Proposed Restructure of the Rockingham Campus

SECOND FORMAL CONSULTATION PAPER
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1. Introduction from the Chief Operating Officer

Firstly, it is fitting to acknowledge the participation and feedback from staff within the Rockingham Campus, in particular staff from Rockingham Library, along with others in the Murdoch University (Murdoch) community, who have taken the time and effort to provide valuable input into the proposal to withdraw selected services from Rockingham Campus.

Following the distribution of the Formal Consultation Paper One and the consultation period with staff, this document forms the Second Formal Consultation Paper. This document is intended to provide a proposal for change by Murdoch University in terms of our withdrawal as Senior Administrative Partner of the Rockingham Campus Library and affected Murdoch staff.

There has been a substantial amount of work undertaken since the close of the first consultation period to assess the feedback received, discuss and agree the most appropriate actions and continued work with our campus partners. Specifically, there have been three significant areas of planning and consultation operating concurrently:

- The Rockingham Task Force chaired by Mr Steven Dickson, Senior Executive Director Property, Development and Commercial Services;
- Discussion with our joint-use Library partners being The City of Rockingham and Challenger Institute of Technology; and
- A series of meetings and a workshop with Rockingham Library staff.

The information contained within this consultation document has been gathered as a result of this planning and consultation. A separate document will be provided to relevant stakeholders addressing operational questions and concerns that were raised in the workshop held on 21 January 2015.

The level of patience and understanding demonstrated during this time by all staff has been greatly appreciated and is a real indication of the high level of professionalism and corporate citizenship embedded in Rockingham campus culture. Staff are now invited to submit their final comments in writing via the process outlined on page 8 of this paper. The second round of consultation, following the release of this paper, will cease on 15 June 2015. Following this date, an implementation will commence.

Thank you again for your input and support in getting to this point in the process.

**Darren McKee**

Chief Operating Officer
2. Rockingham Library

Over many years, Murdoch has acted as the Administrative Service Provider in a tripartite arrangement with the City of Rockingham Library Services and Challenger Institute of Technology (Challenger) Library Services at our Rockingham Campus Library. This partnership has been extremely successful with the library gaining industry recognition and accolades for best practice as a joint use library, including:

- ALIA All Stars Award 2010
- Shortlisted for the Bill Gates Foundation
- International best practice in Shoemaker, A et al “Multi-Partner Campuses: The future of Australian higher education” Queensland Institute of Technology October 2000
- Invited to present at Joint Use Library conferences both nationally and internationally

Recently, Murdoch has consolidated its undergraduate education programs at the South Street Campus and it is no longer viable for Murdoch to continue to act as the administrative library service provider. A decision has been made that as of 2 October 2015, the University intends to withdraw from the Library.

It is expected that all staff will remain at the Library to support the wind down of operations until 2 October 2015. However, this is contingent upon operational arrangements and partnership requirements with Challenger and City of Rockingham. It is important to recognise and appreciate the contribution and expertise which has been already demonstrated by many individuals within the Rockingham Library throughout this process.

3. Transition Process for Staff of the Regional Library Services

In accordance with section 64 of the Murdoch University Enterprise Agreement 2014 (The Agreement), Murdoch is required to fulfil certain obligations to its staff in relation to the transition process. Additionally, Murdoch is committed to reducing detriment to staff wherever possible.

Given that the closure of the Library will not occur until October it is difficult to outline the exact staffing proposal. Therefore, this paper has included positions at South Street that may be filled both through direct transfers or a recruitment process outlined in section 3.1 to 3.6 below. However, staff can be assured that this process will take place prior to the Library closing and recruitment plans will be clearly communicated with advanced notice.
As at 25 May 2015 the University have identified the following positions that may be advertised pending further reviews:

<table>
<thead>
<tr>
<th>Position#</th>
<th>Position Detail Title</th>
<th>Position Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1495H04</td>
<td>Librarian (Information and Reference Services)</td>
<td>Vacant</td>
</tr>
<tr>
<td>0037K02</td>
<td>Librarian (Information and Reference Services)</td>
<td>Retirement/Available 11/07/2015</td>
</tr>
<tr>
<td>1495H03</td>
<td>Senior Librarian (Reference and Liaison Services)</td>
<td>Current Fixed Term Incumbent 30/09/2015</td>
</tr>
<tr>
<td>0029D01</td>
<td>Manager Library Resource Services</td>
<td>Vacant</td>
</tr>
<tr>
<td>0104G01</td>
<td>Senior Library Officer (Monographs)</td>
<td>Vacant</td>
</tr>
<tr>
<td>0539D01</td>
<td>Library Officer(Monographs)</td>
<td>Current Fixed Term Incumbent 05/06/2015</td>
</tr>
<tr>
<td>0036E01</td>
<td>Library Officer (Monographs)</td>
<td>Current Fixed Term Incumbent 30/09/2015</td>
</tr>
<tr>
<td>0465J01</td>
<td>Library Systems Officer</td>
<td>Retirement/Available 26/09/2015</td>
</tr>
<tr>
<td>1262K01</td>
<td>Library Officer (Enquiry &amp; Lending Services)</td>
<td>Available 22/06/2015</td>
</tr>
<tr>
<td>1311C02</td>
<td>Senior Library Officer (Subscriptions)</td>
<td>Available 25/9/2015</td>
</tr>
</tbody>
</table>

Further information on these positions such as the availability, classification and position description, will be made available as part of the recruitment process.

### 3.1 Direct Transfers

Some positions may be identified as appropriate for direct transfers to vacancies at the South Street Campus when they are deemed to be suitable alternative positions as defined by the Agreement. Staff will be advised in writing regarding their direct transfer during the implementation period.

This does not preclude directly transferred staff from applying for other positions that have been identified as vacancies at the South Street Campus. In instances where a position is not filled by a direct transfer or there are more displaced positions than available positions at South Street, a recruitment activity will be undertaken (further detailed in Section 3.2).

### 3.2 Recruitment

Those staff who have not been identified for a suitable direct transfer are encouraged to apply for positions at South Street that have been identified as vacancies. Confirmed dates for each round of recruitment will be communicated to staff at the earliest opportunity.
Rockingham and South Street staff may apply for the advertised roles, including staff on leave and away from campus, who will be personally contacted by their Supervisor. Staff on fixed term contracts, current at the time of recruitment, are eligible to apply on the same basis as staff on continuing contracts. However, these recruitment processes will be open to Library staff only.

The selection process will compare the person’s qualifications, experience and skill set against the selection criteria for the position(s). Appointments will be managed by appointment committees constituted under the guidance of HR.

Expressions of Interest should be submitted through the Careers at Murdoch website and include:

- the position applied for;
- why the position is of interest to you; and
- the skills, experience and knowledge you would bring to the position.

Where there is an expression of interest from:

- a member of staff already performing a similar role on the classification indicated;
- the panel considers the applicant to have suitable experience, qualifications and skills; and
- there are no expressions of interest,

staff will be confirmed in post with no further process. Should a member of staff not be successful in gaining employment through a merit selection process, the University will apply the process of Redundancy and Redeployment as per Section 3.3 outlined below.

### 3.3 Redundancy and Redeployment

Positions which fall outside the scope of direct transfers and whose incumbents are not recruited into the remaining positions will be managed in accordance with Section 64 of the Agreement.

Section 64 stipulates that where the University has confirmed a position is to become redundant, the University will give at least 14 days advanced written notice to the employee concerned and will outline the reason(s) for redundancy and will enter into a 26 week redeployment period where the university will attempt to redeploy the staff into a suitable alternative position by agreement between the University and the member of staff. In cases where employees have not been placed into a suitable alternative position their employment will cease.
4. Support during the transition process

4.1 Workshops

It is acknowledged that the Rockingham Library is represented largely of a committed and long term workforce who may not have experienced a merit selection process recently. Therefore, to enable staff to put their best foot forward in the merit selection process, Human Resources will facilitate a workshop with Rockingham Library staff. The workshop will focus on preparation of expressions of interest and interview skills. These workshops will occur shortly after the final feedback has been received and considered.

4.2 Training and staff development

As a result of this process many staff will be carrying out new tasks. We are committed to providing all staff with the support they need to transition to their new responsibilities successfully, and to fill any knowledge or skill gaps they might have as a result of the changes.

Support and professional development may take different forms depending on an individual’s position and their prior knowledge and experience. Support mechanisms available to staff may include:

- On the job mentoring and training from colleagues;
- Internal training courses made available through Murdoch’s organisational capability unit;
- Library or team-specific sessions organised internally; and,
- External training courses.

4.3 Outplacement

Where termination of employment occurs as a result of a position becoming redundant, an outplacement service will be provided. The outplacement service will work with affected employees to support them to transition to new roles outside of Murdoch.

5. Staff at Peel Campus

Library staff at Peel Campus will report to the Manager Library Client Services.
6. Education

The Academic Support Officer/Administrative Assistant position will be transferred to South Street. Relevant arrangements will be managed separately from this process and affected parties will be notified shortly.

7. Submitting Feedback

Staff are encouraged to submit feedback through YourSay@murdoch.edu.au by COB 15 June 2015.

8. Individual Concerns

Any individual concerns can be raised with Hannah Begg, Human Resources Advisor by phone on 9360 6746 or via email, h.begg@murdoch.edu.au.

The University recognises that change can be difficult for some employees. Employees who require counselling and support services are encouraged to contact Murdoch’s Employee Assistance Program provider, PeopleSense. PeopleSense, can be contacted on 1300 887 824 or via their website www.peoplesense.com.au.