

# Sustainable FTE Review

## Frequently Asked Questions



Sydney  
Local Health District

## Staff FAQs

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### Where can I go for support?

Your line manager is your primary contact for support during this process. You can also seek assistance from your local Workforce team, who can provide advice on the Sustainable FTE Review, the consultation process, and the redeployment supports available to you.

SLHD also offers a confidential Employee Assistance Program (EAP), which provides counselling and wellbeing support for staff and household family members. You can make an appointment or speak with a consultant by calling 02 9515 9680 or visiting: <https://clientportal.zandahealth.com/clientportal/slhdeap>

If you would like to speak directly with a Workforce representative to better understand the process, you can email [SLHD-OfficeoftheExecutiveDirectorPeopleandCulture@health.nsw.gov.au](mailto:SLHD-OfficeoftheExecutiveDirectorPeopleandCulture@health.nsw.gov.au) to request an individual discussion. A Workforce representative will contact you to arrange a suitable time to meet.

You may also wish to seek support from your union representative.

### Why is my position included?

Positions in scope have been identified following an organisational and service analysis undertaken as part of the Sustainable FTE Review. These proposals reflect changes to how SLHD structures its workforce to ensure financial sustainability, efficient service delivery, and the best allocation of resources.

We understand this can be unsettling. The inclusion of your position is not a reflection of your personal performance or contribution. Restructure proposals focus on functions and structures, not individuals.

### How do I provide feedback during consultation?

Feedback is a key part of the consultation process, and no final decisions will be made until consultation has concluded and all feedback has been considered.

Feedback can be submitted in writing to:

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You are encouraged to raise any questions, concerns, or alternative suggestions. All feedback received during consultation will be reviewed before a final decision is made. Individual responses to feedback may not always be provided, however key themes and considerations will inform the final outcome.

Please ensure your feedback is provided by the date detailed in the consultation pack.

### Why is this review mostly impacting Health Manager, support and administrative positions?

The Sustainable FTE Review has been designed to minimise impact on frontline clinical care. To support this, proposed staffing reductions are primarily focused on non-clinical functions where efficiencies can be achieved without compromising patient safety or service delivery.

This review forms part of a broader SLHD program to ensure long term financial sustainability and modernise how we deliver administrative and corporate services.

### I am an impacted staff member. What happens next?

If your position is proposed for deletion or change, you should continue to perform your role as normal.

During the consultation period, no final decisions have been made. You are encouraged to provide feedback or raise concerns. All feedback will be reviewed and considered before a final decision is made.

If, following consultation, your position is confirmed as being deleted or significantly altered, you will be formally notified in writing as an *affected* employee, and next steps will be explained to you.

### What is the timeframe for the Sustainable FTE Review and what are the steps?

The Sustainable FTE Review will follow a structured process. The key stages are:

1. A 4 week consultation period will occur. Staff and unions may provide feedback on the proposed changes. All feedback will be reviewed and may result in adjustments to the proposal.
2. Following consideration of feedback, a final proposal will be submitted to the Chief Executive for approval.
3. Permanent employees whose positions are confirmed for deletion or significant change will receive a formal “affected” letter and meet with their manager and a workforce team member to discuss next steps.
4. Temporary employees will meet with their line manager to discuss the impact on their contract and, if required, will receive a revised contract end date.
5. All affected permanent employees will enter an 8 week redeployment period. This includes:

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- priority assessment for suitable roles within SLHD;
- referral to the NSW Government Workforce Mobility Placement (WMP) Program, which will identify suitable roles across the entire NSW Public Sector before they are advertised;
- matching and assessment processes coordinated between your Case Manager, SLHD hiring managers, and the WMP team.

The aim of WMP Program is to keep affected staff in ongoing government employment wherever possible.

6. Employees who do not secure a suitable position during the redeployment/WMP Program period will be declared “excess” under the *Managing Excess Staff of the NSW Health Service Policy Directive* (PD2012\_021).
7. Excess employees will be offered options in line with PD2012\_021, which may include:
  - a 3 month retention period with career transition support; or
  - a voluntary redundancy (VR) offer.

### What does “impacted staff” mean?

“**Impacted staff**” are employees whose positions are identified within the proposal as potentially being deleted or significantly altered. Employees are not considered “affected” until after consultation and final approval.

### What does “affected staff” mean?

“**Affected staff**” are permanent employees who receive written notification that their positions have been deleted or significantly altered as a result of the final approved changes. This is a term used within the NSW Health Policy Directive *Managing Excess Staff of the NSW Health Service* (PD2021\_021).

Affected employees become eligible for redeployment under PD2012\_021 and must participate in the NSW Government Workforce Mobility Placement (WMP) Policy program.

### What does “excess staff” mean?

“**Excess staff**” are permanent employees who:

- no longer have a substantive position due to organisational change; and
- have not been placed into a suitable permanent or temporary role within NSW Health or another NSW Public Sector agency.

Excess employees will be provided with options consistent with PD2012\_021

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### What is meant by finding me a “suitable position”?

A “suitable position” is defined as a role that:

- is at the same classification and remuneration (or lower with your consent);
- you can perform, or can reasonably be expected to perform within a reasonable period with training and support;
- is within reasonable commuting distance, unless agreed otherwise; and
- is ongoing and within the NSW Public Sector.

The WMP Program and your dedicated Case Manager will work with you to identify suitable roles prior to the positions being advertised more broadly.

### Who will do my work? What about patient safety and care?

At this stage, the Sustainable FTE Review is a *proposal*. You should continue working as usual. If you have concerns about service impacts, workload, patient care or safety, please include these in your consultation feedback. All feedback will be reviewed before any final decisions are made.

### Who else is impacted?

The Sustainable FTE Review Consultation Pack includes proposed structure charts depicting which roles are in scope.

### When does the new structure take effect?

After consultation and final approval:

- staff and unions will be notified of implementation dates;
- individual “affected” meetings will occur;
- redeployment and WMP Program processes will begin.

The Consultation Pack includes a proposed timetable.

### What help will you give me to find a new job?

SLHD is committed to supporting all affected employees to find ongoing employment. Support includes:

- allocation of a dedicated Case Manager;
- access to suitable internal SLHD permanent vacancies through priority assessment;
- assessment for suitable roles across the NSW Public Sector through the WMP Program;

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- access to training and career support; and
- support during the retention period (if applicable).

The aim is to place as many affected employees as possible into suitable ongoing roles.

### What is the Workforce Mobility Placement (WMP) Program?

The NSW Government Workforce Mobility Placement (WMP) Program:

- matches affected employees to suitable roles across the entire NSW Public Sector;
- assesses affected employees for roles before they are advertised;
- streamlines transfers into ongoing positions; and
- helps retain skilled employees within NSW Health and the wider NSW Public Sector.

More information is available here:

<https://www.nsw.gov.au/departments-and-agencies/premiers-department/workforce-mobility-placement-program>

### Are voluntary redundancies going to be offered?

Voluntary Redundancies (VRs) may be offered **only after**:

- consultation has concluded;
- the final proposal is approved;
- affected employees complete the 8 week redeployment/WMP Program period; and
- no suitable roles are identified.

There is no Expression of Interest (EOI) process for VRs. VRs are only offered to employees who become excess.

### Will there be direct appointments to any roles?

Affected employees receive priority assessment for suitable positions before competitive recruitment. This process may include:

- provision of a resume or skills profile;
- a meeting or discussion with the hiring manager (rather than a formal interview);
- assessment of capability and potential.

The aim of the redeployment and WMP process is to maximise placement opportunities for affected employees.

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### Which roles will I be assessed for?

You may be assessed for roles that:

- are at the same grade (or lower if you consent);
- match your skills and experience or those you could develop with reasonable training;
- are deemed suitable by SLHD and/or by the NSW Government WMP Program;
- are vacant ongoing positions within SLHD or across the NSW Public Sector.

The WMP team identifies suitable roles prior to advertising.

### What other impacts do I need to be aware of?

If you are currently utilising the following:

- salary sacrificing;
- leasing a vehicle;
- have childcare arrangements linked to the District; and/or
- Fitness Passport.

You should seek advice from the relevant provider or internal service to understand any impacts if your employment changes.

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