

QUESTIONS AND RESPONSES – CORPORATE SERVICES DRAFT RESTRUCTURE MANAGEMENT PLAN

Reference	QUESTIONS	RESPONSES
RMP (page 4)	<p>(a) Section 1 – Background PSA requests advice when the other draft RMP’s will be available for ICT/FACSAR?</p> <p>(b) Section 1.1 – The purpose of this Restructure Management Plan PSA members have advised that a draft RMP for ICT has been submitted to the FACS Executive. The Association is receiving conflicting advice – clarification is required.</p> <p>(c) Recent advice from the Secretary is that Commissioning ‘<i>non-executive</i>’ employees are not to be subject to a RMP – please confirm.</p>	<p>(a) It is anticipated that the sign-off for the draft structures (ICT & FACSAR) by the Design Authority and Board will be end of November 2017. At this stage consultation with employees is being considered for early December 2017 or towards end January 2018.</p> <p>(b) The draft RMP for ICT is currently being drafted. The Association and affected FACS employees will be consulted once a final draft has been endorsed by FACS Executive.</p> <p>(c) Confirmed – outlined in Secretary’s Message issued on 31 August 2017. FACS Executive will not proceed with proposed changes the proposed Commissioning restructure for ‘<i>non-executive</i>’ roles in Commissioning.</p>
RMP (page 5)	<p>(a) Section 2 – Principles Can FACS confirm the reason for not supporting an early VR Program prior to Phases 1 & 2?</p> <p>(b) Why job swaps cannot access as part of this process?</p> <p>(c) Section 3 – Communication and Employee Support FACS to confirm Future Consultative meeting post 8 September 2017. Update dot point ‘Stakeholder consultation including the PSA – regular meeting schedule to be agreed.</p>	<p>(a) Government policy supports the principle of maximising employment opportunities across the NSW public sector.</p> <p>The Mobility Pathway has been developed to assist employees seek employment opportunities across the public sector. FACS aims to place as many ongoing employees as possible in roles, and the process ensures all impacted employees have an equitable chance to find a role either in FACS or in another NSW Government Agency.</p> <p>Any employee who remains unplaced at the end of this process will be declared excess and managed under the DPC ‘<i>Managing Excess Employees</i>’ (MEE) policy process, which allows for the option of a Voluntary Redundancy (VR). It is also important to note that while some employees would prefer a VR, not all employees want this option up-front, and would prefer the opportunity to find a role first before making the decision to take a VR or not.</p> <p>(b) There is provision for job swaps in DPC policies (VR program Guidelines and Agency Change Management Guidelines) however it is discretionary in the circumstances of a VR program. Government agencies are no longer utilising this policy provision. The Deputy Secretary Corporate Services has advised there will be no job swaps.</p> <p>(c) Draft meeting schedule has been provided to the PSA.</p>

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RMP (page 6)	<p>(d) In relation to business unit specific information (including role descriptions and detailed information on the matching and assessment process), shouldn't information be shared across the divisions?</p> <p>(e) PSA specific question that was raised at FACS/PSA Consultative meeting on 8 September 2017 to be published in FAQ page/materials.</p> <p>(f) Resources - Insert updated PSA phone number.</p>	<p>(d) Yes – the information is shared via the FACS intranet.</p> <p>(e) General themed questions will be incorporated into FAQ or other appropriate documentation. Where specific issues were raised at the 8 September 2017 meeting agreed changes will be incorporated into relevant materials.</p> <p>(f) PSA phone contact number to be updated in final RMP.</p>
RMP (pages 6 - 7)	<p>(a) Section 6 – Changes to Organisational Structure FACS to come back to the PSA re issue of downgrading 11/12's roles in Legal to Legal Officer Grade 6.</p>	<p>(a) Clerk Grade 11/12 employees in Legal will be included in the pool and invited to participate in Phases 1 & 2 of the RMP process. This will be an employee choice noting that there is a difference (decrease) in salary level.</p> <p>If the employees choose not to participate, then they are eligible to participate in Phase 3 (internal recruitment) process in the RMP.</p>
RMP (pages 7- 8)	<p>(a) Section 7 – Proposed Means for Filling Roles Why no EOI process for voluntary redundancies upfront and also allows for job swaps which was raised in another question above (page 5)?</p> <p>(b) Section 7.1.1 – Phases 1 – 4 In relation to targeted disability employment initiatives, can you please advise of what these employees initiatives are? (Refer to Industrial Officer).</p> <p>(c) Section 7.1.1 – Phase 2 Matching & Assessment Process Details of the moderation process for Industrial Officer appreciated.</p> <p>(d) Section 7.1.1 – Phase 2 Matching & Assessment Process Employees on secondments from external agencies – what happens to these secondees?</p> <p>(e) Section 7.1.1 – Phase 2 Matching & Assessment Process What is the process where employees have grievance difficulty with placement?</p>	<p>(a) Refer to Section 2 – Principles response above.</p> <p>(b) Historically, over the years FACS has undertaken a range of targeted disability employment initiatives which were either part of previous Disability Action Plans or targeted disability employment strategies. Generally these employees are employed in generalist roles or Clerk Grade 1/2 administrative roles.</p> <p>(c) FACS proposes to respond by way of a separate discussion.</p> <p>(d) Where the employee's secondment ceases within FACS, the employee returns to their ongoing role at the home agency. Note: External Secondees are able to apply for any remaining vacancies in Stage 4 (external advertising) as per the RMP.</p> <p>(e) The RMP has a review process as outlined under section 16 of the RMP. The employee is also able to raise any concerns during their discussion with their Manager during their conversation session regarding outcome of Stage 1/2.</p>

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	<p>(f) Section 7.1.1 – Phase 3 Matching & Assessment Process What is the process to ensure unmatched staff will be placed first prior to advertising?</p>	<p>(f) The Mobility Pathway provides an opportunity for unmatched staff to be placed first prior to advertising.</p>
<p>RMP (pages 8 - 9)</p> <p>RMP (page 9)</p>	<p>(a) Sect 7.1.2 Employees Not Matched/Unplaced Please advise process for dealing with employees who have difficulty with considered outcome.</p> <p>(b) Sect 7.1.3 – Transferring Officers Will employees be relocated to a new Corporate Services Head Quarters e.g. Liverpool?</p> <p>(c) Sect 8 – Mobility Pathway Will FACS lift its current prohibition on making suitable frontline roles available for matching affected staff who wish to be matched to these vacancies?</p>	<p>(a) Refer to response to RMP (page 10) point (c).</p> <p>(b) There has been no FACS announcement of a new office location at this stage.</p> <p>(c) Front line roles have been quarantined from the pre-checks before advertisement because they require a capability assessment and are advertised via a rolling recruitment process. This was not intended to prevent employees from applying for roles through normal channels (FACS Job Board, iworkfor.nsw.gov.au), nor from seeking information about the expectations of the roles from service line managers.</p> <p>Where an employee has previous experience in front line role/s and have advised their CPO of their interest, INS will refer the request to the HR Reform Team for consideration on a 'case by case' basis and/or an employee may directly email the HR Reform Team notifying their interest in a front line role. FACS will consider such requests on a case by case basis.</p>
<p>RMP (page 10)</p>	<p>(a) Section 9 – Assessment Process Can the role descriptions be updated if individual staff or the PSA consider that the description may not be accurate?</p>	<p>(a) Yes. Employees/PSA can consult with FACS where there are any concerns. Employee enquiries can be referred to the CST in-box: HR-CST@facs.nsw.gov.au.</p>
<p>RMP (page 11 - 12)</p>	<p>(a) Section 10 – Key Timeframes Can a summary report or the number of employees on leave be made available to PSA?</p> <p>(b) CV & Interview Workshops – As per meeting on 8 September 2017, FACS to send information to PSA.</p> <p>(c) Employee Briefings for Phase 2 – PSA request copy of all material presented.</p> <p>(d) Phase 4 – External Advertising Is there a final check of unmatched staff e.g. individuals who have a disagreement as to their eligibility?</p>	<p>(a) A summary report on numbers of employees on leave will be provided to PSA following validation process. (end of September 2017)</p> <p>(b) Once finalised, updated Fact Sheet to be sent to PSA (end September 2017).</p> <p>(c) Copies of all Briefing Packs/Information to be sent to PSA (November 2017).</p> <p>(d) Yes. There is a final review of employees for matching at each phase of the process. At the conclusion of phase 3, if an ongoing employee has not been successful in obtaining an ongoing role or via the Mobility Pathway, then they will be declared excess and managed under the MEE policy.</p>

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RMP (page 13)	<p>(a) Section 13 – Management of Temporary Employees & Ongoing Employees in Above Level Temporary Assignments. What happens if the ongoing role has been deleted by this process?</p>	<p>(a) If the ongoing role has been deleted, temporary employees or ongoing employees in temporary above level assignments (TAA) will need to find a comparable role. If no comparable role then the following will occur:</p> <ul style="list-style-type: none"> • Ongoing Employees on TAA – inside the CST cohort – The TAA will end and if no success in gaining another ongoing role via the Mobility Pathway, then the ongoing employee will be declared excess and managed in accordance with the DPC ‘Managing Excess Employees’ policy. • Ongoing Employees on TAA – outside the CST cohort – The TAA will continue until the end of the temporary assignment and if no success in gaining another ongoing role via the Mobility Pathway, then the ongoing employee will be declared excess and managed in accordance with the DPC ‘Managing Excess Employees’ policy. • Temporary employees – where an eligible temporary employee is not placed in an ongoing role as a result of Phase 3, or has not been successful in gaining another temporary contract of employment, then the employee’s existing contract will end at a date determined by the business. In limited circumstances, temporary employees may be eligible for a severance payment.
RMP (page 14)	<p>(a) Section 14 – Work, Health & Safety Has there ever been a WHS risk assessment performed on the impacts of implementing the RMP’s in a group of employees?</p> <p>(b) Commissioning Reform - advice sought on status as per question on page 4 (c).</p>	<p>(a) FACS has designed the process taking into consideration similar reform activities with the overarching principle to minimise negative impact on staff. Communicating and sharing information with staff is important to manage WHS risks. A risk assessment will occur in line with FACS policies and procedures should a specific WHS risk arise.</p> <p>(b) As per response in Section 1 (1.1) (c) above, as outlined in the Secretary’s Message issued on 31 August 2017, FACS Executive will not proceed with proposed changes the proposed Commissioning restructure for ‘non-executive’ roles in Commissioning.</p>
RMP (page 16)	<p>(a) Section 19 – Appendices As per meeting on 8 September 2017, PSA requested additional data – staff not on payroll, temporary staff and vacant positions. Can PSA also have numbers of external FACS secondees?</p>	<p>(a) As agreed at the meeting of 8 September 2017, FACS will provide data on the number of vacant roles for the EOI. FACS has agreed to discuss numbers (following validation process) with the PSA at future consultative meetings.</p>