



Work Role Consultation Policy and Procedure

Scope

This policy applies to all Brook RED Employees.

Purpose

To ensure Brook RED offers opportunities for genuine engagement with employees to voice their perspectives on matters affecting their work, promoting a more collaborative and informed workforce. This policy will also assist with change management processes.

Principles

As a Lived Experience organisation, Brook RED values the insight and perspectives of our team and encourages feedback and collaboration around work matters that impact someone's role and responsibilities. There are times when changes need to be made to employee's roles and responsibilities, as well as times where employees may request role changes in the organisation due to several factors. Brook RED will ensure that processes are in place that allow for clear, collaborative and fair work role consultation.

Policy

1. Reason for change is identified

The reason for change to someone's role at work is identified and explained to affected parties. The reason for change is shared with affected parties through written communication ahead of time at the earliest possible opportunity.

2. Engage with affected parties

Affected parties are invited to share any opinions, concerns, or desired outcomes during a consultation meeting or through written request. Brook RED will ensure that limits and bounds of the consultation process is clear. For employees requesting changes to their work role, please see the document "Requesting Changes to Work Roles".

3. Consider consultation findings

The management team will consider all information gathered in the consultation process and will aim to come to a best fit solution for all parties affected.

4. Communicate outcomes

Outcomes from the work role consultation process are shared with those affected, via meeting or written communication.

Definitions of Terms Used

Affected parties – Any employee who is directly affected by the change to work role.

References

Communication Policy
Fair Work Ombudsman
Human Resources Policy
Work Health and Safety Act 2011

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Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
1	July 2025	Blake Barber	Introduction of new policy	August 2026

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.