

Bulletin - Crown Solicitor's Office Restructure

In 2016, the Crown Solicitor stated it initiated a review of the Crown Solicitor's Office (CSO's) existing work practices and systems within the legal support areas. From this review, the 'Service Improvement Program' (SIP) was initiated in October 2018 with the CSO's intention of delivering more modern services for CSO clients.

The PSA was advised by the CSO at the Joint Consultative Committee (JCC) on 14 December 2018 and given very brief and limited information of the SIP.

The PSA and your workplace delegates received the 'Change Management Plan' at a meeting with the CSO on Monday 21 January. However, we were embargoed from releasing it to our members before the CSO spoke to those employees and members who are being affected.

The proposed changes are:

- » Removal of Reception and replaced with a Concierge Service
 - » Results in the introduction of two Corporate Concierge Roles (Clerk Grade 1/2)
 - » This means that the three Client and Information Service Officer (Reception) roles (Clerk Grade 3/4) are being made redundant
- » Restructure of Information Services
 - » Information Services will be restructured and cover Electronic Document and Records Management System (EDRMS) Administration, Records Management (Archives and Disposal, Records and Service Centre) and Information Services

- » The three teams will report into the existing Information Service Manager role
- » EDRMS
 - » Two new positions will be required
 - » EDRMS Administer (Clerk Grade 7/8)
 - » EDRMS Assistant Administrator (Clerk Grade 3/4)
- » Archives and Disposal
 - » The team would consist of two newly created Project Officers roles (Clerk Grade 5/6)
- » Service Centre
 - » The team will consist of a newly created Service Centre Coordinator role (Clerk Grade 5/6) and four new Service Centre Officer roles (Clerk Grade 1/2)
 - » The Lodgement Clerk role (Clerk Grade 1/2) will be made redundant

The proposed restructure has an impact on 20 individuals who are currently employed within the current structure, with 9 ongoing roles, 3 individuals in temporary roles and 8 roles currently being filled with agency staff. The proposed change will result in up to 4 employees being made redundant. A copy of the current Information Services Structure and Proposed New Structure are [HERE](#).

At the meeting on Monday the PSA and your workplace delegates raised several issues regarding the proposed restructure. We are seeking member feedback on the proposed restructure. We seek your attendance at the members meeting:



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Date: Wednesday 30 January

Time: 1pm – 2.00pm

Venue: Room 8.3

We are seeking as many members as possible to attend the meeting.

Your delegates are:

Louise Coory, Senior Solicitor
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Teri Southwell, Business Analyst
teri.southwell@cso.nsw.gov.au

Your PSA staff:

Andrew Boulton - PSA Industrial Officer

Katie Summers – PSA Organiser

What can you do?

Give a copy of this bulletin to your colleagues.

Print this bulletin and put it up on your notice board.

Ask a colleague to join the PSA.

Get involved as your Workplace Contact

Not a member join online -

<https://www.psa.asn.au/join>

Members can update their details at -

<http://psa.asn.au/update-your-details/>

