

# WORKPLACE REPS CHARTER

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**ASU Workplace Representatives hold the most important role in our Union.**

As a Workplace Rep you have put your hand up to become more active and help create a better workplace for you and your colleagues. You are supported by your fellow ASU members to represent the union and organise your workplace.

Workplace Reps are the link between ASU members, their union and the union's staff. You are the face of our Union, providing information and support to your workmates.

Ultimately, Workplace Reps are essential in building union strength in the workplace through campaigning and recruiting. Union strength is critical if we are to improve and protect wages, conditions and safety.

Given the ASU represents many thousands of workers across SA and the NT, Workplace Reps are a vital support link between members in different work sites and industries. Workplace Reps are part of a network of hundreds of people just like yourself who have the desire to help others and make real change in their workplaces and communities.

## **What workplace reps do:**

Many employers recognise and respect the rights of Workplace Reps and allow you to undertake a variety of duties once you have been appointed to this role, however the role varies from workplace to workplace.

A big part of your role is to ensure that everyone at your workplace (both members and potential members) is kept up-to-date on union news, and you do this by helping to distribute union bulletin, flyers, posters etc to your workmates.

Here are some of the most common tasks a Workplace Rep does:

- Being identifiable as a Workplace Rep
- Being approachable and helpful to Union members in the workplace
- Making new employees aware of our union and the benefits of them joining – recruiting
- Identifying and encouraging other members to become more active – developing union activists
- Providing awareness and understanding of the Union's aims and achievements
- Keeping the union office informed of what's happening in your workplace
- Representing and supporting members about individual and collective workplace issues
- Attending meetings and training sessions conducted by the Union
- Being aware of employer policy and procedures and informing members as needed

Your employer may expect you to notify your Manager when you intend to conduct union business in work time.

While there are expectations on Workplace reps, there are also rights and supports in place to help you do your role.

### Here's what Workplace Reps can expect from the ASU:

- Specialist advice and support regarding industrial matters in your workplace
- Training on relevant issues
- Access to the union office and its facilities
- Access to up-to-date awards and enterprise agreements
- Up-to-date information for organising, such as membership lists for the workplace
- Support from Union Officials and officials responding to calls and emails as soon as possible

Some employers can be restrictive regarding what they allow Organisers and Workplace Reps to do. The union actively works to enshrine formal protections and rights for the union, its members and Workplace Reps in Agreements and seeks to challenge restrictions in a constructive manner.

### As a Workplace Rep you are entitled to:

- Be treated fairly, and perform your role without any discrimination
- Formal recognition by your employer that you speak on behalf of Union members in the workplace
- Represent the interests of members individually and collectively with your employer
- Bargain collectively on behalf of those you represent
- Be consulted about change in your workplace
- Discuss union and workplace matters with all employees at your workplace

### Depending on your workplace you may be formally entitled to:

- Paid time off to attend accredited union education and training
- The right to speak with new workers at inductions about the benefits of union membership
- The right to place union information on notice boards in your workplace
- Paid time to consult with and represent the interests of members to your employer