

Out of Scope

From: Webster, Dale E S36

Sent: Thursday, June 6, 2024 4:51 PM

To: Arya, Dinesh K S36

Brendan Q S36

D S36

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cc: Lowe, Kyle S36

Phelan, David T S36

Subject: Budget Position - need for vacancy scrutiny

Clarke, George A S36

Douce, Francine S36

: Feike, Brent S36

; Hargrave, Andrew J S36

Jeffery, Craig R S36

McDonald, Joe S36

; Pyszkowski, Laura K S36

; Boyles, Peter J S36

; Schofield, Catherine A S36

; Docherty,

Emery, Jordan

; Gregory, Shane T

Hyland, Paula

Lieutier, Fiona C

Monty, Rick L

; Searle, Michelle

Badcock, Sally

Strong, Kendra E

Dear Health Executive,

Further to our discussion at THS Executive and my earlier email to CEs, I am writing to seek your support in distributing the below to hiring managers and those involved in Proposal to Vary Establishment (PTVE) and recruitment processes.

I appreciate over the past few years during the COVID-19 pandemic, we have recruited quickly and extensively to protect Tasmanians from the impact of COVID – which we did successfully. S35

We are currently carrying more than 700 positions which are not ‘funded’ in our establishment, S35

The below been prepared to inform you and for you to send to key staff involved in filling vacancies about why delegation for deciding on filling vacancies will temporarily rest with the Acting Secretary advised by a small group of senior Managers; how that will operate; and the actions they can take to make best use of the agency’s resources.

For Executives to distribute to key staff

Dear colleagues,

As a Health Executive, we are focused on ensuring that the agency is maximising the use of available staff, ensuring our people are directed to our greatest priority areas, and that business groups operate within budget.

Over the past few years, the Department of Health has recruited extensively to protect Tasmanians from the impact of COVID-19 and continue to deliver high-quality health care services to people in Tasmania. As we have been transitioning out of the COVID-19 emergency response, we continue to seek to maximise our resources to address our current priorities and challenges.

To support this and to help the agency maximise the use of its existing resources, a committee has been established comprised of the Acting Secretary, Associate Secretary, Chief People Officer, Chief Financial Officer, and Director Office of the Secretary. The committee will consider all Proposal to Vary Establishment and Job Card requests prior to advertising, and at times may request additional information to support approval. The delegate for approval to proceed to fill a role will now be the Acting Secretary or Associate Secretary.

Staff submitting PTVEs/Job Cards (and Managers clearing them) can support this process by ensuring they provide as much evidence to support the PTVE/Job Card. This includes:

- *Clearly explaining why new positions are needed;*
- *Providing detail about whether the work unit has existing funded vacancies;*
- *Consider using existing staff on the redeployment list;*
- *For project-based roles, consider re-prioritisation or using resources from existing projects;*
- *Whether there are any existing staff against unfunded positions that can be moved into a funded position.*
- *Whether you have considered a redesign of the work unit (e.g. RN to EN ratios or can a CMO be used or do we have a part time or casual staff member who could fill critical hours rather than fulltime replacement)*

For a small percentage of PTVEs/Job Cards there may be requests for additional information, this may result in short delays while this information is gathered and re-considered prior to approval.

I ask that through PTVE/Job Card processes, we firstly consider alternative options where possible such as redeployment or re-allocating of staff to better address our priorities. In the event that this is not possible, it is important for you to provide as much detail as we can to support PTVEs/Job Cards to be approved.

A reminder to please not discuss with your staff any re-classification or new position proposals with staff until the PTVE has been approved.

For locums and agency nurses, please consider:

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I appreciate your support and input in relation to these processes, which are about ensuring we maximise our resources to meet current priorities and challenges in our health system.

I thank you for your continued commitment and dedication to providing high-quality health services to patients in Tasmania.

Regards

Dale WEBSTER PSM

Acting Secretary

(he/him/his)

Department of Health

2/22 Elizabeth Street, Hobart TAS 7000

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| www.health.tas.gov.au

I acknowledge and respect Tasmanian Aboriginal people as the traditional owners and ongoing custodians of the land on which I work and live, and pay respect to Elders past and present.

From: S36
To: S36
Subject: FW: Budget Position response
Date: Wednesday, 29 May 2024 3:15:37 PM
Attachments: [image001.png](#)

From: Webster, Dale E S36
Sent: Tuesday, May 21, 2024 3:00 PM
To: Docherty, Brendan Q S36; Monty, Rick L
S36; McDonald, Joe S36; Hyland, Paula
S36; Lieutier, Fiona C S36; Badcock, Sally
S36; Arya, Dinesh k S36; Hargrave,
Andrew J S36; Feike, Brent S36;
Emery, Jordan D S36
Cc: Jeffery, Craig R S36; Searle, Michelle
S36; Gregory, Shane T S36;
Pyszkowski, Laura K S36
Subject: Budget Position response

Hello,
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From today (with first meeting next Monday) there will be an additional step in all recruitment process (as the final step before advertising) - All PTVE (funded or unfunded) will be examined by a Vacancy Control Committee which will be chaired by either the Secretary or Associate Secretary and include the CPO and CFO as members. The Committee will be looking at need for the position, whether it is an expansion or replacement of existing services and playing a key role in ensuring that redeployment is the first option in all recruitment processes, including whether there are unfunded staff elsewhere who could be redeployed. In submitting the PTVE you can use the notes section to mount your case for approval.

Also, in line with the recent discussion at THS Executive I remind CEs and Deputy Secretaries to ensure that evidence of the following is available when approving the use of locums or agency nurses:

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Regards



Dale WEBSTER PSM
Acting Secretary

(he/him/his)

Department of Health

2/22 Elizabeth Street, Hobart TAS 7000

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