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In reply please quote: **DH:ljm: A14/1462**

9 December 2015

Laura Molenaar
HR Advisor Industrial Relations
Corrective Services NSW
20 Lee Street
SYDNEY NSW 2000

Email: laura.molenaar@dcs.nsw.gov.au

Dear Ms Molenaar

Change Management Proposal for Administrative and Stores Roles in Correctional Centres

On behalf of the Public Service Association of NSW (**PSA**), I refer to the above matter and to recommendations made yesterday by Commissioner Newell in the Industrial Relations Commission.

Pursuant to those recommendations, Corrective Services NSW (**CSNSW**) is to provide further information about the proposal so that our members may be fully informed about it before we conduct meetings with them. This is best done by issuing a 'change management proposal' in the form of the document tabled in March 2015 (but not released). This document contains headings for each matter that CSNSW is required to consult about and is preferable to a 'draft implementation plan' which, as noted by Commissioner Newell, implies that a decision has already been made in relation to the change.

In any event, CSNSW should issue a consultation timetable similar to that contained in the March draft proposal, and this timetable should be consistent with the time frames outlines by Commissioner Newell and further should contain an action item that reads, "Feedback from PSA and affected staff considered and final arrangement determined." This crucial step is missing from the draft implementation plan.

The further information to be incorporated into the proposal to be released to the PSA and affected staff includes:

- Information about how it is proposed that the merger of administration and stores roles in Correctional Centres will operate.

- Information about how roles have been allocated to Centres in the proposal. The March draft proposal contained a matrix that classified each Centre. If a matrix has been used to allocate staff in the current version of the proposal, that should be included together with information about what the classifications mean and how the classifications have been used to allocate roles to Centres.
- Information about reporting arrangements. This information is best presented as organisational charts.
- The position impact tables need to be updated to identify affected roles as currently working in administration or stores and to identify whether positions are currently vacant. The tables also need to include roles at WISE and MISE.
- An email address for affected staff to provide feedback about the proposal.
- The draft role descriptions for the Administration Support Assistant and the Senior Administrative Officer roles need to be completed to recite the focus capabilities of each role.

So that we can advise our members and to inform our comment on the proposal, we also request a copy of:

1. Any report produced as a result of the review conducted into administration and stores roles at Correctional Centres, including all recommendations made.
2. All relevant modelling and/or functional analysis done such to justify the deletion or downgrading of positions in the proposal.
3. All relevant modelling showing cost savings that will result from the proposed change.
4. The safety impact statement that has been prepared in relation to the proposed reduction in staffing levels.

I look forward to receiving the updated proposal and information by Friday 11 December 2015. Please contact me on telephone 0409 220 691 or email dhennessy@psa.asn.au if you wish to discuss this matter further.

I await your reply.

Yours faithfully

Damien Hennessy
Industrial Advocate