUTH MELBOURNE VIC 3205

Dear Colin

EXCHANGE OF LETTERS

As part of negotiations for a new Enterprise Agreement to replace the University of Ballarat Union Collective Agreement 2010-2012 a number of commitments were given by Federation University Australia relating to the following matters:

1. **Additional Leave - Workplace Representative**
   Subject to operational requirements, the University will provide three (3) extra days paid leave per year for the incumbent NTEU Federation University Branch Committee Member (Indigenous) to attend relevant union state or national council meetings specific to his/her office bearing responsibilities. Such leave, if required, shall be granted in addition to the five days paid leave granted pursuant to clause 74.1 of the Agreement.

2. **"Earthworker" Cooperative**
   The parties agree to examine the feasibility of introducing an employer policy outlining arrangements to allow staff members to purchase solar hot water systems, through processes agreed between Earthworker Cooperative and the employer and set out in the relevant policy.

3. **Access to Professional Learning Opportunities**
   The University has commenced the development of a Professional Learning Program for staff and will consult with the NTEU once the 2015 Program is in its final draft stages.

4. **No Discrimination Against Fixed-Term Employees in Applying for Continuing Positions**
   By 30 September 2015 the University will amend its Recruitment Merit and Selection Policy to include the following sentence:

   "In selecting employees for continuing positions (whether by internal or external advertisement), the University shall not disadvantage any fixed-term employee applicants."

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5. **Staff Grievances**
   The University will review and amend the current Staff Grievance policy and procedure in conjunction with the NTEU, AWU and UV. The revised policy and procedure would adopt a review process whereby a staff member who is a party to a Staff Grievance wishes to appeal the outcome of a formal grievance due to alleged procedural breaches. The review committee would be comprised of a Chairperson jointly chosen by the University and the relevant union, a nominee of the relevant union, and a nominee of the University. The University acknowledges the work undertaken by the NTEU in drafting a Staff Grievance clause and proposes that this draft may inform the review of the current policy and procedure.

6. **Arrangements for NTEU Local Executive Officers Undertaking Union Related Business**
   The University agrees to paid time release for NTEU local executive officers undertaking union related business and that the University will provide a total monetary amount equivalent to 50% of a Higher Education Worker level 8, step 1 for Schools/Sections to pay for replacement costs associated with this time release.

Yours sincerely

Deborah Walker
Director, Human Resources

cc: Philippa Wells
Ray Farnsworth
Roger Castleman