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| **Director/Manager** | Kane Salter, Deputy Secretary Business Operations and Support (Overall change)  Todd Williams, Director Facility Services (Facility changes)  Wendy Spencer, Director Culture and Growth (Managing change - guidance)  Brett Patterson – Change Manager | | |
| **Branch/Division** | * Business Operations and Support (BOS) Office of the Deputy Secretary * BOS Legal Services * BOS Organisational Safety * BOS Transition and Improvement * Child and Student Wellbeing (Development and Support) * Inclusion and Cultural Diversity (Development and Support) * Keeping Children Safe/Office of Safeguarding Children * Strategic Policy and Projects (Continuous Improvement and Evaluation) | **Group (Portfolio)** | Portfolio Services for Business Operations and Support  Services for Children and Families  Portfolio Services for Development and Support  Portfolio Services for Continuous Improvement and Evaluation |
| **Location** | * Kirksway Place, Hobart * Parliament Square, 4 Salamanca Place, Hobart * Letitia House, Mt Nelson * 26 Bathurst St, Hobart | **Date** | 31 May 2023 |

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| **Subject** | | **Information** | | |
| **Background:**  Outline the change, background and context for the Department.   * Why is the change occurring? * Timelines and milestones to be met. | | A priority for DECYP is to continue to bring staff together to best deliver on its objectives for children and young people to be known, safe, well, and learning. This means, where it is practical to do so, aligning teams that are situated in multiple sites into one connected group and, where possible, aligning teams that regularly interact or will benefit from co-location.  The Department, through Facility Services, ensures that:   * Sites are appropriately utilised and flexible; * Accommodation is fit-for-purpose and service delivery driven; and * Accommodation is flexible to align future workforce and service delivery changes.   The development of regional office accommodation strategies will continue to inform work so that DECYP can effectively support staff while also appropriately managing its 500+ facilities across the state.  Following the formation of the Department for Children, Education and Young People, staff from the teams impacted by the change proposal are currently physically located across four locations:   * Letitia House, Mt Nelson * Kirksway Place, Hobart, * Parliament Square, Hobart; and * 26 Bathurst St, Hobart   The proposed change involves staff from the identified business units moving with their team into a single physical location – either at Kirksway Place or Parliament Square. In addition to co-locating each team in the same physical space, the proposal will also see teams situated nearby to other teams who provide similar functions.  Consultation will commence as follows:   * Week commencing 29 May 2023: Proposal shared with staff and unions. * Week commencing 5 June 2023: Establish joint employee/union working group to be the key forum to discuss the proposal and consider staff/union feedback. | | |
| **Proposal for Change:**  How the area proposes to meet the change:   * Why is this change necessary? * What is the change proposed for the area? | | As part of the journey in the formation of the new Department, it is preferrable for teams and functions to be co-located where possible. In this context the Executive Board has considered appropriate opportunities for teams in the South to come together and enhance their ways of working and delivery of their work, particularly in supporting DECYP’s frontline services.  The accommodation proposal affects some staff in Parliament Square (PSQ), Bathurst Street, and Kirksway Place in Hobart, and Letitia House in Mount Nelson.  It is proposed that staff in the following teams will move from their current location to the location listed:   * Business Operations and Support (BOS) – Office of the Deputy Secretary (to Kirksway Place) * BOS Legal Services (Kirksway Place) * BOS Transition and Improvement (Kirksway Place) * BOS Organisational Safety (Kirksway Place) * Keeping Children Safe – Office of the Deputy Secretary (Kirksway Place) * Office of Safeguarding Children (Kirksway Place) * Child and Student Wellbeing (Parliament Square) * Inclusion and Cultural Diversity (Parliament Square) * Strategic Policy and Projects (Parliament Square)   Concurrent with this change is a proposal to move the People Services and Support team to Level 1, Kirksway Place. | | |
| **Impact of Proposal on Employees:**   * What will be the impact on employees? * How is this being managed? * Include specifics on identified roles, teams, or individuals who are likely to be affected by the proposed change(s) and measures imposed to minimise impact and timelines | | It is recognised that these proposed changes may have an impact on staff and they will be supported through such, particularly during any transition to any relocation.  For some staff the proposed changes will have impacts on travel and personal vehicle arrangements.  To inform and refine the change proposal, staff from the identified teams will be consulted with and invited to provide their views and feedback. As well as direct briefings with staff, a set of Frequently Asked Questions (FAQs) on the proposed accommodation transition is being developed and issues or concerns raised will be considered.  Two-way communication will be prioritised throughout the consultation period so that staff have the information they need, when they need it, in the format they need it.  Staff consultation on the co-location proposal will commence on 1 June 2023 to provide staff with an opportunity to provide feedback, ask questions, and view floor plans. Site tours can also be arranged for staff to view the proposed new office accommodation. Additional consultation sessions will be organised as needed.  Leaders will work with individuals on a case-by-case basis to consider and address specific needs or concerns where practical. | | |
| **What is the financial impact of this Proposal?**   * Is there a cost to the proposal? * What are the savings associated with this? * Is this consistent with the financial management strategy? | | Kirksway Place has recently been redeveloped while Parliament Square is a relatively new building not requiring additional fit out, and the associated costs are not a consideration for this change proposal. There are no savings or reductions in existing Branch or team budgets.  The financial impact of the proposal is minimal including costs for removalists, IT equipment and other logistics. | | |
| **Impact of Proposal on Services:**   * What will be the impact on services? * How is this being managed? * Include measures imposed to minimise impact and timelines * Outline possible or probable service delivery consequences and the effect on other areas of the service (by way of cost shifting) * How will the workload be managed | | Service levels to clients, both internal and external, will not be impacted by this change proposal.  It is envisaged that by having teams and functions together in the same location and/or physical proximity, including on the one level, will result in more effective liaison and collaboration which will create greater teamwork, understanding and service delivery. Senior staff members will be more visible and accessible, which will help in building the desired culture in DECYP.  The change management process will draw on experience from the recent transition to DECYP, bringing together DCT and DoE into a new agency. The provision of individual and on-site support from the Employee Assistance Program for those staff who may wish to access those services.  The consultation process will help gather input and feedback to refine and improve the co-location proposal.  Business Continuity Plans are ready to be enacted should they be needed. | | |
| **Consultation**  *Outline the background to the consultation*   * *What are the objectives of the consultation?* * *Who needs to be consulted?* | | The objective of the consultation process is to clearly explain the proposal, allow time for consideration, and then embark on consultation with staff and unions to seek feedback and consider any issues raised through consultation.  All staff in the identified teams will be invited to provide input and feedback through the consultation process. Unions will also be consulted with including CPSU, AEU, UWU and HACSU. | | |
| **Proposals for Change – Communication:**   * How will the proposals be communicated to employees? * Identify links to information sources * Identify the relevant people leading the change and their contact details | | The communications with staff affected by the moves will include all-staff key messaging as well as tailored key messaging for specific staff group needs and circumstances. Where possible, leaders of teams will have discussions with their staff prior to formal communications being sent to staff. The same key messages will be used to guide these conversations but provide the ability to customise and tailor for their area.  The Frequently Asked Questions will contain relevant information and be refined during the consultation process based on feedback and input. These will be regularly updated and communicated to staff.  Directors and Managers will be asked and supported to lead their staff through the consultation period. | | |
| **Proposals for Change – Employee Support Services:**   * What support will be provided to directly affected employees and to employees generally? | | In addition to the information conveyed through all-staff and tailored communication, as well as the FAQs, leaders will support their teams through the consultation process. Staff will be encouraged to speak with their managers with any questions or concerns.  The Employee Assistance Program, which is a free 24/7 support service for staff to access, will be available and actively promoted to DECYP staff. Additional support through the EAP provider will be sought to have them on-site at key times and readily available to provide direct support. | | |
| **Endorsement of Proposal** | | | | |
| **Group Head** | | | | |
| **Name** | **Kane Salter, Deputy Secretary Business Operations and Support** | | **Date** |  |
| **Comments** |  | | | |
| **Secretary** | | | | |
| **Comments** |  | | | |
| **Date** |  | | | |
| **WHAT NEXT?**   1. The endorsed *Consultation and Communication Plan* and *Change Proposal* are to be forwarded to [workplace.relations@decyp.tas.gov.au](mailto:workplace.relations@decyp.tas.gov.au) for placement on the DoE Change Register. 2. The Change Register Summary Template is to be completed and forwarded to Workplace Relations at [workplace.relations@decyp.tas.gov.au](mailto:workplace.relations@decyp.tas.gov.au) at the end of the process. | | | | |