



Staff Communication procedure

Section 1 - Preamble

(1) This Procedure is effective from 5 September 2017.

Section 2 - Purpose

(2) This Procedure outlines when and how staff of the University should communicate with each other.

Section 3 - Scope

(3) This Procedure applies to all staff of the University.

Section 4 - Policy

(4) This Procedure is pursuant to the [Workplace Relations policy](#).

Section 5 - Procedure

(5) The Vice-Chancellor (or nominee) will determine appropriate ways to communicate with staff about the University's Strategic Plan, the University's progress towards achieving its objectives and the Vice-Chancellor's vision and values for the success of the University or any other matter of importance.

(6) Managers will develop appropriate processes within their areas to communicate with staff about University matters and local work area matters, and to encourage staff feedback.

Modes of communication

(7) Communication can occur via regular face-to-face individual and team meetings, meetings with broader colleagues and work groups (e.g. Unit, Division, Faculty), and staff retreats.

(8) The use of email, websites (such as intranets, interactive online tools and social media), telephone or video conferences, and written information also supports this face-to-face communication.

Cross campus communication

(9) Managers with staff at different University campuses must ensure that there are appropriate and effective communication mechanisms in place so that all staff can access relevant information regardless of their location.

Major workplace change

(10) Where managers plan to make major changes in the workplace, they must consult and communicate in accordance with the consultation on major workplace change provisions in the [Deakin University Enterprise](#)

Section 6 - Definitions

(11) There are no definitions arising under this Procedure.

Status and Details

Status	Current
Effective Date	5th September 2017
Review Date	5th September 2020
Approval Authority	Vice-Chancellor
Approval Date	29th August 2017
Expiry Date	To Be Advised
Responsible Executive	Kean Selway Chief Operating Officer selwayk@deakin.edu.au
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