

## **MNCLHD ComPacks Service Notification of Restructure**

Dear Member,

Attached is correspondence the HSU has received from Mid North Coast Local Health District regarding a proposed restructure of the ComPacks service.

### **Member feedback requested**

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by close of business 10 May 2018. You can submit it by email to [toby.warnes@hsu.asn.au](mailto:toby.warnes@hsu.asn.au) with subject line *MNCLHD ComPacks*.

### **HSU organiser and sub-branch involvement**

Your HSU organiser will be visiting your workplace shortly and convening a meeting to discuss the matter with affected employees. The HSU is also seeking expressions of interest from members to be part of the consultative process as a workplace delegate in any upcoming USCC meetings regarding this proposal. The most effective way to deal with these kinds of proposals is by taking into account the concerns of the group, agreeing on a way forward and presenting that united position to management.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

**Not a member of the HSU? Now is time to join and have your say! You can join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 HSU NSW and join over the phone.**

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD



**Health**  
Mid North Coast  
Local Health District

Office of the General Manager

23 April 2018

Mr Gerard Hayes  
Secretary  
Health Services Union NSW/ACT/Qld  
Locked Bag 3  
AUSTRALIA SQUARE NSW 1215

Via Email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes

I am writing to provide advice to you regarding a transition that is occurring within Community Options Australia (COA) and a new business model for the delivery of the ComPacks service, that will affect four (4) staff who may be your members.

COA will be centrally co-ordinating brokered service provision from their offices commencing 1 July 2018 which means a decrease in revenue and a decrease in workload for the MNCLHD.

As a consequence of this change, four (4) staff employed within the ComPacks service at Port Macquarie Health Campus became affected employees (letters issued 20 April 2018) in accordance with PD2012\_021 Managing Excess Staff of the NSW Health Service. Under this Policy, possible employment opportunities will be considered for the employees.

In accordance with PD2012\_021, MNCLHD has developed a restructure plan which I have attached for your information.

Should you require further information, please don't hesitate to contact Ms Delwyn Kruk, Network HR/IR Manager on 5524 2099.

Yours sincerely

Ms Jane Evans  
**General Manager**  
**Port Macquarie Base Hospital**  
**Co-ordinator Hastings Macleay Clinical Network**  
Enc.

cc Vicki Simpson - Director Nursing, Midwifery & Workforce  
Chris Chick - Manager, Organisational Arrangements  
Delwyn Kruk - Network HR/IR Manager  
Michael Kearns - Organiser, HSU

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# Restructure Plan for Managing ComPacks

## 1. Background and reasons for organisational change

The Mid North Coast Local Health District (MNCLHD) has delivered ComPacks packages as a sub-contractor since 2005. During that time the contract has changed and the model of delivery has remained static. This model has placed clients into funding brackets based on the level of care required. All case management has been provided by the MNCLHD and all brokered services have been managed and co-ordinated by the MNCLHD.

Community Options Australia (COA) recently met with the Managers of the ComPacks team to discuss their new business model for ComPacks service provision commencing 1 July 2018.

COA identified in their new business model that they would no longer be funding the program by band allocation, which had been the practice since 2005, and would pay a flat rate of \$360 for ComPacks assessment and case management. Also COA would centrally co-ordinate brokered service provision from their offices.

This will result in two significant changes for the MNCLHD:

1. Decreased revenue from \$684,945 to \$202,920 per annum.
2. Decreased workload as the MNCLHD Case Managers would no longer broker and co-ordinate service provision, which accounts for approximately 65% of staff productivity.

## 2. Ministry of Health Approval

MNCLHD is seeking appropriate Ministry of Health approval including offers for voluntary redundancies.

## 3. Proposed changes to structures, workforce planning needs and impacts on staff

Table 1 below provides current structure:

Staff	FTE	Grade	Location
Team Leader	1.0	Welfare Officer Level 3 Year 2	Port Macquarie Health Campus
Case Manager	1.0	Welfare Officer Level 2 Year 4	Port Macquarie Health Campus
Case Manager	1.0	Welfare Officer Level 2 Year 1	Port Macquarie Health Campus
Case Manager	0.2	Welfare Officer Level 2 Year 1	Port Macquarie Health Campus

As a result of the proposed changes, there will be no need for these services and therefore no staff requirement.

Attempts will be made to redeploy staff in accordance with *PD2012-021 Managing Excess Staff of the NSW Health Service*.

#### 4. Likely impact the restructure will have on services and functions

The cessation of ComPacks service provision will lead to:

- Decrease in level of service delivery (2,500 hours less funding per year compared to current model)
- COA assume duty of care, this will no longer remain with the MNCLHD

#### 5. Proposed Timetable for implementation

Subject	Action	Due Date	Responsible Officer	Comment/Progress
Planning	Advise HMCN Coordinator	27/03/18	C Ryan	Management meeting regarding changes to ComPacks funding
	Initial consultation with Staff	14/04/18 and 16/04/18	C Ryan, W Southern, D Steel, D Kruk,	<ul style="list-style-type: none"> <li>• Meeting to discuss changes to service and transition</li> <li>• HR referred staff to Managing Excess Staff of the NSW Health Service policy</li> </ul>
	Initial advice to HSU	16/04/18	D Kruk	Verbally notified HSU of transition and correspondence would be issued ASAP
	Written advice to HSU	23/04/18	J Evans	Letter issued
Staff redeployment	Meeting with Staff	Ongoing	HR	Staff to forward CV to HR/Manager
	Affected employee letters issued	20/04/18	HR/IR Manager	Letter issued
	Position matching	Ongoing	D Kruk C Ryan	Monitor, assess, review potential position matches

Subject	Action	Due Date	Responsible Officer	Comment/Progress
Transition of ComPacks clients	Correspondence with COA - transition of services	April 2018	C Ryan, D Steel	
Further consultation with HSU and staff	Advise HSU VRs to be offered in accordance with PD2012_021	TBA	D Kruk	If required
	Meeting with Staff and HR	Ongoing	D Kruk	Organise meetings as required
	Meeting with Staff, HSU and management	Ongoing	D Kruk	Organise meetings as required
Declaring staff excess	Email affected employees excess letters in accordance with PD2012_021	29 June 2018	D Kruk	If required

## 6. Consultation and Communication

Consultation has commenced with staff and the HSU. Further meetings will need to take place in accordance with the timetable above.

## 7. Proposed means for filling positions

There are no positions in this structure from 30 June 2018. Priority matching to other positions for affected staff is being considered as per the *Managing Excess Staff of the NSW Health Service (PD2012\_021)*.

## 8. Management of affected and excess staff

Affected staff will need to be declared excess by 29 June 2018 to enable Voluntary Redundancies (VRs) and other processes to be completed by 31 July 2018. If VRs are not accepted, employees have a three (3) month retention period where redeployment is pursued as part of the position matching and priority assessment.

## 9. Possible impact on EEO groups and any staff on parental leave or workers' compensation

Nil known

### **10. Impact on rural communities**

Rural communities will continue to benefit from ComPacks service provision which will be delivered by local members of the community and co-ordinated from Sydney. The funded hours for service provision will be approximately 2,500 less per year than the current model of delivery.