

PSA consultation over Housing Office relocations

The PSA is aware that across NSW a number of our Housing members face the prospect of office relocation. Consultation between the PSA and FACS management concerning these relocations is regular and ongoing.

Accommodation Guidelines Working Group

At peak level, the PSA participates in the Accommodation Guidelines Working Group chaired by the FACS Manager of Accommodation Planning, Procurement, Strategy and Planning, who coordinates all Housing Services office relocations and office fit-outs across the state. This group meets monthly. Already your union has been able to deliver positive outcomes for members in this forum.

In particular we have had input concerning: workstations and adjustability, LED lighting, parking, space planning and security issues.

You may not be aware how you can be directly involved in the outcomes that affect you and your workmates.

Office relocation projects - Planning Advisory Groups (PAGs)

At local level, Planning Advisory Groups (PAGs) provide a forum for direct consultation between FACS and impacted workers. It is important to have PSA member representation on PAGs; and for those who attend these consultations to report back to other members in affected offices about the relocation project. PSA member input in these groups is an invaluable and influential contribution that can affect different outcomes.

The PAG will typically consist of the following representatives:

- » a client liaison officer from Accommodation Planning, Finance & Procurement
- » a project manager
- » architects/designers
- » staff representatives from each client service stream involved in the project (usually no more than 4-6 people depending on the size of the project)
- » a management representative (usually someone who sits on the District Executive)
- » a Work, Health and Safety representative
- » a staff association delegate.

Role of PAG members

PAG members are required to advise and provide recommendations on the facilities required for current and future service delivery. It is important the PAG represents the needs of all staff involved in the office change. On completion of each PAG meeting, the discussions and outcomes should be shared with all other members of the office.

The PAG develops the office design, in accordance with the Office Accommodation Design Guidelines. When finalised, members of the PAG endorse the agreed design which is then submitted to the District Executive for endorsement. The endorsed design is submitted to the Manager, Accommodation Planning or Director, Procurement Strategy and Planning in Finance & Procurement for final approval. Once approved the project proceeds on the basis of the approved design.



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Staff representatives are to ensure that the key service delivery and staff requirements for an office are outlined at the PAG meeting. Their key role is to outline how the office will function, advise on inter-team synergies, ensure client service requirements are met in the design and to provide feedback on PAG discussions and outcomes to all other staff effected by the project.

Are you on a PAG? Let us know

Email us at FACSOrganising@psa.asn.au and let us know if you are a PAG staff representative. We can provide you with information and additional support to carry out your role.

Relocations

If you have any concerns over a proposed relocation that may affect your Housing office and/or would like to be involved in a PAG, please talk to your workplace delegates, your PSA organiser or industrial officer. The PSA continues to support your concerns over relocation being raised with FACs management at both a peak and local level.

PSA Staff

Kris Cruden - Industrial Manager

Siobhan Callinan - Senior Organiser

Katy Ambler - Industrial Officer

Your PSA Organisers

Cora Sarmiento - Organiser
Nepean Blue Mts & Sydney Districts

Jason Saunders - Organiser
Northern Sydney District

Nigel Miles - Organiser
South Eastern Sydney District

Vivette Horrex – Organiser
South Western Sydney District

Jan Jeffries - Regional Coordinator

Paul James – Organiser
Central Coast/Newcastle/Hunter Regions

Tony Heathwood – Organiser
Wollongong/ South Eastern Region

Michelle Macintosh - Organiser
South West Region

Steve Mears – Organiser
North West Region

Belinda Pearce – Organiser
Central West Region

Asren Pugh – Organiser
Northern Region

You can support the work of the PSA and your local delegates by asking your colleagues to [JOIN](#) their union.

If you have any questions about this bulletin please email: FACSOrganising@psa.asn.au

Update and Connect with the PSA: If you have moved home or work location, or you have changed your contacts, please update your membership details [HERE](#).

