

Calvary Health Care Kogarah Proposed Payroll Restructure

Dear Member,

Attached is correspondence the HSU has received from Calvary Health Care regarding a proposed restructure of the Payroll Department at Kogarah.

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 1 October 2019. You can submit it by email to olivia.forsyth-sells@hsu.asn.au with subject line *Calvary Kogarah Payroll*.

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 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

Ref: T19/58620

Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT/Qld
Locked Bag 3
Australia Square
NSW 1215

Email: secretary@hsu.asn.au

Dear Mr Hayes,

RE: Payroll Restructure

I am writing to advise you of proposed changes to the structure of the Finance Unit at Calvary Health Care Kogarah which has the potential to affect your members.

This restructure proposal is due to the requirement from Calvary National to move to one payroll across the organisation and relocate the stand alone payroll function at Kogarah to the National Payroll Services Team in Cardiff, NSW. This relocation will mitigate the risks of a stand alone service and provide efficiencies and cost savings. I have attached an outline of the restructure proposal.

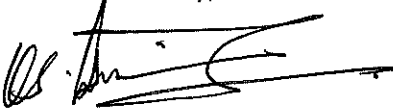
In line with the consultative provisions of the *NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service*, the affected staff member and the Finance team have been provided with the proposal and have been given the opportunity to comment.

You may respond to the proposed changes by addressing any comments in writing to me at sam.jayakumar@health.nsw.gov.au within two weeks from the date of this letter.

I can also arrange a meeting to discuss the proposal with local HSU officials if required.

Should you require any further information in relation to this matter, please do not hesitate to contact me or Karen Schaffer, HR Manager on 9553 3473 or Karen.schaffer@health.nsw.gov.au.

Yours sincerely,



Sam Jayakumar
A/GM

Date: 17 September 2019

Cc: Peter Mason: Peter.mason@hsu.asn.au

Enc: Restructure Consultation Document

One Payroll

Calvary Health Care Kogarah

September 2019

Restructure Consultation Document

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1. Overview of Calvary Health Care Kogarah

Calvary Health Care Kogarah (CHCK) is part of Little Company of Mary Health Care (Calvary National) and one of fifteen hospitals that constitute the Hospitals Division. CHCK is also an affiliated health care organisation under the Health Services Act 1997 aligned with South Eastern Sydney Local Health District. CHCK has approximately 500 head count of staff members and services the local government areas of Bayside and Georges River and receives most of its referrals from St George and Sutherland Hospitals and the local community.

2. Rationale/Business Case

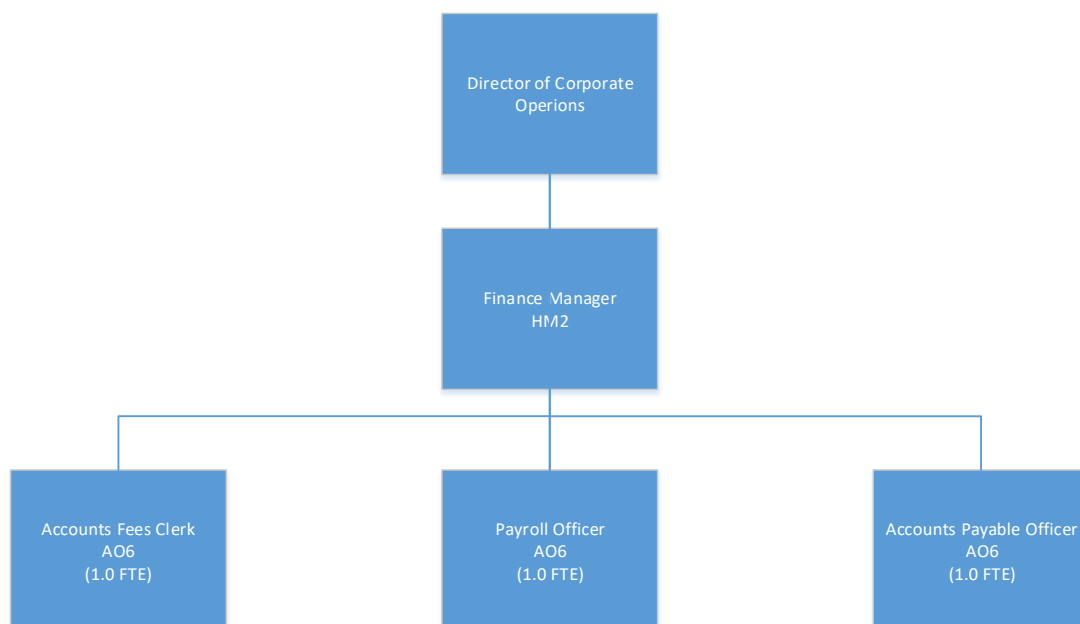
In 2016 Calvary National began implementation of the One Calvary: One Payroll project which has been working towards the creation of a shared payroll service for the whole of Calvary. The shared service is located in Newcastle, NSW and currently manages payrolls for most of Calvary's locations.

CHCK has a stand-alone payroll function which carries a high risk due to the dependency on single payroll officer for fortnight payroll processing, lack of segregation of duties and possibility of under/over-payments etc. Further, implementation of carriers recruitment system and an automated interface between human resources and the payroll system eliminated the need for data entry (efficiency gains).

By moving the payroll functions to Calvary National Payroll it will remove the risks associated with a stand-alone function and achieve efficiencies by reducing costs associated with the production and management of the payroll function.

There is one staff member affected by this restructure, the full time Payroll Officer, Administration Officer Level 6.

2.1 Current Organisation Chart



3. The Restructure Process

The proposed deletion of a position will be managed as per *NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service* and *SESLHD PD/180 Management of Organisational Restructures*.

Endorsement from the General Manager has been obtained, and the current permanent staff member informed that their position has been affected. As there are no other positions affected by this restructure and therefore no possibility of direct matching to another position, the Payroll Officer will be declared excess when the proposed changes are approved.

The excess staff member will have 14 days to accept or decline an offer of voluntary redundancy. Should the staff member accept an offer of voluntary redundancy, the last day of work will be determined in consultation with the staff member and in relation to relevant stage of the process to transition to the new payroll system. Should the staff member decline an offer of voluntary redundancy they will receive case management and career assistance.

4. Consultation

This Restructure Consultation Paper will be released for consultation for two weeks. The Director of Corporate Operations will meet with the affected staff member individually and then together with the Finance team to discuss the restructure. The Health Services Union (HSU) will be notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal.

5. Availability of Counselling Services

The Employee Assistance Program (EAP) is available to provide confidential counselling and support to all staff through this process.

Converge International can be contacted on 1300 687 327, to make an appointment. This number is answered 24 hours per day, seven days per week, to facilitate enquiries, book requests and to provide assistance.

6. Restructure Time Frame

Task	Indicative Timeframes – Week Commencing
Restructure Consultation Document released and affected staff members informed	17 September 2019
Consultation period with staff and unions commences	17 September 2019
Consultation period closes	1 October 2019
Feedback reviewed and considered	1 October 2019
Affected staff member declared excess	1 October 2019
Acceptance of Voluntary redundancy or decision to be redeployed	15 October 2019
Final week in position	2 December 2019