MEMORANDUM

**Proposal to renegotiate designated work groups – <Division/Department/School>**

<XX Month 20XX>

Dear staff,

The *Occupational Health & Safety Act 2004* (Vic) allows for the organisation of employees into **designated work groups (DWGs)**. The purpose of a DWG to allow the interests of those employees relating to occupational health and safety to be represented and safeguarded via the election of one or more **health and safety representatives** **(HSRs)** for each DWG. The particulars of DWGs are determined by negotiation between employer and employees, and should be formulated to take into account the need for a HSR to be conveniently accessible to each member of the group.

Due to <reason/current circumstances>, at this time it is proposed to renegotiate the previously agreed particulars of DWGs in the <name of Department/School/Faculty>. <[*Optional*: further explanation of how the features of the new proposal will improve representation of employees by HSRs.]>

The *OHS Representation and committees* *procedure* states that the University will be represented by the Assoc. Director, Health & Safety, or nominee in the negotiation of DWGs. In this instance, the Assoc. Director, Health & Safety, has nominated <Local Health & Safety contact/nominee name> to act as the representative of the University.

**It is proposed that:**

1. The following employee representatives will negotiate on behalf of employees:
* <Name> <Role Eg. Staff Representative on local OHS committee>
* <Name> <Role Eg. Staff Representative on local OHS committee>
* <Name> <Role Eg. Staff Representative on local OHS committee>
1. The particulars of designated work groups for the <Name of division/department/school> shall be:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of DWG** | **Scope of DWG** | **No. of HSRs** | **Deputy HSRs** | **Term of Office** | **Representation of Contractors** |
| <Name> | Eg. All University of Melbourne staff who meet <criterion>. | 1 | Nil | 3 years | No |
| <Name> | Eg. All University of Melbourne staff who meet <criterion>. | 1 | Nil | 3 years | No |
| <Name> | Eg. All University of Melbourne staff who meet <criterion>. | 1 | Nil | 3 years | No |
| <Name> | Eg. All University of Melbourne staff who meet <criterion>. | 1 | Nil | 3 years | No |

<[*Optional if you wish to retain current HSRs as incumbents*: It is also proposed that the following currently incumbent HSRs shall continue to hold office in the new DWGs as follows:

* <HSR name>, <new DWG name>, with term of office concluding <date>.
* <HSR name>, <new DWG name>, with term of office concluding <date>.]>

The feedback of all staff of <Name of division/department/school> is sought regarding the above proposals.

Please provide your feedback in writing to:

<Name>

Local OHS practice expert, <Division/department/school >

<Preferred method/s of written contact>

To be guaranteed consideration in the negotiations, **feedback must be received by** **<dd.mmm.yyyy = today’s date + 14 calendar days>**.

All staff will be advised in writing of the outcome of the renegotiation of DWGs.

Should you have any queries, please contact me prior to the deadline.

Regards,

<NAME>

Local OHS practice expert, < Name of division/department/school>

<Further contact details if not given above>

CC: Director, OHS and Injury Management