

CONSULTATION WITH STAFF RE MAJOR CHANGE

All modern awards contain a clause that requires you to consult with your employees before you implement any major business change that will have a significant effect on them.

These include:

- a major change in the composition of your workforce;
- a major change in the size of your workforce;
- a major change in the skills required by your employees;
- a reduction in promotion opportunities;
- reduced job security;
- restructuring of jobs; or
- redundancies.

Here are 7 things you must do when consulting with your employees about a workplace change:

1. Notify the employees who may be affected by the proposed changes.
2. Give them all relevant information in writing about the nature of the changes proposed, the expected effects of the changes on them, and any other matters likely to affect them.
3. Discuss the changes with the employees affected.
4. Discuss the effects the changes are likely to have on them.
5. Take measures to avert or mitigate the adverse effects of such changes on them.
6. Give prompt consideration to matters raised by the employees in relation to the changes.
7. Recognise an employee's representative (if they wish to be represented).

If you have any queries on points raised in this article please contact Ben Walker HR/IR Manager on (W) 6224 7033 or ben@australianhotels.asn.au