

# HR1.7 Staff Consultation

## Purpose

1. To ensure all staff have an avenue to contribute to the strategic direction, growth, and future of SAVVY
2. To ensure all staff have an avenue to contribute to the development and implementation of policies, procedures and practices at SAVVY
3. To enhance service delivery and improve outcomes for participants through consultation and collaboration with employees at SAVVY
4. To enhance employee and volunteer conditions through consultation and collaboration at SAVVY

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. Fair Work Act 2009
2. Aged Care Act 1997
3. Aged Care Award 2010

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager  
Executive Officer

## Policy Statement

1. At SAVVY we recognise that collaborative relationships with all stakeholders are fundamental to achieving quality outcomes for our participants and that community partnerships that are based on active communication, consultation, and collaboration are essential.
2. It is therefore imperative that SAVVY provide opportunities for staff participation in decision-making through official and unofficial consultation mechanisms.
3. The Chief Executive Officer and/or Chief participant Officer will consult directly with staff on day-to-day matters which affect a staff member's employment.
4. Staff are encouraged to raise any concerns they may have about their employment directly with their People Manager.

5. If staff feel that they are unable to raise an issue with their People Manager, they should raise the matter with one of the SAVVY leadership team or with the People and Culture team.

## Procedures

1. SAVVY conducts a minimum of biennial all-staff meetings as a forum for engaging staff in decision making, strategic planning, and collaborative practices. Meeting agendas will be set in a collaborative manner and chaired by a staff member. The agenda, minutes, and actions register will be available for all staff.
2. SAVVY conducts a minimum of annual all-staff surveys / culture audits as a method for informing strategic decisions, culture change, and staff satisfaction. The raw data from the staff surveys will be kept confidential within the leadership team, as a way of ensuring as much openness as possible. However, any actions arising will be shared with staff.
3. Consultation about major workplace change will occur in accordance with the relevant Industrial Instrument and/or Fair Work Act 2009. Discussions will take place in relation to the effects of change, measures to mitigate any adverse effects and consideration of matters raised by employees.
4. Individual employees are encouraged to consider and offer viewpoints through the various Workplace Committees which have been organised to ensure meaningful staff, participant and management input is given on all areas of continual improvement. These Committees have relevant Terms of Reference and meet regularly to review current and future work issues; which include:
  - a. quality and continuous improvement
  - b. participant service and feedback mechanisms
  - c. development and review of policies and procedures
  - d. service design and changes to work practices
  - e. work organisation
  - f. introduction of new equipment and technology
  - g. changes in workplace structure
  - h. work, health and safety matters
  - i. staff training and development

Further information on relevant Terms of Reference and Committee Practices can be sought from the Executive Officer.

## References to other SAVVY policies and external sources

1. Nil

## Summary of attachments

1. Nil

## Version Control

1. 1 April 2023 - New Policy Creation
2. 17 August 2023 - Workplace Committee references updated