

HP Vacancy Management meeting

BRIEFING SHEET



This kit contains everything you need to run a report-back meeting on the new HP Vacancy Management policy.

Included in the kits you will find:

- an agenda for the meeting;
- speaker's notes;
- a poster, so you can advertise the meeting in your workplace;
- an attendance sheet, to record who attends;
- a report back form, to send back to the union office recording the outcome from your meeting

Once you've held your meeting be sure to report back on the outcomes by completing the report back form in this kit and fax this to 3017 6289 or scan and email to hp@qpsu.org.au.

We need Health Practitioners to attend a meeting and sign-up to show their support for this issue.

Before the Meeting

Before the meeting you should print copies of the poster and post these on noticeboards around your workplace as well as talking to members and getting them to commit to attend the meeting.

You will also need to print enough copies of the following documents included in this kit:

- The Qld Health Vacancy Management policy
- Our letter to the DG
- The DG's response
- Update Your Details Forms

And it's always good to have copies of union membership forms so you can recruit any non-members who attend the meeting to join our union.

Managing the Meeting

After informing members of this policy and its implications members may be upset and angry. This is ok and it is important that you encourage them to share their concerns with other workers to make sure as many people as possible know about this policy.

It's also important that you encourage them to sign-up in support of this issue by signing the meeting resolution petition during the meeting and taking extra copies back to their workplace if they have other members who could not attend.

Also remind everyone that we need their current workplace and contact details to make sure we get the right information to the right people as quickly as possible when a major issue like this arises in the workplace.

Hand out copies of the Update your Details forms and ask them to fill these out and give them back to you at the meeting.

After the Meeting

Collect all the Update Your Details Forms, the completed meeting attendance sheet/s and fill-in the meeting report back form and make sure send them all back to the union office.