

1. How are we going to improve communications from the Leadership team (SOGC and above) to operational staff?

SOGC's will attend a monthly leadership team meeting held by the Senior Director, where relevant information will then be communicated from the SOGC directly to operational staff.

The structure allows for the 3 SOGC positions that lead teams to have increased accountability, responsibility and delegation. The positions are on site to address concerns without delay.

The provision of more senior Health Service Officer positions in the structure provides an increased focus on operational safety, compliance and efficiency and ensures that the SOGC positions are well supported to focus on leadership, communication and staff development.

2. How are you supporting staff with their career pathway?

The structure offers a clear career pathway into senior operational positions providing staff, with leadership capability, to develop and progress to the Senior Officer Grades.

In addition, there are higher duties and permanent opportunities for staff to bridge from the Health Service Officer stream to the Administrative Service Officer stream as vacancies become available.

Individual FOCIS-Strengths, Engagement and Development (FOCIS-SED) plans provide you and your manager with regular discussion about your role clarity, performance goals, your development needs and other support you need for job fulfilment and career progression.

3. Can you provide further clarification on the HSO position descriptions?

The new restructure supports career progression across 6 classifications within one Enterprise Agreement – ACTPS Support Services (HSO4/5, HSO5, HSO6, HSO7, HSO8, HSO9) – career progression is subject to a vacant position being available and recruitment processes.

The duty statements have a sequential transition from one classification to the next and encourage career progression and provided equal opportunity for all staff.

We have created a Position Requirements and Duties Matrix and Salary Progression graph to summarise each role.

4. How can staff transition to and from Supply Operations, Supply Chain and Procurement?

There are higher duties and permanent opportunities for staff to bridge from the Health Service Officer stream to the Administrative Service Officer stream as vacancies become available.

Individual FOCIS-Strengths, Engagement and Development (FOCIS-SED) plans provide you and your manager with regular discussion about your role clarity, performance goals, your development needs and other support you need for job fulfilment and career progression.

5. What is our recruitment process?

A robust recruitment process identifies the best candidates for the advertised role. Vacant positions are filled based on the recruitment merit principle. Application of the merit principle requires that CHS is an equitable employer and employs a person in a job who is best able to do the job in all the circumstances.

The principles may include following:

1. Job vacancies are publicised so that there is a reasonable opportunity for members of the community to apply
2. Selection is fair and objective at each stage of the process
3. Those appointed have the necessary qualifications, skills and competencies required for the positions

On the job training is provided to all interested staff and subject to operational requirements.

Formal training and costs associated with forklift and MR truck licences will be covered by CHS if this is a requirement of the role or identified in an individual's FOCIS SED (development) plan.

Competency assessments will be conducted by a competent person within CHS.

Specific training and development requirements will be identified in consultation with each team member and their manager and included in individuals FOCIS SED plans.

A training budget is allocated to Procurement and Supply to support the costs of training and licenses.

6. What is the role of the HSO7 position at the Canberra Hospital?

The HSO7 position will be the first point of contact for theatre nurses in relation to stock movement, non-stock items and stock management.

7. Why are the SS and SSSL2 positions being abolished? What will happen to the functions of the SS and SSSL2 roles?

The current functions of the supervisor positions have been considered along with the overall operational requirements and have been integrated into the duties performed by the Senior HSO positions (HSO 9, HSO8, and HSO7) and Senior Officer Grade C.

The final team structure removes multiple layers of reporting within our team structure to improve and streamline communication, operational requirements and reporting lines.

8. Would it be possible that uniforms be provided to staff in the new warehouse and TCH?

Yes, we have contacted the CHS branding team as they are currently working on the CHS rebrand and will incorporate this into the new uniforms once finalised. This could mean new colours, logo and text requirements.

The availability of uniforms will be considered once the branding is finalised and a separate consultation will take place.

9. Where is the site?

Val Reid Crescent Hume (number to be confirmed) – [Link to Google Maps](#)

10. What services are around the site?

Public Transport: Action Bus Route 902 - [Timetable and Map - Route 902](#)

There are several cafes and restaurants within Hume and just outside of the area. Hume is continuing to grow as an industrial area so we could expect more services to become available as the area grows.

11. Will there be any improvements to the Canberra Hospital Supply area?

Following feedback from the team, we have requested an upgrade to the CHS Supply kitchenette.

12. What are the next steps?

1. Communicate outcomes of consultation
2. Recruitment and onboarding of SOGC, ASO6, HSO9 and HSO8
3. Recruitment and onboarding of HSO5-7
4. Recruitment and onboarding of vacancies as a result of new position recruitment
5. New structure embedded

13. In the proposed team structure is there enough support within purchasing to manage the workload?

As a result of feedback and the growth in the procurement team, an additional ASO4 position has been added to the final team structure within Supply Chain.

14. Are there any changes to leave requests during the DC relocation?

To meet the forecasted operational demand of planning, logistics and workflow as we move to the new Distribution Centre, annual leave will be limited during the 4-week period commencing on 17 July 2023 until 15 August 2023.

Any new leave requests that are for extenuating circumstances or of an urgent nature during this time, will be considered on a case-by-case basis. Requests will require consideration and approval by the Senior Director Procurement and Supply or the Chief Financial Officer (CFO).

15. Where can I go for additional information or who do I ask?

SharePoint DC Team Portal for information on:

- Workshop slides
- DC News updates
- Position Descriptions
- Contacts and support information

SharePoint Link

[CHS Distribution Centre Team Communication Portal \(sharepoint.com\)](#)

Project contacts

Tiina Mann

tiinag.mann@act.gov.au
0481 457 476

Joe Murphy

joex.murphy@act.gov.au
0411 546 042

Sandra Sturt – HR

CHS.distributionevolution@act.gov.au
Confidential HR email

Acknowledgement of Country



Canberra Health Services acknowledges the Traditional Custodians of the land, the Ngunnawal people. We acknowledge and respect their continuing culture and contribution to the life of this city and region.

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