



How to run your workplace meeting

This sheet will provide you with a guide on how to run your workplace meeting. If you have any questions about this guide, please email hp@qpsu.org.au or phone 1800 177 244. Remember also that if you are holding a meeting – particularly in larger or combined workspaces – you can ask other QPSU members and delegates to help you.

The Aims of the Meeting

1. To vote to accept or reject the offer from Queensland Health for your wages and conditions for the next 3 years.
2. If members vote to reject the offer (as delegates have recommended) gain a commitment from the group to participate in industrial or collective action as part of the campaign.
3. Vote on what action will be taken and then discuss how you will do it
4. Ask any potential members to join our union and sign them up!

This document will help QPSU delegates organise and hold an effective HP Stronger Together action meeting next week. If you have any questions or concerns contact our Union office by emailing hp@qpsu.org.au or calling us on 1800 177 244.

Before The Meeting:

Step One: Have a read through the materials in this kit and familiarise yourself with the agenda. If you have any questions about any of this kit or how to run a meeting email hp@qpsu.org.au

Step Two: Pick a place and time to hold your meeting. Try to find a venue and time that will allow the largest number of people to attend. It is important these meetings happen as soon as possible so that we can give sufficient notice to Queensland Health about your action. It might make sense to hold the meeting straight after another staff meeting. You might have to ask a manager for permission to use a room- that should be ok with them, if you have any problems contact the union office. Once you have set up a meeting email hp@qpsu.org.au so we can coordinate this time and talk through the kit with you.

Step Three: Build the profile of the campaign by using the enclosed Meeting Poster to advertise the meeting time and to give your contact details. You can photocopy them to reach more people, put it up on a noticeboard or another highly visible position. If you have email access it's a good

idea to send a quick email around to let people know, and a reminder on the day of the meeting.

At The Meeting:

Step Four: Distribute attendance sheet and ask people to sign on. If potential members of the union come along you can remind them that only union members vote and they should join to be part of the campaign and join in on the action as part of HP Stronger Together.

Step Five: Use the agenda, attached separately, as the basis for the meeting to talk to through with everyone about what Queensland Health's offer is, why delegates have recommended we reject it and why this campaign is so important and how together you can take action to get a better deal.

First, pass a motion accepting or rejecting Health's offer and then we move to what we can do about it if you reject the offer.

Explain to your colleagues that this is our chance to do something about it- we have a capacity supported by the media, other union members and the public to demonstrate that HPs are essential and should be treated with respect and not lose conditions but gain them! We need to take action to let Health know you are serious. Invite potential members to join, encourage all members to participate in HP Stronger Together, and move a motion to participate. You can decide what you want to do.

After the Meeting

Step Six: At the end of the meeting, record any key feedback and responses from members. Contact hp@qpsu.org.au to let the QPSU office know how many people joined our union and what action the meeting voted to participate in as part of HP Stronger Together. THE UNION OFFICE REQUIRES THIS INFORMATION ASAP IN ORDER TO NOTIFY QUEENSLAND HEALTH AND THE QIRC ABOUT ACTION. Remember to let us know how it went by filling in your feedback form and faxing it to: (07) 3017 6208.

Step Seven: Congratulations! You've done a great job. Let people who couldn't make the meeting know what you've decided. We'll be in touch with further once we've lodged the notification. You've made a big difference in building momentum in this campaign during this critical time for Health Practitioners.