

GUIDELINES - CONSULTATION ON WORKPLACE CHANGE

Guidelines to be used in conjunction with Policy Consultation on Workplace Change

Guideline Owner: Director, Human Resources Services Centre

Keywords: Change, Consultation, Change Management, Changes to Regular Roster

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1. INTENT

To provide a Consultation framework for Major Change that is likely to have a Significant Effect on employees.

2. ORGANISATIONAL SCOPE

All ECU staff

3. DEFINITIONS

TERM	DEFINITION
Decision-maker	Means the University Delegated Authority or nominee as provided within the University’s Schedule of HR Delegations.
Transfer / Transferring	The University’s right to directly transfer an employee impacted by a Significant Effect into suitable alternative employment to mitigate the adverse effects of the change.

4. GUIDELINES CONTENT

- 4.1 Processes for Consultation on Major Change that is likely to have a Significant Effect will be transparent and consistent with the ECU Values and Code of Conduct.

These Guidelines support the Consultation on Workplace Change Policy, and provisions within the ECU Industrial Instrument.

4.2 Consultation on Workplace Change Process

4.2.1 Consultation on Major Change involves a timely exchange of information and views (except confidential or commercially sensitive information) between the University and Affected Employees.

4.2.2 After approval by the Decision-maker Consultation about the workplace change will occur with Affected Employees and their Employee Representative(s) if they so elect.

4.2.3 The following steps will apply:

A. Formal notification of change

- a) Written information on the change will be provided to Affected Employees and their elected Employee Representative(s).
- b) Where the change may result in adverse effects such as job loss, the information provided will outline any option(s) to potentially avert or mitigate the adverse effects, including directly Transferring an employee into an alternative position.
- c) The exchange of information and views will provide an opportunity for employee input, including measures the University may take to avert or mitigate the adverse effects of the change.
- d) The information provided will indicate the basis for the change and projected timeframes with regards to Consultation and implementation.
- e) Employee(s) will be provided with contacts and information about available support.

B. Consultation process

- a) After Affected Employees have been formally notified, they and their Employee Representative(s) where they so elect will be invited to a meeting to discuss the change.
- b) The meeting(s) will be an opportunity for employees to provide feedback or other opinions.
- c) The Consultation period will normally be up to 2 weeks.
- d) Information and ideas obtained during Consultation will be considered by the relevant Decision-maker against the requirements for change.
- e) Where the University provides an employee with an option to mitigate the adverse effects of change, including direct Transfer into a position that meets the definition of suitable alternative employment the employee will provide their input into the option during the Consultation period so it can be considered by the University.

C. Review of Consultation feedback and Implementation

- a) Reasons and outcomes of information considered during Consultation will be communicated to Affected Employees.

- b) The decision reached following Consultation will be formalised and communicated to Affected Employees and their elected Employee Representative(s). This may include implementation timeframes, or amendments to the change.
- c) Where duties of a position have not significantly changed, the incumbent will continue in the position.
- d) Implementation of the change may commence, and this may include written advice to Affected Employee(s) with regards to their direct Transfer into an alternative position.

D. Where measures to avert or mitigate the adverse effects of Major Change on Affected Employee(s) are unsuccessful

- a) If at the conclusion of the Consultation process the University decides it no longer requires an ongoing employee's job, the employee will be notified and provided with 5 working days to submit an expression of interest into any of the following measures:
 - (i) Voluntary early retirement;
 - (ii) Voluntary conversion to part-time work;
 - (iii) Relocation to another campus;
 - (iv) Retraining;
 - (v) Secondment;
 - (vi) Redeployment into Suitable Alternative Employment;
 - (vii) Voluntary separation, including voluntary redundancy.
- b) The selected option will be reviewed and discussed with the individual, and where necessary assessed against business needs.
- c) Should Redeployment into Suitable Alternative Employment be chosen the skills and experience of the individual will be examined, options for retraining may also be examined and suitable vacancies within the University will be monitored.
- d) Where:
 - (i) no expression of interest is received; or
 - (ii) no suitable or agreed option can be implemented; or
 - (iii) the individual seeks Redeployment into Suitable Alternative Employment; or
 - (iv) the individual requests a voluntary separation/redundancy, the relevant Redundancy provision of the ECU Industrial Instrument will apply.

- 4.2.4 An employee may seek independent support from the University's Employee Assistance Program which provides free confidential counselling services for them and their immediate family members. This support service is accessible 24 hours 7 days a week.

An individual may also seek practical support from the Human Resources Services Centre and meet to discuss their particular circumstances and to seek assistance with CV or job applications.

4.3 Changes to Regular Roster or Ordinary Hours of Work

- 4.3.1 Where a Definite Proposal has been made that may result in Changes to Regular Roster or ordinary hours of work, Consultation will occur with the Affected Employee(s).
- 4.3.2 The Affected Employee(s), and their Employee Representative if they so elect, will be provided with information about the change and invited to provide views on the change, including the impact the change may have, including any impact in relation to the employee's family or caring responsibilities.
- 4.3.3 The University is not required to disclose confidential or commercially sensitive information to the employee or their Employee Representative.
- 4.3.4 Unless agreed otherwise the Consultation period for changes to regular roster will normally be up to 2 weeks.
- 4.3.5 Views provided by Affected Employee or their Employee Representative on the impact of the change will be considered prior to the decision being finalised.
- 4.3.6 Reasons and outcomes of this consideration will be communicated back to Affected Employee(s).
- 4.3.7 The decision reached from the Consultation period will be formalised and communicated to Affected Employee(s) and their elected Employee Representative(s). This may include implementation timeframes.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

The Director Human Resources Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

In the event of uncertainty to the content or application of these guidelines staff should seek clarification and guidance from Human Resources Services Centre.

6. RELATED DOCUMENTS:

6.1 The policy and guidelines are supported by the following:

- [ECU Enterprise Agreement](#)
- [Employee Assistance Program](#)

6.2 Other documents which are relevant to the operation of the policy and guidelines are as follows:

- [ECU Code of Conduct](#)
- [Redundancy and Redeployment Policy](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guidelines Owner	Director, Human Resources Services Centre
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8. APPROVAL HISTORY

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