

## **MANAGEMENT CHANGE DOCUMENT**

### **CHARLES STURT CAMPUS SERVICES LIMITED**

#### **Formal Change Process**

##### **Background:**

*Charles Sturt Campus Services (CSCS) is a controlled entity of Charles Sturt University and employs over 100 staff.*

*CSCS provide services to Charles Sturt University campuses these include Wagga Wagga, Bathurst, Thurgoona, Dubbo and Orange. It is envisaged that services will also extend to Canberra and Port Macquarie Campuses also.*

*CSCS is contracted to provide a range of services to the university community, these include cleaning of campus research, teaching and residential facilities, a laundry service, a courier service, and also includes residential maintenance services.*

*The contributing Factor influencing this change derive from the outcomes of University Service Improvement Project and a review of the cleaning company's operational efficiency and how it interacts with the University.*

*It is envisaged that the proposed changes will place the company in a better position to service the university independently.*

*The change predominantly is structural, and although some positions are disestablished, other positions are created with similar responsibilities, the company is seeking a path of No Job losses.*

##### **Status:**

*This document is the first version of the process of developing a formal proposal for workplace change relating to the Service Improvement Project.*

##### **Notification:**

*The Company is drafting this document to set out its specific proposal for consultation with CSCS Employees in accordance with Charles Sturt Campus Services Enterprise agreement 2013.*

*Staff are encouraged to provide feedback or ask questions in relation to the change proposal within a two week period commencing from the distribution of this document, these should be forwarded to [cscs@csu.edu.au](mailto:cscs@csu.edu.au).*

*The General Manager or Workplace Improvement officer is also available to answer questions from individual staff, or groups of staff, to arrange a time please contact CSCS administration on 02 6933 4747.*

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#### **Rationale and Nature of Change**

##### **Rationale:**

*The structural change enables the business to create refined positions that will deliver improved service outcomes. The “Store person” and “Work Substitute” roles will simplify responsibilities and enable a focused outcome within these areas of operational support. The newly created positions will improve accuracy and efficiency in store person activities and when labour availability fluctuates, provide needed assistance in assuring that client service level agreements are met.*

##### **Nature of Change:**

*It is proposed that the Management tiers within the CSCS structure alter and functional Management support positions are created.*

*This will involve as seen in the **supporting organisation structure diagrams at the bottom of this document** the disestablishment of three Team Leader roles; two in Wagga Wagga and one in Bathurst, these roles will be replaced by the following important positions or a combination of both; “Store person” and “Work Substitute”.*

*This change proposal is a **business driven change**. It is not the intention of the company to reduce staff numbers through this change process.*

*The company will where possible, directly transfer existing staff members into positions of the same or similar level.*

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#### **Phasing of change over time and possible effects on staff**

##### *Phase one: (Completed)*

- *Consult with CSCS Board of Directors, CSU Human Resources*

##### *Phase two:*

*Notify effected persons and discuss role transition and timeframes.*

##### *Phase three:*

*Consult with workforce, asking for feedback*

##### *Phase four:*

- *Change commences 21<sup>st</sup> September 2015*

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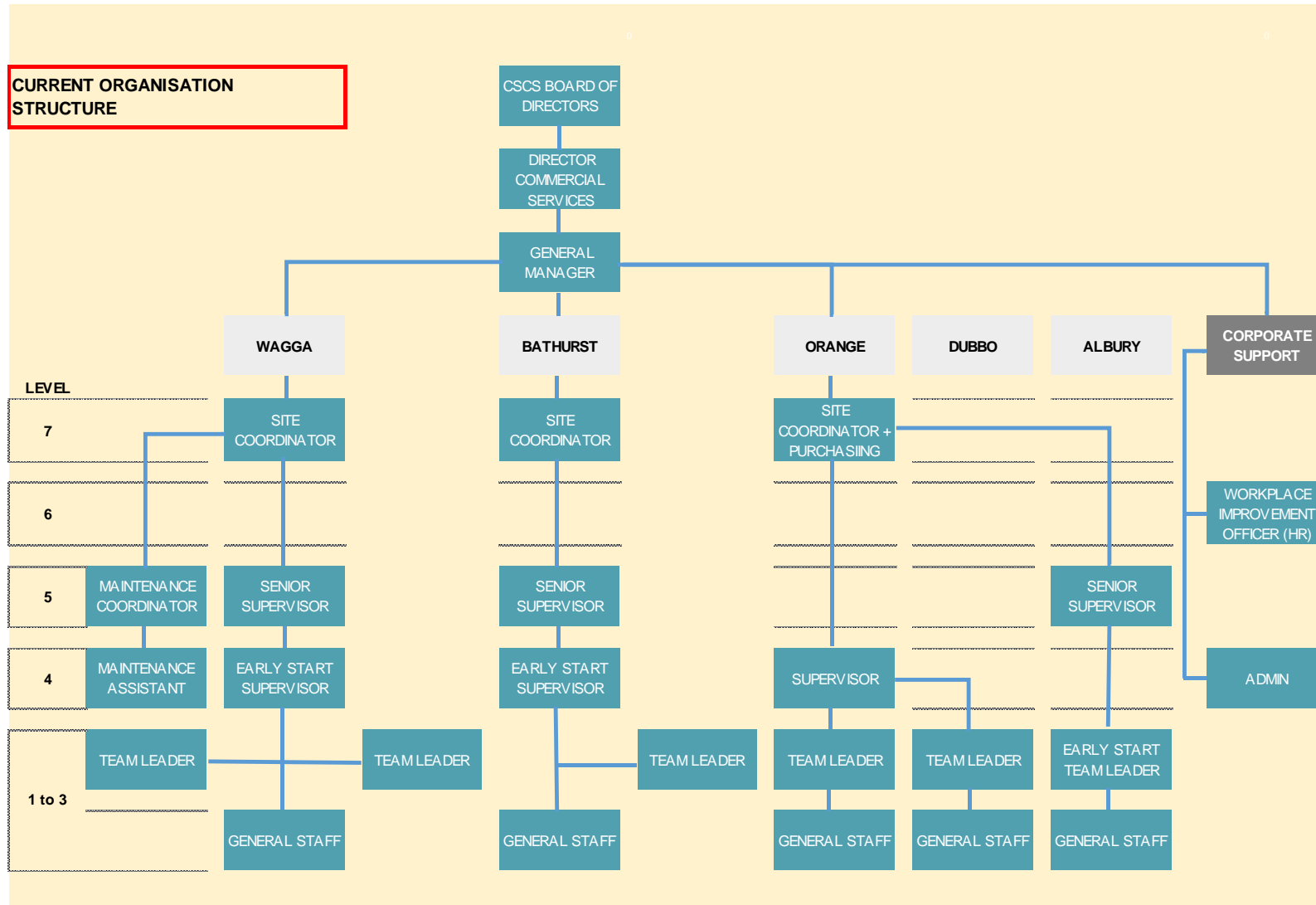
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#### Overview of positions disestablished, created and potentially transitioned

<i>Positions affected;</i>	<i>Positions transitioned;</i>
<ul style="list-style-type: none"><li>• CSCS Bathurst Team Leader, Position No.648713 (disestablished)</li><li>• CSCS Wagga Wagga Team Leader, Position No.648726 (disestablished)</li><li>• CSCS Wagga Wagga Team Leader, Position No.648727 (disestablished)</li></ul>	<ul style="list-style-type: none"><li>• CSCS Bathurst Store person / Work substitute Position No. XXX (<u>established</u>)</li><li>• CSCS Wagga Wagga Store person, Position No. XXX (<u>established</u>)</li><li>• CSCS Wagga Wagga Work substitute Position No. XXX (<u>established</u>)</li></ul>

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