## Administrative Arrangements Order (AAO)

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| Action | Action officer | Due date |
| **Preparatory Stage** |
| Changes for agency identified and prepare agency change management plan. |  |  |
| Identify affected work units and employees. |  |  |
| Identify relevant unions. |  |  |
| Prepare consultation plan. |  |  |
| Notify OCPE of proposed change, change management plan and consultation plan. |  |  |
| **Stage 1: Initial advice and outline of consultation process** |
| 1.1 | Refer OCPE Change Management in the NT Public Sector guide for agency advice to employees and unions.Review and consider any recommendations made from previous consultation processes. |  |  |
| 1.2 | Draft initial advice/email to all employees, which covers:* details of MoG/AAO coordination in the agency
* details of employee feedback mechanism such as an “Ask the CEO” email address or regular briefings in smaller agencies, or a combination of mechanisms
* timetable for the implementation of MoG/AAO.
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| 1.3 | Draft initial advice/letter to relevant unions, which details:* details of MoG/AAO coordination in the agency
* timetable for the implementation of MoG/AAO
* details of effects of the MoG/AAO on the agency, if possible (in the alternative an indication of when the implications would be known and identified).
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| **Stage 2: Consultation – determine communication methods – seek staff/union views** |
| 2.1 | Consider consultation meetings with relevant unions, including setting up arrangements for subsequent meetings or alternatively, setting up consultative committee with union for specific change management. |  |  |
| 2.2 | Report on discussions and any outcomes for employees and unions. |  |  |
| 2.3 | Invite comments on summaries of discussion and outcomes from unions and employees. |  |  |
| 2.4 | Evaluate comments and suggestions with a view to:* addressing any concerns
* advising employees and unions on how these concerns and suggestions were considered or addressed.
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| **Stage 3: Review, show consideration of feedback and advice on implementation** |
| 3.1 | Consider employee and union feedback.Confirm provision of advice about the changes and the effects on the relevant employees. |  |  |
| 3.2 | Clarify the reasons for the changes. |  |  |
| 3.3 | Advise the timetable and date the changes will be implemented. |  |  |
| 3.4 | Invite employee and union feedback about the changes. |  |  |
| 3.5 | Advise employees and unions of how their views were considered and taken into account and advise whether the details of the implementation plan have been varied.  |  |  |
| 3.6 | Implement the changes and notify OCPE. |  |  |
| 3.7 | Note any unanticipated aspects of the implementation of the changes. |  |  |
| **Stage 4: Assess post implementation and change management process** |
| 4.1 | Review actual change management process against change management and consultation plans. |  |  |
| 4.2 | Set up consultation meeting with unions to evaluate the change management process, including understanding what could have been done differently. |  |  |
| 4.3 | Invite employee feedback on change management process either through meetings or feedback loops or both, as appropriate. |  |  |
| 4.4 | Document the outcome of evaluation process. |  |  |
| 4.5 | Develop recommendations for future consultation processes. |  |  |