

Change Management Clause

Preliminary Stage

Discussion:

- Rational for possible change
- Union notified of possible change
- Staff involved in dialogue on possible options
- Timeline – consultation Stage 1

Consultation Stage 1

Discussion:

- Fin info
- Org charts
- Reports from Consultants
- Risk Assessment
- Timeframe
- Redistribution of duties
- Draft Change Proposal
- Rational for change
- Unions and Staff invited to provide feedback
- Union to be invited to briefing

Consultation Stage 2

- Summary of amendments to Draft Change Proposal
- Write to address staff comments
- Updated Org Chart
- Mapping of positions
 - disestablished
 - Like for like positions
 - New positions
- Measures taken to avoid potential job loss
- VS and Redeployment
- Draft Implementation plan
- Ongoing meetings with union and staff – Including meeting about staff's comments to confirm comments

Implementation

Final Change Plan

- Open to challenge redundant position
- Timeline
- Placement Strategy
- VS or redeployment
- Training

Review

Consult with affected staff

Workflows and loads
Function and position
Measure outcomes – meets the object of the change
Impact
Any created positions due to unforeseen workload