



Workplace Relations procedure

Section 1 - Preamble

The [Deakin University Enterprise Agreement 2017](#) came into effect on 6 July 2017. This Procedure is currently under review and will be updated as soon as possible to reflect any new changes.

(1) This Procedure was approved by the Vice-Chancellor on 3 September 2014 and incorporates all amendments to 27 May 2015.

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

Section 2 - Purpose

(3) This Procedure supports the effective resolution of workplace relations matters in accordance with the [Enterprise Agreement](#) and relevant policies and procedures.

Section 3 - Scope

(4) This Procedure applies to all staff at the University.

Section 4 - Policy

(5) Refer to the [Workplace Relations policy](#).

Section 5 - Procedure

Staff consultation (major workplace change)

(6) Where a manager is considering major workplace change, the manager must first consult with their Head of organisational area and seek advice from the Human Resources Division (HRD) in relation to consultation and implementation requirements in clause 68 of the [Deakin University Enterprise Agreement 2013 \(EA\)](#).

(7) A substantive change to the broad role or structure of an organisational area will require the approval of the Vice-Chancellor (or nominee).

(8) Following approval, the manager will prepare the proposal to introduce major workplace change and, in consultation with HRD, will arrange to consult with staff members likely to be affected by the proposed change and with the National Tertiary Education Union (NTEU).

Protected industrial action

(9) The University acknowledges that staff may participate in protected industrial action in accordance with the [Fair Work Act 2009 \(Cth\)](#).

(10) Staff must notify their managers prior to their absence to participate in protected industrial action to enable arrangements to be made to meet the operational requirements of their work area.

(11) Staff who are absent from work to support protected industrial action will have their pay deducted for the time they are absent.

(12) Staff who attend a meeting coordinated by a staff representative group during working hours will have their pay deducted, except where they attend such meetings during their lunch break, or where the Executive Director, Human Resources has notified staff they may attend a meeting on a paid basis.

(13) During protected industrial action, staff members must behave reasonably and in accordance with the [Code of Conduct](#).

(14) Staff will report inappropriate behavior during any period of protected industrial action to their manager. Such reports may result in disciplinary action in accordance with the [Staff Discipline policy](#).

(15) Where staff are unable to enter the campus or University buildings due to protected industrial action, they must contact the relevant manager, who will provide them with appropriate advice.

(16) Staff may call the police to deal with incidents where an unlawful action has occurred, or has been alleged to have occurred.

Appeal and review committees

(17) The University will establish a range of committees to perform duties in accordance with University procedures and the [Deakin University Enterprise Agreement 2013 \(EA\)](#).

Section 6 - Definitions

(18) For the purpose of this Procedure:

- a. Major workplace change: changes in organisation, structure or technology that are likely to have significant effects on staff members

Status and Details

Status	Historic
Effective Date	1st February 2016
Review Date	1st February 2019
Approval Authority	Vice-Chancellor
Approval Date	27th May 2015
Expiry Date	4th September 2017
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