



9 June 2021

Private and Confidential

Dear Staff Member

**RE: Classification, remuneration, progression review and the introduction of a Competency Framework**

Latrobe Community Health Service Ltd  
ABN: 74 136 502 022

I refer to the consultation provisions as detailed in;

All correspondence:  
PO Box 960  
Morwell 3840

- Clause 14 of the Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017

Call: 1800 242 696  
www.lchs.com.au

Which sets out the requirement to consult with employees regarding major workplace change.

I wish to advise you that we are commencing a consultation period to propose changes to your current classification levels, remuneration, the manner in which staff progress to the next pay point and the introduction of a competency framework that will align with progression across the four yearly pay points detailed in the agreement.

Prior to any changes being implemented LCHS are obliged to provide employee's impacted by the change with a genuine opportunity to provide input and influence the outcomes of the change.

We hereby notify you that Latrobe Community Health Service (LCHS) has initiated the consultation process regarding a proposed change to your classification, remuneration and the manner in which staff will progress within the salary range for their classification.

Below is a Change Impact Statement that briefly sets out the relevant information regarding the change and the reasons for the change to be implemented.

**Change Impact Statement**

<p><b>Proposed Change</b></p>	<p>Currently staff are classified at the correct classification level in line with the key objectives, duties and responsibilities of their roles as detailed in the relevant agreement</p> <p>It is proposed that your classification and your remuneration will be aligned to the relevant classification from the industry benchmarking project that was conducted by People, Learning and Culture in February 2021.</p> <p>Additionally, it is proposed to remove the current automatic progression from one increment to the next within a</p>
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	<p>classification level based on years of service. Agreement percentage increases will continue to be recognised as they are scheduled, and stipulated in the current and future negotiated agreements.</p> <p>Further, it is proposed to introduce a Behaviour Health Program (BHP) Competency Framework which will replace the current automatic progression. Progression through pay points will be based on successful achievement of relevant competencies and staff can apply to be assessed at six monthly intervals via an application process for a yearly uplift.</p> <p>Staff will only be able to progress once within a 12 month period. Movement to a higher classification level will only occur by way of promotion, or appointment to a vacancy at that level.</p> <p>Schedule B.9.1 and B.9.4 of the Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 contains provisions for the implementation of progression of staff.</p> <p>The proposed framework will operate in isolation of the Annual Performance Review process.</p> <p>It is proposed that these changes will commence from Monday 12 July 2021.</p>
<p><b>Reasons for the proposed changes</b></p>	<p>The change is proposed as a result of the Executive Director, Aged and Community Care and Manager, Behavioural Health Programs initiating a full benchmarking project following a review of various sources of information, including staff surveys, retention statistics, exit interviews and one on one discussions.</p> <p>The benchmarking project indicated some significant variables when comparing data obtained to that of LCHS.</p> <p>As a strategy to retain the skills and experience of current staff and provide development opportunities and pathways for career progression it is proposed to</p> <ul style="list-style-type: none"> <li>• align the classifications and the remuneration findings of the project and;</li> <li>• introduce a framework that provides a structured progression for staff to enable a continued contribution to improving the services provided and enhance the value of the team.</li> </ul>
<p><b>Possible effect on Employees</b></p>	<p>Automatic progression within the pay points based on the completion of 12 months service will no longer be recognised.</p> <p>Timeframes for possible competency progression for individual staff members will be shorter/longer depending on various factors; ie; experience, knowledge, initiative/readiness to apply for assessment, etc.</p> <p>Staff will be required to utilise the competencies that they have successfully achieved and in turn will be recognised and remunerated for this.</p>

	<p>Staff will not be asked to obtain competencies that are outside the scope of their roles, nor will staff be pressured to progress through the framework if they do not wish to do so.</p> <p>Progression beyond pay point 4 into a higher classification level will be via successful application to a position classified above the current level of the staff member.</p>
<b>OH&amp;S Risk Assessment</b>	<p>It is not envisaged there will be any additional workload or OH&amp;S impacts on staff as a result of this change.</p> <p>The proposed change will have minimal, if any impact on employee's health and safety.</p>
<b>Measures to mitigate</b>	<p>Enterprise Agreement percentage increases will continue to apply and staff will receive these increases as they are advised at the appropriate classification and competency level they are on.</p>
<b>Rights of employees</b>	<p>All affected employees have the right to a representative at any time during the change process.</p>

From Tuesday **8 June 2021 to Monday 21 June 2021** the consultation period will be open. This period will allow LCHS to provide relevant information to impacted staff and the union, as well as provide you with an opportunity to raise any issues, concerns and feedback.

Following this consultation period, having taken in all feedback received, we will advise impacted staff and union/s of any changes or amendments to the proposal and provide an outcome. This change will be confirmed to you in writing.

It is proposed that these changes will be effective from the week commencing **Monday 12 July 2021**.

Questions and feedback regarding this proposed change is to be submitted by COB Friday 11 June 2021 to Sandra Robertson on [sandra.robertson@lchs.com.au](mailto:sandra.robertson@lchs.com.au), or Paula Gibb, Manager Behavioural Health Programs on [paula.gibb@lchs.com.au](mailto:paula.gibb@lchs.com.au)

In the interim if you require assistance or advice on this matter please contact Sandra Robertson, IR/ER Business Partner on 5136 5308 or [sandra.robertson@lchs.com.au](mailto:sandra.robertson@lchs.com.au)

Employees often find change and adjustment to a new working environment stressful. Please be assured that our intention is to do whatever we can to support you through this process, including access to the Employee Assistance Program which is available to you on 1300 687 327 by Converge International, or by visiting [www.convergeinternational.com.au](http://www.convergeinternational.com.au).

Yours sincerely,



Alison Skeldon  
**Executive Director, Aged and Community Care**

Attachments: Consultation Timeline

## Consultation Timeline

<u>Date</u>	<u>Action</u>
<b>Monday 7 June 2021</b>	Employees covered by industrial instruments outside the scope of the project and not impacted by the change to be advised that there will be an announcement on Tuesday 8 June 2021 regarding staff covered by Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017.
<b>Tuesday 8 June to Tuesday 15 June 2021 (1 week)</b>	Consultation Period – Employees / union/s have the opportunity to provide a written response. Additional meetings can be scheduled during this period on request if required
<b>Tuesday 15 June 2021 – Thursday 17 June 2021 (3 days)</b>	Feedback received from consultation process is considered.  Written response inclusive of updates following initial consultation and FAQ's will be provided to employees and unions.
<b>Friday 18 June 2021 to Monday 21 July 2021 (1 day)</b>	LCHS to consider alternative proposal, and if applicable a further meeting will be arranged with employees and/or union prior to finalising outcome of consultation.
<b>Tuesday 22 June 2021</b>	LCHS to advise employees of final outcome Staff to receive new contracts with revised information and payroll to be notified.  Effective date Monday 12 July 2021