

# COMMUNITY SECTOR SURGE POOL

## HOW WILL IT WORK?

The CSSP is a voluntary service for both organisations and staff. Organisations can opt-in to the CSSP on the basis that they may need to use the resource at some point in the future. Participation in the pool by the organisation's staff will also be voluntary. We encourage organisations to have a conversation with their staff about the pros and cons of opting-in.

### How will it work?

➔ **An organisation realises that they will be unable to operate a critical service for a period of time due to furloughing of staff.**

At this stage the organisation needs to initially explore if they can resolve the issue internally by redeploying other staff from less critical areas or by applying the new critical worker furloughing directions to their workforce (if they haven't already).

➔ **The organisation contacts WACOSS to request support via the CSSP.**

This process will be done via an online form which will ask for relevant information to assist with matching. Relevant information will include:

- Number of staff required;
- Work the seconded staff will be undertaking;
- Relevant qualifications and/or clearances associated with this role(s);
- Length of secondment and working hours; and
- Location(s) of secondment.

WACOSS' Business Continuity Coordinator will be on hand to assist organisations through this process or if there is an immediate crisis that needs intervention.

➔ **WACOSS matches the needs of the organisation in crisis with the potential capacity from other organisations participating in the CSSP.**

Initial matching will be based on the information provided on the application form. WACOSS will then reach out to the designated contacts of the most suitable organisations and determine the following:

- Are those staff available for secondment;
- Do those staff have the requisite qualifications and clearances; and
- Are they willing?



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## ➔ A willing organisation(s) has been identified.

WACOSS will directly contact the requesting organisation with the options available and connect them with the most suitable organisation. Both organisations will then sign a Memorandum of Understanding (MoU) and Terms of Secondment (ToS). More details about the MoU and ToS are on the other side of this page.

## ➔ Staff are seconded to the organisation requesting support.

The requesting organisation will provide all relevant induction, PPE, RAT testing and any other requirements to the seconded staff.

## ➔ Follow ups.

The requesting organisation will be responsible for reporting back to the organisation who provided staff for secondment at the completion of the secondment period. The organisation who provided the seconded staff will be responsible for invoicing the requesting organisation for the salary of the seconded staff during the period of their secondment.

### **Memorandum of Understanding (MoU)**

The MoU will be viewed by all organisations participating in the CSSP, but only needs to be signed between organisations when a request for support is made between the participating organisations to ensure that requests for support can be actioned quickly and efficiently.

- The MoU will be signed among the participating organisations;
- The MoU will stipulate the terms of engagement, so that subsequent secondment requests can be actioned rapidly;
- The MoU provided will be a suggested template. Participating organisations are at liberty to modify the provided MoU, if they require it to reflect specific conditions and/or needs relevant to their organisation.

### **Terms of Secondment (ToS)**

The ToS will be signed by the requesting organisation, the supporting organisation and the employee(s) engaged in a secondment. The ToS will be signed by all parties once an agreement for support has been reached by all parties.

- The ToS agreement will centre around the employee's rights and responsibilities during the secondment period;
- The ToS will list specific information necessary for the employee including key contacts to discuss the nature of their secondment and the specifics of the task they will be undertaking during their secondment;
- The employee will be able to draw on the ToS to review the conditions of the secondment