

Pip Spence  
CEO and DAS

Date: 17/6/25

Civil Aviation Safety Authority

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## Conduct of Consultation in CASA

Dear Pip

Joint unions in CASA are raising concern with the conduct of consultation on major change in the agency. We are seeking to resolve these matters to avoid disputes and a more streamlined and inclusive process in harmony with the CASA Enterprise Agreement 2023-2026 (EA).

We have raised issues with the conduct of consultation previously however the issues remain. We have included some examples below,

- March 2025 – Unions only learnt of an office relocation in Sydney after the relocation was completed. CPSU wrote to CASA on the 4/3/25 to remind them of their obligations to consult under the terms of the agreement.
- May 2025 – Unions received notification from the People and Capability branch of proposed changes to the CNS/ATM Teams – Air Navigation, Airspace and Aerodromes Branch. Unions were advised that the consultation would be finished in 2 business days, and relevant information was not provided. Professionals Australia had to put this matter into dispute under Clause 9 of the EA.
- May 2025 – Unions received an email from People and Capability notifying of proposed changes in the Safety, Risk and Intelligence Branch. Unions had to reply to CASA and request the additional information as per the consultation terms of the EA. Safety assessments were also raised as part of the consultation process as well.
- June 2025 – Unions were provided an update to employee positions descriptions in the Aviation Technical Workforce. AFAP had to remind CASA that they needed to provide all relevant information as per the EA.

### **Working together towards a resolution.**

Join unions want to resolve these issues with a consultation plan on future proposed changes that includes the below process,

1. People and Capability and the unions conduct an initial discussion about the potential for change. Agreement is reached on a draft consultation plan, and on

information that will need to be provided to staff and unions to support the process.

2. CASA appoints a change manager who is responsible for managing consultation in accordance with the enterprise agreement and agreed draft consultation plan.
3. The proposed change is formally communicated to employees and the unions, including release of the draft consultation plan.
4. All relevant information to facilitate consultation on the proposal is released to employees and the union. Note: sometimes information will need to be updated throughout the process.
5. Opportunities for employee and unions input are agreed (appropriate to the circumstances, including the significance of the change), including indicative timelines:
  - a. Paid time meetings;
  - b. Time for delegates to gather feedback by talking to employees in the workplace;
  - c. Depending on the issue, the union/s may distribute a survey in the workplace to gather feedback; and
  - d. Time for union delegates to prepare a submission and collate feedback for consideration.
6. People and Capability and the unions meet to discuss feedback. Further meetings may be necessary to consider the issues.
7. People and Capability facilitates further discussions with the unions to advise how employee/union feedback has been taken into account. Further discussions may be necessary if the delegates/the union considers there may be utility in revising the union's recommendations based on this discussion.
8. Employees/unions formally advised of the decision, including how employee/union input has been taken into account.
9. Consultation on implementation occurs. If the change is major change, it would be appropriate at this stage to consult on proposals to mitigate any adverse impact on employees/affected staff. In cases where redundancies are required, this should include options such as an EOI process and job swaps.
10. Implementation process occurs. In the case of major change, agreed measures to mitigate adverse impacts on employees are implemented (which may include an EOI process for identifying staff who may prefer VR, job swaps and so on). It is only at this stage that employees would be identified as potentially redundant.

The above process meets the requirements of clause 72 of the EA and avoids further issues with consultation in CASA. We ask that it is implemented as soon as possible for future consultation on major change.

Happy to meet and discuss, although anticipate your response within 2 weeks of receipt of this letter,

Kind regards

Casa joint unions

