

Welcome to Phase 2

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Welcome to the Phase 2 kit for HP 'how to' guides. This kit contains helpful information and activities that will make sure that the Phase 2 process works properly.

Remember that there is also plenty of useful material at www.qpsu.org.au/hp - the dedicated web resource for QPSU HP 'how-to' guides. If you know someone who wants to help play their part as a 'how-to' guide, send them to the website so that they can sign up! You can also email hp@health.qpsu.org.au.

Contained in this kit are:

- a poster, to announce Phase 2 in your workplace and provide your details as a 'how-to' guide;
- a fact sheet about workplace consultation and what to expect during the consultation process;
- contact details for your local HP implementation project team delegate and Union Council delegate;
- a "test the temperature" activity that will let you gauge how well the Phase 2 process is working in your workplace;
- and this instruction sheet.

Poster

Please display the "phase 2 is here" poster in your workplace - try to section off a part of the noticeboard to use for HP related news and information. The poster is a good way to mark the spot!

Consultation fact sheet

The enclosed fact sheet about consultation should also go up on your noticeboard so that all members know what to expect from the consultation process. A good idea would be to photocopy the fact sheet and give it to all of your colleagues so they have their own reference guide to what they can expect to happen over the next month. Managers will be talking to all staff in the work unit about their roles and proposed HP levels. Your role as the HP 'how to' is to make sure everyone is aware of what is happening, and that they know they can raise concerns or issues at this time. It's also important to make sure that everyone knows who the project team delegate is for your area, as they will be able to provide valuable assistance.

Project team delegate and Union Council contact list

This list is for your reference during phase 2 - if you have questions about the process, or if a particular staff member in your area needs help and you can't answer their questions, please get in contact with your local project team delegate (their names are on the sheet, their contact details are on GroupWise). While the union office is always available as a contact point, going to the project team delegate in the first instance will put you in touch directly with a worker who has good local knowledge about what's happening on the ground and how we can address it.

"Test the Temperature" of your workplace!

This month, we need to check how the consultation process is taking place on the ground. To do this, all HP 'how-to' guides will need to "test the temperature" of your workmates using the enclosed "thermometer" tally sheet and the stickers provided. If you run out of stickers, you can use ticks or tally marks to count workers.

We need you to report back to your local project team delegate on how your work unit is feeling about the consultation process - are most of them happy with the progress so far? Do they feel they have been properly consulted? Or are they unhappy with the process and the likely outcome? The answer to this question is very important for the campaign. Recording the views of your colleagues in this simple way will enable delegates to work out where to focus the attention of project team members in your district. We know that there are likely to be areas where not everything goes smoothly, so that's why it's so important that we get accurate feedback from every area. Send your project team delegate an email when you have checked with all your colleagues about the result of your informal survey.

You might want to catch people after a staff-meeting or talk to people one-on-one about how they're feeling. If you have a large workgroup and can access email for all members you could send them an email asking them how they think everything is going and encourage them to reply so that you can mark it on your sheet. We've included a draft email text below for your use.

(draft email text)

Dear colleagues,

Now that Phase 2 of the HP agreement is here, we need to make sure that the workplace consultation processes run smoothly.

During Phase 2, our managers will be consulting with us, both as individuals and as a group, about our HP classification levels and relating them to the work that we do.

Project team and Union Council delegates from the QPSU are here to help, so as an HP 'how-to' guide, I'm helping to provide them with the information they need to assess how the consultation process is traveling at our workplace.

I'd like to contact each of you to ask your views about how you think consultation is going. Are you mostly happy? Or mostly unhappy? I have a straight-forward pre-made "temperature-taking" tally sheet with stickers to record your answers. I won't be using names and the views expressed will be totally anonymous. I'm using smiley faces instead!

This exercise is important so that we can all be sure that, where problems exist, management can work together with QPSU delegates, 'how-to' guides and members to get workable consultation arrangements about classification levels in place.

If you have any questions, please feel free to contact me.

Otherwise, I'll talk to you about your view soon!

--Regards,

--Your HP 'how-to' guide.

Further Questions?

For more information or if you have any questions visit www.qpsu.org.au/hp or contact your local project team or Union Council delegate.

Your QPSU HP How To Organiser will give you a call in the next week or so to talk to you about this kit and to get feedback about how the temperature is in your Work Unit.

HP "how to" campaign