

CSIRO Policies and Procedures

The Know Your Rights series of fact sheets assist CSIRO union members to better understand and enforce rights at work. CSIRO policies and procedures are not contained in the Enterprise Agreement (EA).

1) What are CSIRO policies and procedures?

Policies and procedures guide how all work is performed in CSIRO. The Staff Association ensures that CSIRO procedures are not in breach of legislation and the Enterprise Agreement (EA).

2) Can CSIRO procedures override legislation or the EA?

No. Rights and conditions in legislation and the EA have legal enforceability and precedence over CSIRO procedures.

3) How are procedures changed in CSIRO?

Through initiation by management. CSIRO employees and the Staff Association must be consulted, but there is no legal requirement to reach agreement on any changes.

4) How does the Staff Association monitor changes to procedures?

For Human Resources (HR) procedures, the Staff Association is given notice about changes and asked to provide feedback. Often this feedback helps to improve the procedure or to eliminate inconsistencies with the EA and/or legislation

5) Is the Staff Association consulted on every change to CSIRO procedure?

Usually, however members should not assume that the Staff Association has been provided the opportunity to have some degree of oversight concerning every policy and procedure in CSIRO. Always contact your local delegate or organiser or email csstaff@cpsu.org.au to let us know about changes or maintenance of procedures

6) How can I have a say on CSIRO procedures?

We suggest that members contact the Staff Association in the first instance. We will be able to raise your issues, including anonymously if you choose, which often improves or corrects problems with procedures.

7) Can I speak directly to management about procedures?

Yes. CSIRO management have provided avenues for staff to provide feedback online. However, members report that changes to procedures are not visible enough and that they don't know how their feedback is taken into account. We suggest members copy or blind copy the Staff Association on all feedback to management.

8) Are there plans for major changes to CSIRO procedures?

Yes. All HR procedures have recently been reviewed to ensure they are updated and consistent with the new CSIRO EA 2017-2020. Management is also undertaking a 'policy reform project' on non-HR procedures - for example finance - to simplify the way information is presented to staff.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.cpsu-csiro.org.au

KNOW YOUR RIGHTS

Important points

- Policies and procedures guide how work is performed in CSIRO.
- However CSIRO policies and procedures cannot override or supersede the legal rights of employees or working conditions contained in the Enterprise Agreement (EA).
- Management should consult CSIRO employees and the Staff Association about proposed changes to procedures however there is no requirement to reach consensus.
- The CSIRO EA remains the ultimate one-stop-shop for working rights and conditions.
- Management are currently reviewing all HR procedures.

