

Policy Title: Consultation on Workplace Change
Policy Owner: Director, Human Resources Services Centre
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Policy Code: PL289 / hr181

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1. INTENT

This policy outlines the University’s commitment and obligation to consult with affected employees about major change that is likely to have a significant effect. Consultation also includes changes to regular roster or ordinary hours of work.

2. ORGANISATIONAL SCOPE

All ECU staff excluding casuals.

3. DEFINITIONS

TERM	DEFINITION
Affected Employee(s)	Means the employee(s) who may be affected by a Major Change, or Changes to Regular Roster or ordinary hours of work.
Changes to regular roster	Means changes to an employee’s regular roster or ordinary hours of work, except where an employee has irregular, sporadic or unpredictable working hours.
Consultation	Means discussing the introduction of change with the employees and their representatives, seeking their views about the changes and giving them a bona fide opportunity to influence the decision-maker. Prior to making a final decision, the University will give genuine consideration to any matters raised by employees and their representatives about the decision, including without limitation whether or not to proceed with the change as well as any matters raised about implementation.
Definite Proposal	Means the University has made a decision to change, though no final decision will be made until consultation into the change occurs with affected employees. It is not a final

	decision. The final decision about a change will not be made until after consultation has occurred.
Delegated Authority	Means the delegated authority or nominee as provided within the University's Schedule of HR Delegations.
ECU Industrial Instrument	Means the ECU Enterprise Agreement.
Employee Representative	A person or organisation nominated by an employee or group of employees, if they so choose, to act on their behalf. An employee representative cannot be a person who is currently a practising solicitor or barrister except for those employed by a registered employee association.
Major Change	A workplace change that is likely to have a Significant Effect on an employee.
Significant Effect	Includes: a. termination of employment; or b. major changes in the composition, operation or size of a Work Unit or the University's workforce or in the skills required; or c. the elimination or diminution of job opportunities, or promotion opportunities or job tenure; or d. the alteration of hours of work; or e. the need for retraining or transfer of employees to other work or locations; or f. the restructuring of jobs.

4. POLICY CONTENT

- 4.1 This policy and the associated Guidelines are to be read in conjunction with the ECU Industrial Instrument. The policy and guidelines establish the process for consultation with affected employees on major change that is likely to have a significant effect.
- 4.2 Nothing in this policy or the guidelines to this policy prevents the University from seeking feedback or input from employees into a major change prior to a Definite Proposal being made or approved by a Delegated Authority.
- 4.3 Major Change likely to have a Significant Effect**
- 4.3.1 Consultation occurs only after a documented Definite Proposal to change has been approved by the ECU Delegated Authority.
- 4.3.2 Where a Definite Proposal is approved it will be provided for consultation to affected employees, and their employee representative(s) if they so elect.
- 4.3.3 No final decision on the change will be made until consultation with the affected employees and their elected employee representative(s) occurs.
- 4.4 Roster Changes**
- 4.4.1 Where changes to regular roster are proposed consultation will occur with affected employees consistent with Clause 4.3 of the Guidelines to this policy.

5 ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Director, Human Resources Services Centre has overall responsibility for the content of this policy and its operation in ECU.

All staff are required to comply with the content of this policy and seek guidance in the event of uncertainty into its application, or its guidelines.

6 RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- [Consultation on Workplace Change](#)

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

- [ECU Enterprise Agreement](#)
- [ECU Code of Conduct](#)
- [ECU Redundancy and Redeployment Policy](#)
- [ECU HR Delegations](#)

7 CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Services Centre
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8 APPROVAL HISTORY

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