

## Disability Services Bulletin

We would like to update you on some important information for disability staff who are not transferring to the NGO sector. This includes staff at Hunter Residences, CJP/ISP team members, staff located in Strawberry Hills and other Disability Services staff in various locations.

Thank you for the valuable feedback we received regarding the Change Management Plan (CMP) – there were around 180 questions and comments covering a wide range of issues and suggestions.

### What did we do with your feedback?

The consultation period for the Change Management Plan was extended until COB 15 July 2019. Feedback was submitted either by individuals or collated questions were sent to [workingtogether@facs.nsw.gov.au](mailto:workingtogether@facs.nsw.gov.au). We also received a large volume of questions from staff briefings, managers and from regular staff meetings held at Hunter Residences and CJP/ISP. We have separately replied to representations from the NSW Nurses and Midwives' Association (NSWNMA) and the Public Service Association (PSA).

As at 1 July 2019, FACS joined with Justice and is now known as the Department of Communities and Justice (DCJ).

All feedback was carefully considered and we have attached a range of fact sheets which address the majority of issues raised. In a number of cases, your feedback resulted in an amendment to the CMP.

### Next steps

The updated CMP is attached with this Bulletin. Future staff meetings will be held to discuss the implementation of the CMP.

### What we are doing for staff

#### Learning and Development funding

The CMP includes dedicated Learning and Development funding for staff who **are not in scope for transfer**.

A request form is being distributed for staff to apply for this funding in support of their career development and access to contemporary training opportunities. The form includes information to assist staff in completing the form as well as the criteria that will be used to assess applications.

Managers of staff who are not in scope of transfer will be meeting with work groups to promoting this opportunity to staff and to provide further information. Staff working in Hunter Residences can also contact the Workforce Capability Unit on [L&DHunterResidences@facs.nsw.gov.au](mailto:L&DHunterResidences@facs.nsw.gov.au) for assistance.

### What is Study Time Leave and how should I apply?

The CMP also notes that Study Time Leave is a resource that is available to support staff. Study time leave is available to all eligible staff undertaking an approved course of study. More information on eligible staff and courses is available on the intranet (Service Now) [Study Time Leave Knowledge Article](#) and [Study Time Leave Fact Sheet](#). Staff without intranet access can request this information from their manager or HR.

To apply for Study time leave you should:

1. Identify your preferred course of study, obtain relevant information and discuss this with your manager.
2. Obtain your manager's support and have them send your completed [Study Time leave application form](#) and any relevant documentation with their endorsement to [HR Disability Operations](#) for HR to assess and confirm entitlement.
3. HR will then forward all necessary documentation to Payroll for processing.
4. If your study time leave application is approved and has been processed, your Study Time Leave should be entered in SAP HR in the same way as any other leave request. Separate leave balances will be shown for Study Leave and for Block Study Leave.

Your application will be considered in accordance with the [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#).

*Please note that Payroll will return any applications for Study Time received via Service Now to the applicant's manager and they will not be processed until they have gone through the process outlined above.*

Please contact [HR Disability Operations](#) or your manager if you require any further information or assistance.

### Outplacement Supports

To support staff under the CMP, DCJ will be engaging a provider to deliver a range of career transition and outplacement services.

Depending on the supports staff wish to receive these services can include:

- small group resume, job application and covering letter guidance for public and/or private sector roles;

- individualised resume development and feedback consultations;
- interview skills training and coaching; and
- individualised career planning support.

Managers will continue to engage with staff around these supports and how they can be best structured so that people's needs are best met.

### PDPs/1:1 Supports

Staff under the CMP have the opportunity to have a 1:1 discussion with a manager or a senior staff member. We encourage all staff to take up this opportunity. This will provide support for you to discuss and reflect on the CMP and step down and to develop an individual development plan. This will also be a good opportunity to seek clarification around the supports available under the CMP as they relate to you and your circumstances.

### Ongoing Engagement

Managers in Disability Services are committed to having continued discussions with staff through the delivery of the CMP and the step down of services to seek feedback, provide updates and further clarify key announcements. Managers will be doing their best to ensure that staff have relevant information provided to them on changes that impact on their role as soon as possible.

Between engagements information may be shared informally between staff that may cause staff concern. Please contact your manager, a more senior manager or Director if you wish to clarify the accuracy of information you have received relating to the CMP or step down of services.

### Where else can I go for Support?

The Employee Assistance Program (EAP) provides a range of helpful services for staff. Importantly the EAP provides a free, confidential counselling service. It also provides vocational counselling, career planning and transition advice. There has been on site supports provided on our larger centres and we encourage staff to access these services.

Human Resources and the WHS Team are also available to provide additional information to staff. Your Union, including local delegates, can also provide you with information and support and can assist you in receiving additional information and clarity around the provisions of the CMP.

### Further information

The Change Management process is being managed by the HR team. Questions from staff and their managers should be referred to the HR team at [HRDisabilityOperations@facs.nsw.gov.au](mailto:HRDisabilityOperations@facs.nsw.gov.au)