



Guide to Establishing DWGs

(for a single employer)

1. Make a request to begin negotiations for the establishment of DWGs.
(Section 43(1))

2. Your employer must do everything reasonable to ensure that negotiations begin within 14 days. They cannot ignore you.
(Section 43(3))

3. You can be represented in these negotiations by any person that you authorise to do so. This can be someone from the workplace, but can also be an official from your union who will have valuable expertise in this area. Inform your employer of your chosen representative.
(Section 44(5))

4. When negotiations commence, they must only be directed at the manner of the groupings (i.e. location, shift, role), the number of HSRs for each group (which must be at least one), the number of Deputy HSRs, the term of office for HSRs, and whether the HSRs are authorised to represent independent contractors.
(Section 44(1))

5. Both parties must agree. Your employer does not get to make a decision without your approval.
(Section 43(2))

6. If you reach an agreement, the employer must establish the designated work groups as agreed, by giving written notice to the employees.
(Section 44(2))

7. If you do not reach an agreement, you can ask WorkSafe to arrange for an Inspector to determine the particulars that remain unresolved.
(Section 45(1))

8. The Inspector will give their determination to both parties and both parties must adhere to the ruling.
(Section 45(2))

9. Members of the DWG(s) are now able to determine among themselves how the election of an HSR, or HSRs, will be conducted. The employer gets no input.
(Section 54(4))