



# We deserve respect at work

I'll stand up for fairer workplaces

MAY 2013

## STAND UP CAMPAIGN THEMES AND ACTIONS : YOUR FEEDBACK

*please tick your choices* ↘



### 1 COMMUNICATION & CONSULTATION

**Principle Statement** - The Award should include a principle statement recognising that consultation occurs because it results in better outcomes, not because it's an Award requirement

AGREE STRONGLY  
AGREE NEUTRAL  
DISAGREE STRONGLY

**Consultation on all Change** - The definition of 'consultation' must alter so *all* change is subject to consultation with only timeframes differing depending on complexity & number of stakeholders involved

**Stages of Consultation** - A clear procedure that identifies the stages of the consultation process has to be developed and included in the Award

**Agency Communications** - A minimum standard for communications with workers must be developed and adopted across all Agencies. This mechanism can then be used across government to keep workers informed, to train and educate, and to provide standard approaches to whole-of-government issues



### 2 RECRUITMENT PROCESSES

**Central Vacancy Management** - A process for managing vacancies centrally should be maintained so they are not advertised externally until it has been assessed there are no suitable opportunities across the public sector for reassignment of duties

AGREE STRONGLY  
AGREE NEUTRAL  
DISAGREE STRONGLY

**Reassignment of Duties and Transfers** - Workers should be able to nominate themselves for reassignment of duties both within their Agency or to another Agency

**Youth & Disability Recruitment** - Targets for recruiting young workers and those with disabilities must be developed at a central and Agency level. Agencies will achieve targets by identifying specific roles that will form part of the whole-of-government youth/disability program and will be exempt from the central vacancy process

**Women in Senior Roles** - Programs have to be developed to assist women to gain appointment to senior roles across the public sector on merit. The aim should be to have women fairly represented at all levels by 2020

**Centralised Recruitment** - Recruitment functions need to be performed by a central team of specialised recruiters

**Permanent Appointment Registers** - Permanent employment registers must be maintained in occupations of high turnover to assist in filling vacancies quickly



### 3 MANAGING FOR HIGH PERFORMANCE

**Universal System** - A simple, universal Performance Review system should be developed and adopted across all Agencies and inserted into relevant Awards

AGREE STRONGLY  
AGREE NEUTRAL  
DISAGREE STRONGLY

**Bi-annual Discussions** - As a minimum the Performance Review system should require performance and development discussions between workers and their managers every 6 months

**Personal Development** - The Performance Review process should include discussions with workers about their career aspirations and identify training and development opportunities to achieve those goals

**Continued Performance Rewards** - The classification system should be amended so workers whose performance is good continue to be rewarded even when they reach the top of their substantive Band

**Reclassification** - A worker could have their substantive classification advanced to the next Band through the attainment of relevant training and experience, agreed and documented through a Performance Review. Such a reclassification would need to be approved centrally and there would be no change to salary until duties at the higher classification could be assigned

**HDA & MRDA** - Higher Duties and More Responsible Duties allowances should always be paid when workers are directed to perform higher or more responsible duties. An entitlement to HDA or MRDA may be waived where duties are undertaken as part of agreed development opportunities documented through Performance Review

**4**

**BULLYING AND HARASSMENT**

**Leadership** - Tasmanian public sector leaders must commit to the elimination of bullying behaviour at all levels

AGREE	STRONGLY	AGREE	NEUTRAL	DISAGREE	STRONGLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Four-Stage Approach** - A four-stage process based on Education, Informal Resolution, Internal Formal Resolution and External Formal Resolution should be developed to address bullying behaviour

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Education** - All workers must receive basic training to enable them to identify acceptable workplace behaviours and to learn how to respond when they experience or observe bullying behaviour

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**Risk Management Approach** - Bullying needs to be treated as a workplace health and safety issue. All workplaces must undertake a risk assessment and develop a plan where risk is identified

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**Informal Resolution** - The informal resolution stage of the process should support workers to address instances of bullying through an informal, 'no blame' approach

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5**

**WORKPLACE SAFETY & ABSENCE MANAGEMENT**

**Flexible Work** - Flexible approaches to absences should be encouraged to provide workers with alternatives to taking a full day off work

AGREE	STRONGLY	AGREE	NEUTRAL	DISAGREE	STRONGLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Early Contact** - Early contact should be made with workers who have been absent from work for multiple days on either personal leave or workers compensation to offer support and discuss options for return to work

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**Return to Work Options** - Formal Agency systems to identify return to work opportunities must be developed and backed up by referral to central vacancy management if return to work can't be supported within the Agency, and permanent reassignment of duties should be considered early in the process if supported by the worker

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Working is Key** - A two-staged approach to return to work should be embraced with the initial focus on returning to work and the second focus being returning the worker to their substantive role

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**Recording and Reporting** - Workers must be encouraged to report any incidents that present a risk to work health and safety. Formal mechanisms need to be implemented to investigate and follow-up on every incident.

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**6**

**JOB SECURITY**

**Section 47 Redeployment** - The *State Service Act 2000* must be amended to remove Section 47.

AGREE	STRONGLY	AGREE	NEUTRAL	DISAGREE	STRONGLY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Identify Services Being Considered** - Before considering privatising or out-sourcing services the employer must clearly articulate the service being considered, the reason it's being considered and assess whether the privatisation or out-sourcing could impact on any community service obligations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Public Interest** - Before considering privatising or out-sourcing services the employer must prove the proposed privatisation/out-sourcing is genuinely in the public interest taking into consideration all aspects not just cost

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**Contestability** - Before considering privatising or out-sourcing services the employer must provide an opportunity for the existing service to be benchmarked against similar services and to meet this standard. Where the benchmarked standard is achieved the service will not be privatised or out-sourced

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Name: ..... Workplace: ..... Union Membership: HACSU <input type="checkbox"/> CPSU <input type="checkbox"/> Non-Member <input type="checkbox"/>
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\*\*\* PLEASE RETURN THIS SHEET AFTER THE MEETING - OR FAX TO CPSU 6234 1498 or HACSU 6228 0258 \*\*\*

