

REDEPLOYMENT, RETRAINING AND REDUNDANCY SUB-COMMITTEE TERMS OF REFERENCE

BACKGROUND

The Redeployment, Retraining and Redundancy Committee (RRR Committee) has responsibilities pursuant to the:

- a) *South Australian Public Sector Modern Enterprise Agreement: Salaried 2017* (Salaried Agreement) and
- b) *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017* (Weekly Paid Agreement).

The Redeployment, Retraining and Redundancy Sub-Committee (RRR Sub-Committee) is to support the RRR Committee in the delivery of the above listed responsibilities.

PURPOSE

The purpose of the RRR Sub-Committee is to:

1. Facilitate the consistent and best practice adoption of case management principles through the utilisation and development of technical expertise within agencies.
2. Monitor, review and make recommendations to the RRR committee on the management of regionally based excess employees and those who have been excess for greater than 9 months.
3. Review and provide feedback to the RRR Committee on all documentation related to RRR arrangements, as set out in respective enterprise agreements.

MEMBERSHIP

The membership of the Redeployment, Retraining and Redundancy (RRR) Sub-Committee is:

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| Chair: | Adviser Case Management who works with the RRR Committee |
| Members: | Case managers, or employees who are responsible for the case management of employees, from each government agency covered by the above listed enterprise agreements ¹ |
| Representation: | a maximum of 2 representatives per agency, with the Department for Health and Wellbeing having a maximum of 2 representatives per Local Health Network (LHN), and the Workforce Transition Unit in the Office of the Commissioner for Public Sector Employment |

The RRR Sub-Committee reports directly to the RRR Committee through the Chair of the sub-committee. This reporting arrangement will enable the RRR Committee to provide regular updates to the Commissioner for Public Sector Employment (the Commissioner) on the work that this sub-committee is undertaking.

The RRR Sub-Committee may co-opt other additional members, with the endorsement of the RRR Committee, as required.

¹ As detailed on the South Australian Government website (<http://www.sa.gov.au/topics/about-sa/government/departments>)

OPERATIONAL MECHANISMS

The RRR Sub-Committee will meet six weekly, which reflects the regularity of the RRR Committee meetings. The Sub-Committee will meet no later than 3 weeks after the RRR Committee has met.

Administrative support will be provided from within the RRR Sub-Committee and the locations of meeting will be rotated through the attending agencies

An Agenda and any papers will be distributed to members a week prior to the meeting.

Minutes of all meetings and action outcomes will be circulated in a timely manner prior to meetings.

The Chair of the RRR Sub-Committee or the RRR Committee may determine if any out of session papers are circulated where necessary to expedite urgent issues. All out of session papers will be noted at the following sub-committee meeting.

DELIVERABLES

The deliverables of the RRR Sub-Committee include:

- Monitoring and reviewing implementation of RRR arrangements required by applicable enterprise agreements to provide advice to the RRR Committee on the consistent and best practice adoption of case management principles and practices.
- Identifying and developing communication strategies on best practice examples of redeployment practices.
- Providing advice and assistance (as required) to agencies in the placement of excess employees or employees who may potentially be declared excess as a result of proposed organisational changes.
- Reporting to the RRR Committee on the actions taken in relation to the redeployment and/or retraining of all regional based excess employees and employees who have been excess for greater than 9 months.
- Undertaking a review of RRR arrangements as required by the relevant enterprise agreement.

REVIEW DATE

A 6 month review of these Terms of Reference will be undertaken following the endorsement of the Commissioner for Public Sector Employment.

The RRR Sub-Committee and RRR Committee will review these Terms of Reference at the completion of the review of arrangements as provided for in the *South Australian Public Sector Modern Enterprise Agreement: Salaried 2017* and the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017*.

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| ENDORSED BY THE RRR COMMITTEE | 25 July 2018 |
| APPROVED BY THE COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT | 10 August 2018 |