

Factsheet – Managing affected staff under the NSW Government Workforce Mobility Placement Policy M2023-06

This factsheet supports NSW Health entities in implementing the requirements of [M2023-06 NSW Government Workforce Mobility Placement Policy \(Placement Policy\)](#) with respect to the management of affected employees as defined by [PD2012_021 Managing Excess Staff of the NSW Health Service \(Managing Excess Staff PD\)](#).


The Placement Policy creates a whole of Government approach to retaining talent, facilitating mobility, reducing redundancy and recruitment expenditure and improving NSW public sector service delivery. The Workforce Mobility Placement Team (**WMP Team**) of the Premier’s Department supports the matching of “impacted” employees to vacant roles across the NSW government sector. The Placement Policy requirements must be met prior to declaring an employee “excess” under the Managing Excess Staff PD. The Placement Policy uses the term “impacted” which is equivalent to “affected” as per the Managing Excess Staff PD.

Please note - Consistent with existing requirements, NSW Health entities should continue to discuss restructuring plans and proposals with the Ministry, particularly where whole units or groups of staff members may be impacted. Ministry approval continues to be required in implementing restructuring processes where:

- A significant number of staff members are potentially being declared excess (subject to meeting the Placement Policy requirements)
- Financial assistance to fund redundancies is sought from the Ministry of Health
- Industrial/other risks are heightened
- Where frontline and/or rural/remote/regional staff may be directly impacted
- There is a transfer of business or potential transfer of business scenario


Please direct all correspondence/queries to the Industrial Relations and Change Team at MOH-WR-IRandWC@health.nsw.gov.au

STAGE 1. Process for referring impacted staff to the WMP Team (in addition to standard consultation requirements)

Step 1	<p>Health entities advise impacted employees that their position has been impacted by change and that they will be referred to the WMP team for a sector-wide matching process. Refer to ‘Attachment 1 Advising impacted employees template’.</p> <div style="text-align: center;">  <p>Attachment 1 Advising impacted</p> </div> <p>Health entities (via internal case managers/HR representatives) must support impacted employees to prepare a one-page employee profile (Template for Employee Profile). Please see Employee Profile Guidance Note to assist you.</p> <p>Health entities then send the completed employee profile and the employee’s existing position description to the WMP Team at mobility@premiersdepartment.nsw.gov.au. Health entities should also advise of any adjustments or diversity information (subject to the consent</p>
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	<p>of the impacted employee).</p> <p>All impacted employees (that are not redeployed internally) must be referred to the WMP Team. The WMP Team will determine the impacted employee's suitability for matching.</p> <p>Note - Internal redeployment/matching within NSW Health is encouraged and may be attempted prior to or concurrently with the WMP Team process.</p>
Step 2	<p>The WMP Team will confirm profiles have been received and that matching will commence. It is at this point that the 8-week matching cycle begins. Note, employees cannot be declared "excess" until this process is complete and subject to the outcome.</p> <p>The WMP Team will identify vacant positions across the sector and advise Health entities of any matches. If a vacant role is identified, the employing agency will complete a capability review of the impacted employee.</p>
Step 3	<p>Employee successfully matched</p> <p>If impacted employees are successful in meeting the capability requirements of a vacant role, Health entities must consult with employees regarding the proposed transfer to the employing agency, including providing role information and estimated timeframes for completion of the transfer. Impacted employees will be invited to make any submissions in relation to the proposed transfer. Due consideration will be given to all concerns raised by either employees or hiring managers regarding the suitability of matches.</p> <p>Reasonable notice must be provided to the employee of the transfer and the employee must be advised that they can request a review of the transfer within 10 business days of being notified of the transfer.</p> <p>If, after consultation, the impacted employee agrees to the transfer, the transfer process is commenced between the home and employing agencies to release the employee within 3 weeks (with the option for the home agency and employing agency to negotiate a longer or shorter period)</p> <p>Impacted employees who refuse to accept a role, following a successful capability review, are to be advised that employer-initiated transfers between government sector agencies can occur, following consultation and with reasonable notice, without requiring employee consent (with recourse to a review of the transfer at 5.4 of the Placement Policy) (section 64 GSE Act and rule 29 GSE Rules).</p> <p><u>OR</u></p> <p>Employee not matched</p> <p>Where a vacant role is identified and the impacted employee is not successful in the capability review, Health entities must consult with impacted employees to ensure they are made aware of the reasons why they have not met the requirements of the role.</p> <p>If there is no successful match by the end of the 8-week matching cycle, the WMP Team will advise the relevant case manager/appropriate NSW Health contact.</p>
Step 4	<p>Concurrence of the Premier's Department</p> <p>The Health entity (via the case manager) will receive written confirmation from the WMP Team that mobility options under the Placement Policy have been exhausted.</p> <p>It is at this stage that Health entities may proceed to manage the employee according to PD2012 021 Managing Excess Staff of the NSW Health Service.</p> <p>Health entities must advise MoH Industrial Relations and Change Team at MOH-WR-IRandWC@health.nsw.gov.au of any employees who are not matched to a role and are to be declared excess.</p>

STAGE 2. Process for obtaining approval from Treasury for redundancy funding

Step 1	<p>Health entities to prepare a brief for MoH Workplace Relations team</p> <p>Health entities are required to provide a brief to MoH Workplace Relations requesting approval to progress with the redundancy of employees not matched by WMP Team in the event that reimbursement is sought. As part of the brief the following information must be included:</p> <ul style="list-style-type: none">• Details of the redundancy program including reasons why roles are abolished.• A schedule showing affected employees, positions that are being abolished, associated salaries, annual leave and long service leave balances and estimated redundancy payments (see below).• Confirmation that the roles are being deleted from the organisation structure and that the redundancy will result in ongoing expense reduction.• Statement of concurrence from the Premiers Department• The signature of the CE of the Health Entity. <p>'Attachment 2' checklist and template are attached to ensure all information is included.</p> <p> Attachment 2 Reimbursement</p> <p>The MoH Workplace Relations team will review the brief and progress it to MoH Finance if endorsed. Please direct all information to: MOH-WR-IRandWC@health.nsw.gov.au</p>
Step 2	<p>MoH Finance to review brief</p> <p>The brief and supporting information will be reviewed by MoH Finance team. A schedule will be centrally maintained which includes all redundancies submitted and associated status.</p>
Step 3	<p>MoH Finance to obtain approval from Treasury for reimbursement of redundancy costs</p> <p>Employer-related redundancy costs are the responsibility of the Health entities. Based on the information supplied by Health entities, MoH Finance will make written submissions to Treasury for reimbursement of the redundancy costs which, if approved, will fund that element. All information will be available from the initial brief submitted by the Health entity in Step 1. Once approved the Health entity may progress with the redundancy program.</p>
Step 4	<p>MoH Finance to issue budget supplementation</p> <p>Once reimbursement is received from Treasury for redundancy MoH Finance will issue the budget supplementation to the Health entity.</p>

Ministry support

Workplace Relations

MOH-WR-IRandWC@health.nsw.gov.au

Finance

MOH-InternalReportingFinance@health.nsw.gov.au

Premier's Department Contacts

Tess Pittendrigh, Senior Manager, Mobility

Paul Wild, Executive Director, Strategic Implementation

mobility@premiersdepartment.nsw.gov.au

Additional Resources

[Program website: Workforce Mobility Placement \(WMP\) Program | NSW Government](#)

[Introduction pack for employees: Workforce Mobility Program Employee Guide \(nsw.gov.au\)](#)

[Role matching process for WMP: Resources for Case Managers | NSW GovernmentM2023-06 NSW Government Workforce Mobility Placement Policy](#)