Faculty of Business and Economics Change Proposal

Formal consultation paper for faculty staff located at the Berwick Campus

12 May 2016
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1. Purpose

The purpose of this document is to formally notify affected staff and their representative bodies of a change regarding Monash University’s Berwick campus.

This is the second stage of a formal consultation process which will involve more detailed discussion on implementation and localised consultation with each Berwick staff cohort directly affected by the decision to cease teaching at the Berwick campus.

This change paper initiates the formal consultation process (stage two) in accordance with clause 13 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 for staff in the Faculty of Business and Economics currently located at the Berwick campus.

For more information about the Berwick changes including this document please refer to the below website:


2. Background

On 7 March 2016, Monash staff and their representative bodies were notified of a proposal by the University to cease teaching at the Berwick campus prior to the end of 2018. A Briefing and Consultation document was provided to staff to initiate consultation on the proposal in the broad. It was noted in that document that should a decision be made to proceed with the proposal, a second stage of more detailed and localised consultation would take place.

Refer to the below website:


The first stage consultation period concluded on 31 March 2016. A report was then prepared and submitted to Monash University Council for consideration. On 28 April, the Vice-Chancellor met with Berwick staff to communicate that Council had made the decision to proceed with the proposal, pending Federal Government approval.

This second stage of consultation will involve discussion relating to the implementation of the decision as it pertains to each staff cohort at the Berwick campus. The consultation process over how this decision is implemented will involve
the relevant faculties and professional services areas, staff, students and their representative bodies.

3. Reasons for proposed change

The reasons for the proposed change is to implement the recent decision for the University to cease teaching at the Berwick campus prior to the end of 2018. The reasons for that proposal (now approved) are outlined in the Briefing and Consultation paper (dated 7 March 2016).

Refer to the below website:


3.1 Proposed Changes

Monash will progressively cease teaching at the Berwick campus prior to the end of 2018. As a consequence of this change, Monash will transfer and deliver its Berwick academic offerings at other Monash campuses. To make clear, the courses offered at Berwick will continue to be taught by Monash, but the teaching location will either be the Clayton or Peninsula campuses. Staff currently working in the faculties and professional services areas at the Berwick campus will be transferred to positions at other Monash campuses.

**Faculty of Business and Economics proposed plan:**

The Faculty of Business and Economic is planning to transfer the Bachelor of Business Administration to the Peninsula campus.

**Planned implementation plan:**

2016
- No changes

2017
- Continue to teach the Bachelor of Business Administration’s 2nd and 3rd year units at Berwick campus in 2017
- Commence first year students Bachelor of Business Administration at Peninsula campus in 2017

2018
- No teaching at Berwick campus in 2018
- Commence 2nd and 3rd year units at Peninsula campus in 2018
The above proposal ensures the majority of students currently undertaking the Bachelor of Business Administration at Berwick will finish the course at Berwick and will be the least disruptive way to move the course to the Peninsula campus. Students in their second and third year of the BBA enrol in units which can be undertaken in either second or third year. It is important these year cohorts are located at the same campus to limit the amount of intercampus travel.

3.2 Impact of changes on staff

As noted in the initial Briefing and Consultation document dated 7 March 2016:

“As part of this proposal, the Berwick staff on continuing appointments will be offered transfer at equivalent level and conditions, to other Monash campuses to continue supporting the academic and professional services activities that they currently support at Berwick. Monash aims to retain the current Berwick student load within Monash and for that reason we do not anticipate any redundancies as a result of the proposal.

For fixed term and casual/sessional staff, existing staff contracts (as at 7 March 2016) will be honoured. Facilitative arrangements to enable (where commensurate work is available) fixed term and casual/sessional staff to continue to work at other Monash campuses, when their employment contract(s) cease will also be put in place.”

Faculty staffing Profile at Berwick:

- 14 Academic staff (continuing)
- 2 Academic staff (fixed-term)
- 6 Professional Staff (continuing)

Both academic and professional staff will transfer to the Peninsula campus effective from 31 December 2017. Where required, the academic staff located at the Berwick campus until the end of 2017, may also teach and provide academic support at the Peninsula campus during this period.

4. Proposed consultation with Staff and NTEU

Second stage of consultation with Berwick staff affected within particular work areas by the Berwick campus changes

Consistent with the Monash University Enterprise Agreement (Academic and Professional Staff) 2014, the consultation period for this proposed change will commence on 13 May 2016 and will close COB on 27 May 2016.
Staff and the National Tertiary Education Union (NTEU) will be encouraged to provide feedback and any suggestions on the proposed changes and means to mitigate impacts on staff. The University will review and consider all relevant information and ideas to ensure that decisions in relation to this proposal are well informed and mindful of impacts on staff.

All feedback and suggestions should be forwarded to the Deputy Dean, Professor Robert Brooks (robert.brooks@monash.edu) prior to the closing date for responses.

5. Support for staff

Staff will have access to internal courses such as ‘Managing self through change’. The aim of these support programs for affected staff is to discuss managing change and transition, identify personal responses to the transition and develop and implement practical strategies to manage themselves and assist others, if required, through the transition process.

Extensive information is available on the A-Z course listing website at http://www.adm.monash.edu.au/staff-development/a-z.html to support staff through this proposed period of change. Staff are also encouraged to utilise the counselling support services offered through the Employee Assistance Program and the University’s Counselling Services.

6. Proposed Implementation Timetable

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<thead>
<tr>
<th>Activities</th>
<th>Estimated timeframes</th>
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<tbody>
<tr>
<td>Consultation paper provided to staff and the NTEU. Consultation period commences.</td>
<td>13 May 2016</td>
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<tr>
<td>Consultation period closes.</td>
<td>COB 27 May 2016</td>
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<tr>
<td>Consider feedback on the proposed plan and respond if required</td>
<td>Week commencing Monday 30 May 2016</td>
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<tr>
<td>Advice on final decision following feedback from staff and/or the NTEU</td>
<td>Week commencing Monday 30 May 2016</td>
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