



# Canberra Health Services Distribution Centre Consultation Paper

## Procurement and Supply Branch

## Chief Finance Officer Division

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## 1. Introduction

Canberra Health Services (CHS) Procurement and Supply Branch are responsible for servicing the consumable needs of the Canberra Health Service and other Health facilities with the Territory.

Procurement and Supply maintains a Distribution Centre to cater to the needs of Canberra's public hospitals and other health providers. Services provided from the Distribution Centre include:

- Procurement of Goods and Services;
- Warehousing of inventory including the storage of sterile items, domestic and clinical consumables and bulk items required for medical contingencies / pandemics – e.g. PPE, RATs, IV Fluids, etc.
- Transport and logistics of inventory and other items to multiple locations including Canberra Hospital, Calvary Hospitals and other Health facilities across ACT.

In 2021, CHS approved the business case relocate the current and no longer fit for purpose Distribution Centre located at Mitchell to a leased facility at Hume ACT to be constructed in early 2023.

The Distribution Centre (DC) replacement will address the issues existing at the current Mitchell warehouse and meet Legislative, Australian Standards and Accreditation requirements, provide a safe workplace for employees in a high-risk environment, mitigates major risks, meeting the high standards required of maintaining hospital grade consumables and provides the best value for money outcome in the shortest possible time.

The COVID-19 response and expansion of healthcare in the Territory which includes the new Critical Services Building at the Canberra Hospital has demonstrated CHS require a larger facility to maintain bulk stocks of specific items and consumables.

The minimum requirements will accommodate all bulk stock and remove the need for external providers for storage.

## 2. Purpose

The purpose of this consultative process is to detail the proposed CHS DC layout, equipment required to effectively operate the facility and changed staffing model of the CHS Procurement and Supply Branch.

The proposal aims to:

- Improve efficiency and safe operating practices
- Improve amenities for staff including improved building conditions
- Separate dispatch and receipts docks with adequate onsite space for safe vehicle unloading up to B Double size
- Provide adequate insulation to ensure appropriate temperatures for stock integrity and improved working conditions for staff
- Support a sustainable staff structure allowing for growth and innovation within Procurement and Supply
- Meet or exceed the minimum standards for storing domestic and clinical consumables
- Increase capacity to remove the requirement to hold stock with external providers

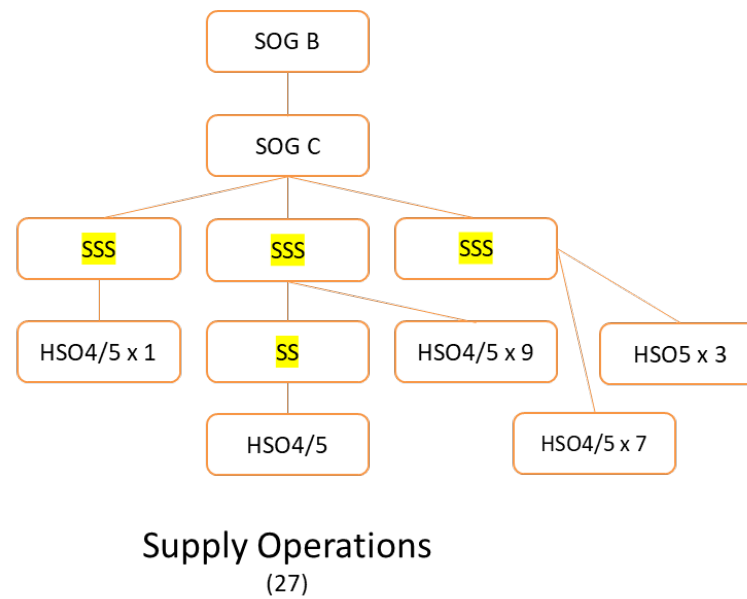
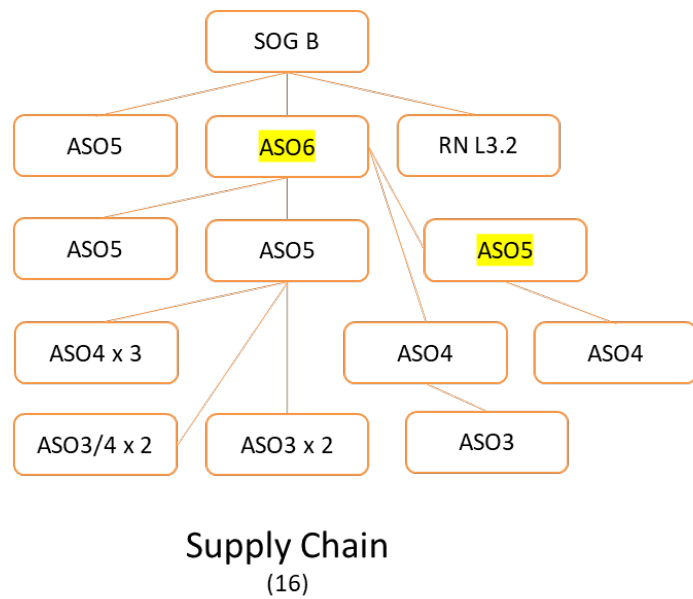
The proposed changes are designed to:

- Optimise the Procurement and Supply operational efficiencies
- Expand of the Procurement capability within CHS
- Provide a team structure that supports career and professional development
- Remove the multiple reporting lines to ensure clear and transparent communication and effective Strength, Engagement and Development (FOCIS-SED) Plan for staff

## Summary of Positions

<b>Current team structure full time equivalent positions</b>	<b>47</b>
Number of new positions	13
Number of positions abolished	6
<b>Proposed team structure full time equivalent positions</b>	<b>54</b>

## 3. Current Team Structure



*Note: The positions highlighted in yellow are proposed to be abolished.*



## 4. Rationale for Change

The proposed DC layout, equipment requirements and team structure has been developed in response to staff feedback gathered at the CHS DC workshops held in September 2022, direct feedback by staff to Directors and Assistant Directors, the responses provided in the 2021 Workplace Cultural Survey and industry expert engagement. It is designed to address the four common themes identified by staff:

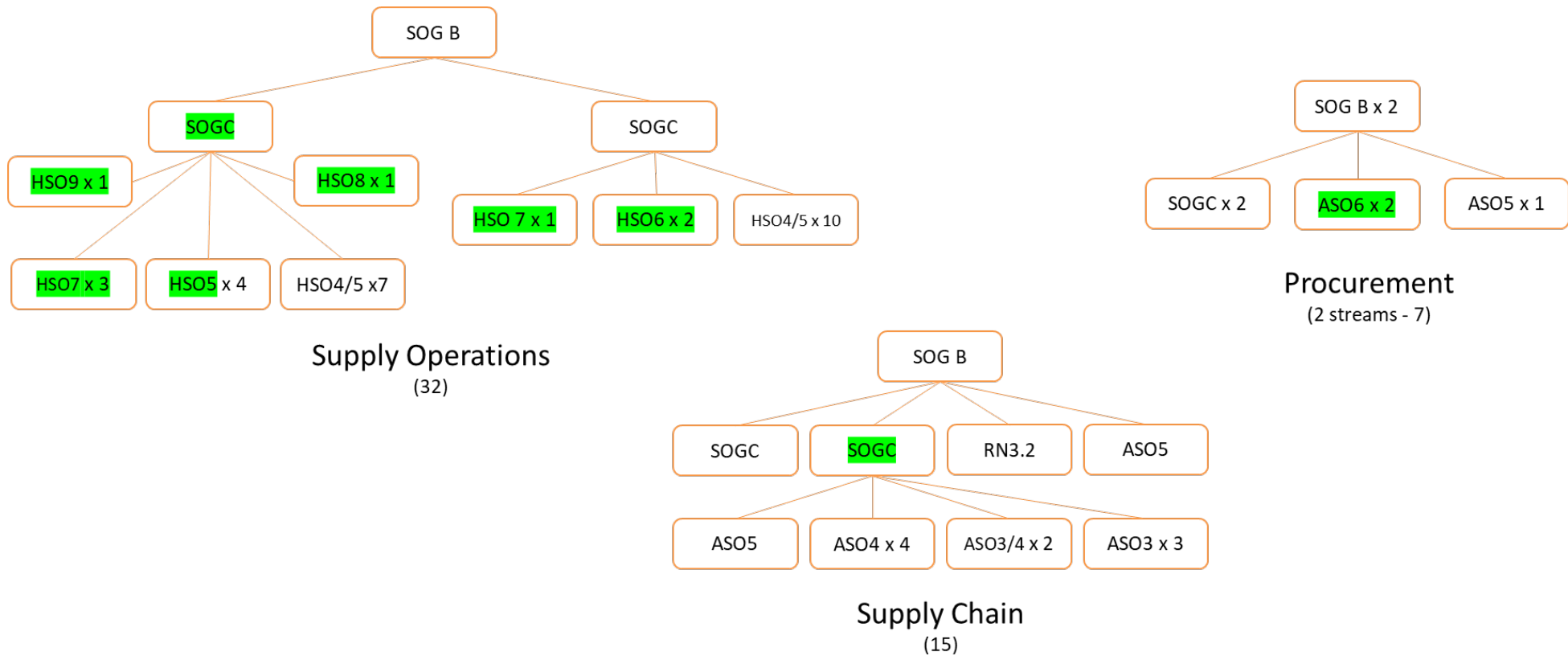
- Workplace safety;
- Communication;
- Career pathways; and
- Feedback, recognition and performance management.

The proposed team structure provides clearly defined career progression, removes multiple layers of reporting to improve communication and staff development planning, provides additional permanent roles with less reliance on casual workforce and supports operational requirements by streamlining rostering, contingencies for leave, rostered days off and training allowance.

The proposed structure will also assist with preparations for Supply Services CHS transition to the new Distribution Centre located at Hume in mid 2023.

A final team structure to meet current and potential future demand will be considered with the respective team Directors following completion of this consultation process.

## 5. Proposed Team Structure



Note: Positions highlighted in green are proposed newly created positions



## 6. Implementation of the future model

Under the Union Encouragement Policy, employees will be given full access to union officials/ delegates and facilities during working hours to discuss the restructure on the provision that work requirements are not unreasonable affected.

It is envisaged the proposed structure will be implemented as soon as possible after the consultation period as closed as per table 1:

Table 1: Proposed Structure implementation timeline

Steps	Action	Dates
1	Consultation period opens  Consultation documents to be provided to impacted staff via briefing and accessible via CHS Distribution Evolution Team Portal SharePoint site from 9 December 2022	8 December 2022
2	Individual meetings with staff and Unions on request.	From 9 December 2022 to 18 January 2023
3	Consultation period ends	18 January 2023
4	Any provided suggestions from consultations will be reviewed and any changes incorporated into the final paper, presented for information.  Where applicable feedback with decision outcomes will be provided	31 January 2023
5	Activate change	To be determined post consultation.



## 7. Consultation methodology

Feedback is due by 4:30pm 18 January 2023.

Feedback can be provided via email to [CHS.distributionevolution@act.gov.au](mailto:CHS.distributionevolution@act.gov.au)

We are seeking responses to the following questions:

- Do you support the proposal to create the following new positions in CHS Procurement and Supply Branch:
  - One (1) - Health Service Officer (HSO) Level 5;
  - Two (2) - HSO Level 6;
  - Four (4) - HSO Level 7;
  - One (1) - HSO Level 8;
  - One (1) - HSO Level 9;
  - Two (2) - Administrative Service Officer (ASO) Class 6; and
  - Two (2) - Senior Officer Grade (SOG) C?
- Do you support the abolition of the following positions in the CHS Procurement and Supply Branch:
  - One (1) - Stores Supervisor
  - Three (3) - Senior Store Supervisor Level 2
  - One (1) - ASO Class 5; and
  - One (1) - ASO Class 6.
- Do you have any concerns about the proposal? If so, what are they?
- Do you have any other feedback you would like to be considered in relation to the proposed change?

For any further information relating to the change and subsequent consultation process, please contact Andrew Murphy or Tiina Mann.

## 8. Consultation Timeframe

The consultation process will commence from 7 December 2022 and remain open until 18 January 2023 (6 weeks consultation period).

For any further information relating to the CHS DC consultation process, please contact:

- your supervisor directly, or
- Andrew Murphy at [Andrew.P.Murphy@act.gov.au](mailto:Andrew.P.Murphy@act.gov.au)
- Tiina Mann at [TiinaG.Mann@act.gov.au](mailto:TiinaG.Mann@act.gov.au)

## 9. References

Document	Author
<i>Excess Officer Redeployment in the ACTPS- Operational Guidance for redeployment of potentially Excess and Excess Officers- September 2021</i>	<i>Workforce Capability and Governance, Chief Minister, Treasury and Economic Development Directorate</i>