

Ms Anne Gardiner
General Secretary
Public Service Association of NSW
160 Clarence Street
SYDNEY NSW 2000
By facsimile: 9262 1623

Doc16/112714

Attention: Ms Jen Mitchell

Dear Ms Gardiner

Re: Consultation for the redesign of Corporate Services

I refer to the Public Service Association of NSW's letter dated 18 February 2016 regarding the above matter (your ref: JM:ljm:A15/1033). Following the Association's request, the consultation period has been extended for one week until close of business **Friday 26 February 2016**. The Department's Industrial Relations Directorate has already advised the Association of that extension and the Department has advised affected staff as well.

The Department's responses to the matters raised in your letter are below.

Organisation charts

The Department is unable to provide organisational charts for the current structures however we can provide details of the establishment listing of current structures in response to the Association's request.

Attachment 1 to this letter is the current People and Service establishment showing functional area, management unit name, position title, role level and status.

Attachment 2 to this letter identifies the current roles in Corporate Services areas that are affected by the establishment of EDConnect, by current directorate, functional area, management area, position title, role level and position status.

Please note that the data in Attachments 1 and 2 is indicative only and current at a particular point in time. This information is provided to the Association and on a confidential, without prejudice basis for the purposes of consultation between the parties and is not for distribution.

The total number of ongoing and temporary roles by classification and grading in the enclosed establishment reconcile with those provided to the Association at the meeting on 3 February 2016.

The proposed organisational charts published for consultation indicate whether the roles are ongoing or temporary. The Association has been provided with draft role

descriptions for new roles. All other roles in the draft organisation charts are existing roles being transitioned from the Core function.

The Department is not yet in a position to address the last three questions raised by the Association under the heading of Organisational Charts.

Role descriptions and classifications

The Department will review all new role descriptions published for consultation to ensure they comply with relevant Public Service Commission guidelines.

If the Association considers that some of the proposed role descriptions do not meet the guidelines, I would appreciate it if the Association could provide further details on this issue for the Department's consideration.

The Department is available to discuss the other issues raised by the Association regarding role descriptions at the next meeting of the parties.

Career progression and development

The Department will consider the Association's comment and is available to discuss these matters further at the next meeting.

Use of contract staff

The Department's engagement of consultants and contract staff complies with relevant legislation and guidelines. Information on each agency's expenditure on consultants is reported to the Department of Finance, Services and Innovation.

The Department is unable to provide the Association with details on expenditure as requested.

Communication

The Department notes the Association's comments about the lack of communication but cannot agree with this statement.

In addition to face to face discussions with affected staff in various locations across the state in late 2015, the Department has:

1. provided regular information sessions to staff with the sessions conducted by Directors;
2. kept staff informed of developments by email;
3. provided detailed FAQ sheets and regular updates on the *Redesigning Corporate Services for the future* intranet website;

4. advised staff to send inquiries to the corpservicesfeedback@det.nsw.edu.au mailbox so their inquiry can be registered;
5. advised affected staff who are either on leave or seconded elsewhere, that they can access the website via the Department's Staff Portal; and
6. advised staff via an FAQ published on the website that further advice on how the changes will affect their specific circumstances will be available after the Change Management Plan including the approved placement process, has been approved.

It is always the Department's practice when organisational change processes are implemented, to continue communications with staff throughout the process and address matters as they arise in a logical sequence with the change. The Department is committed to those communication processes with the move to EdConnect and the reorientation of the People and Services Directorate.

Further meeting

Should the Association wish to provide further comments on the issues in this letter or other matters I would appreciate it if those comments could be provided to me by close of business on **Friday 26 February 2016**.

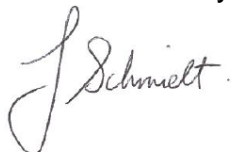
I understand that Ms Bev Charlton, Principal Industrial Officer has already contacted the Association regarding meeting arrangements for late in the week beginning Monday 29 February 2016. I would appreciate it if the Association could contact her on telephone 9561 8848 to advise of suitable dates and times for that meeting.

I will attend that meeting as will Ms Maria Claudia Romero, Executive Director, Shared Services and Ms Charlton.

Thank you for your comments to date and for engaging in this important process.

If you have any questions about this letter, please contact me on telephone 9836 9782 or by email at trina.schmidt@det.nsw.edu.au.

Yours sincerely



Trina Schmidt
Executive Director, People and Services
23 February 2016