



# Consultation

## CSIRO STAFF ASSOCIATION

As at June 2024

**As part of the Staff Association bargaining claim and from common terms negotiated in APS Service Wide Bargaining, CSIRO Staff Association representatives secured long awaited and much needed improvements to consultation in your agreement.**

### Why is consultation important?

Consultation in the workplace is important because it provides employees with a voice on the issues that affect them, which supports safer, healthier workplaces, and a CSIRO that draws on the skills and experience of employees to deliver for the Australian community.

### When do CSIRO have to consult?

Under the new clause, CSIRO will have to consult employees and the relevant union when it proposes to:

- change work practices,
- introduce new policies or guidelines or change existing policies or guidelines,
- implement major change,
- change regular rosters or ordinary hours of work, or
- make any other changes on workplace matters that significantly or materially impact employees.

### What does consultation involve?

The new consultation clause requires CSIRO to:

- provide employees and the Staff Association with a genuine opportunity to influence the decision prior to a decision being made,
- provide all relevant information to employees and the Staff Association in a timely manner to support consideration of the issues,

- consider feedback from employees and the Staff Association in the decision-making process, and
- advise employees and the Staff Association of the outcome of the process, including how their feedback was considered in the decision-making process.

### Are all consultation processes the same?

Not all workplace change is the same. Minor changes with a smaller impact on employees will require a less formal consultation process. Where major change is involved, there should be a clear consultation plan that includes information provided to staff, staff briefings, union meetings, and adequate time for employees and the union to provide feedback.

### Will the union be involved?

Yes. The new consultation clause guarantees a role for the union in consultation processes. That means you can provide your feedback through the Staff Association, and union members have the strength of a collective voice.



## What should I do if I think consultation isn't occurring?

Contact the Staff Association as early as possible. Getting the process on track quickly means there is a greater chance of a genuine consultation process being established.

## What if I don't agree with the outcome?

Sometimes there will be a range of views about outcomes and decisions in the workplace. Genuine consultation guarantees a fair process where employees' and the union's views are considered, it doesn't necessarily guarantee that everyone agrees.

If the consultation process is flawed, the union can take steps to ensure that the enterprise agreement is followed and that your consultation rights are protected. In the most serious cases, this includes asking the Fair Work Commission to help get things back on track.

## Consultation plan

So that future consultation processes comply with the requirements of the new agreement the Staff Association has negotiated an additional consultation plan. It is a requirement that CSIRO follow this plan for all proposals that will result in a major change, such as redundancies.

**Step 1 - Early Engagement** CSIRO engages with staff members and relevant unions regarding the requirement for upcoming changes and may seek staff feedback on identifying and resolving the "problem". These might include surveying staff members, establishing reference groups, or arranging "problem solving" sessions. CSIRO should advise staff and relevant unions of the consultation process, including a tentative timeline for change, if a proposal were to be made. These phase should run for a minimum of two weeks.

**Step 2 - Proposal Development** The Business Unit will review the feedback from staff members during Step 1. The feedback received from staff members during this time will be used by CSIRO to inform the proposal for change.

**Step 3 - Proposal Consultation** Commences a process of consultation with staff and the relevant unions. This includes providing staff and unions with all relevant information regarding the proposed changes and advise how decision makers considered feedback received in stage 1. After making the proposal CSIRO will advise and discuss the effect the proposed change is likely to have with potentially affected officers and proposed measures to avert or mitigate any adverse effect of the proposed change on the officers.

**Step 4 - Feedback Review** CSIRO will review the feedback received from staff and union(s) during the consultation period. CSIRO will prepare a consultation feedback report summarising that feedback and responding to each of the key feedback themes. CSIRO will facilitate further discussions to advise both employees and the Staff Association how feedback is being considered.

**Step 5 - Decision** After taking the feedback into account, CSIRO will make a final decision regarding the proposal and advise staff members and union(s) of that decision.

**Step 6 - Implementation** CSIRO will implement the decision. Staff may continue to provide feedback which must be genuinely considered by management.

If you have been notified of a proposed change and have concerns with the consultation process please email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) at earliest opportunity.

## LOOKING FOR ADVICE?

**This information was produced by the Staff Association and paid for by union members. Every member contributes to the resources, strength, and capacity of our union.**



CSIRO STAFF  
ASSOCIATION

Members are encouraged to email our team at [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or speak directly with your Delegate or Staff Association Organiser.

## NOT YET A MEMBER?

Join today at [csirostaff.org.au](http://csirostaff.org.au) for access to advice, support and representation when you need it.

