

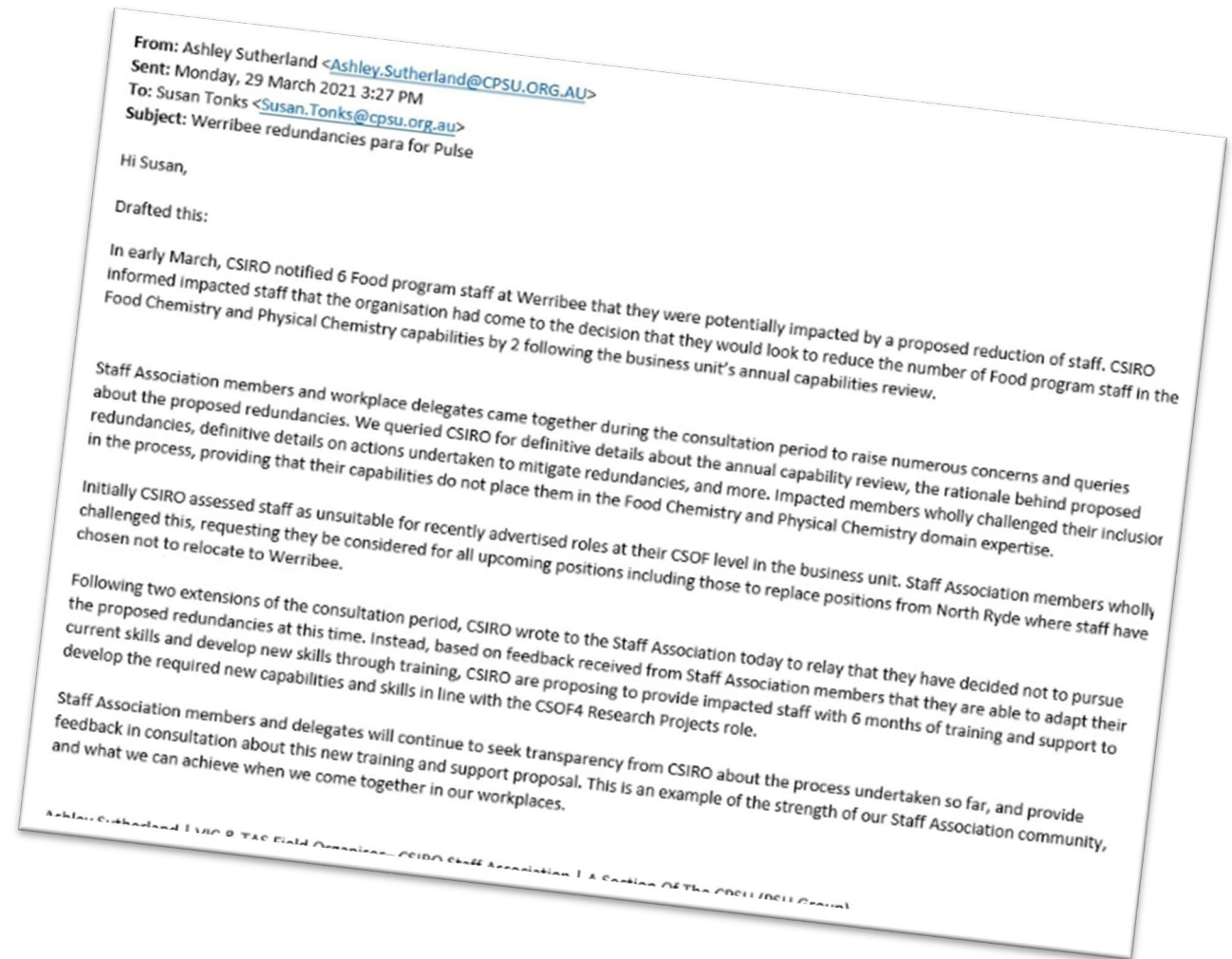
# Workplace issue story guide

The example featured in this template is located at <https://csirostaff.org.au/news/2021/05/07/working-together-to-save-jobs-at-werribee/>

1. Collect source materials including emails, documents and photos.
2. Write a brief report of the issue.
3. Summarise key events and answer key questions.

Examples include:


- What was the problem?
  - How did it come about?
  - What was our position?
  - What was management's position?
  - What action did we take?
  - How did we achieve a solution?
  - Did we learn any lessons?
  - How do we feel about the outcome?
  - What does it say about union membership?
4. Use your report to write a draft story.
  5. Start with a headline. Try to capture the story and its importance in one sentence. Or select a working title and move on.
  6. Write a quick story plan. Using dot points list the:
    - Headline or title
    - Key points / sub heads



7. Start with a headline. Try to capture the story and its importance or relevance in one sentence. Or select a (working title) and move on.
8. Write a quick story plan. Using dot points list the:
  - Headline or title
  - Key points / sub heads
9. Then start the draft.
10. Introduction / lede - no more than three paragraphs. Summarise the most important aspects of the story and preview the content that is to follow. Try to imagine capturing all the essential information (in summary form) that you want to communicate to the audience (should they only quickly scan the first three sentences and read no further).
11. Sub heads – approximately three pars per section. Using sub heads helps break up the story and provide navigation for the reader.
12. Paragraphs – use only one to two sentences per paragraph, 8 to 12 words per sentence.
13. Quotes – use quotations to insert commentary or excerpt source material.
14. Don't forget a join message / call to action
15. Finish the draft. Even if there are sections or content missing, just mark up clearly.
16. Print draft and read out loud. Mark up typos. Make corrections.
17. Email draft to designated editor for changes and/or approval.
18. Send approved copy with any images or resources to download to Communications Officer for publication online.

7 May 2021

## Working together to save jobs at Werribee



Quick action from the local delegate, with support from the Staff Association organiser, recently resulted in securing the future employment of six staff in the Agriculture and Food business unit located at CSIRO's Food Innovation Centre in Werribee.

In early March, business unit leadership notified six Food program staff at Werribee that they were potentially impacted by a proposed reduction of staff. Workplace delegate Rod Smith was quick to act and assist his impacted colleagues as their representative and enlisted the support of Staff Association organiser Ashley Sutherland.

By the end of the month, the proposed job cuts were off the table and the future employment of the potentially impacted staff secured, for now at least.

So how did Rod and Ashley save the day?

### Background

Following the Agriculture and Food (Ag Food) annual capabilities review, business unit leadership decided to cut the number of Food program staff in the Food Chemistry and Physical Chemistry capabilities by two positions, with six staff potentially impacted by the reduction.

Staff Association members and workplace delegates moved swiftly during the consultation period to raise numerous concerns and queries about the proposed redundancies.

"We queried CSIRO for details behind proposed redundancies, and more importantly, the rationale behind them. Initially CSIRO assessed the business unit.

"Staff Association members raised concerns about the proposed redundancies, the rationale behind them, and the impact on staff." Ashley Sutherland, Staff Association organiser.

### Result

Following two extensions of the consultation period, CSIRO wrote to the Staff Association to inform the union that Ag Food leadership had decided to abandon the proposed redundancies, for the time being.

"Following further consideration of the feedback from staff during the consultation period and discussions held with the leadership team and the Team Leaders, (we) have decided not to proceed with this process," the correspondence states.

Instead – based on suggestions from Staff Association members that current skills could be developed and adapted through training – CSIRO are proposing to provide all staff in the Food program six months of training and support to develop the required new capabilities and skills, in line with the CSOF4, Research Projects role.

Ashley says Ag Food leadership still have questions to answer.

"We're not satisfied with the explanations provided by CSIRO as to why these impacted staff were dragged through this process that has been a cause of great distress due what are felt to be to several assessment and process errors."

"The Staff Association has requested a response from CSIRO about what management processes and management training will be put in place to ensure that staff are not put through such a stressful and dubious process in future," Ashley said.

### Lessons

Staff Association members and delegates will continue to seek transparency from Ag Food leaders and ensure affected staff are meaningfully consulted about the new training and support proposal.

"We should acknowledge this as a win," Rod says. "This is the first time that CSIRO have decided not to go ahead with a redundancy process at Werribee."

"For me it's an example of the strength of our Staff Association community and what we can achieve when we support each other in the workplace."

### Join the Staff Association

If you're not a Staff Association member yet, join today to receive workplace advice and support from our delegates and organisers.