

Schedule of Documents

Documents with red cross through not to be released.

On Intranet

No.	Description of record	Agency's view on release
Updates		
1.	Expression of Interest, Senior Fisheries Manager, Closes 3/10/12	Release
2.	Staff update, 30/9/11	Release
3.	Memo: Intranet site for staff	Release
4.	Project Update, 4/5/12	Release
5.	Legislative Council Inquiry, Email sent to DGDPI 4/7/12 from Committee Chairman Rev the Hon Fred Nile	Release
6.	Project Update, 17/7/12	Release
Minutes		
1.	Working Group minutes, 20/10/11	Release
2.	Working Group minutes, 27/10/11	Release
3.	Working Group minutes, 3/11/11	Release
4.	Working Group minutes, 10/11/11	Release
5.	Working Group minutes, 17/11/11	Not for Release
6.	Working Group minutes, 24/11/11	Not for Release
7.	Working Group minutes, 1/12/11	Not for Release
8.	Working Group minutes, 8/12/11	Release
9.	Working Group minutes, 20/12/11	Release
10.	Working Group minutes, 12/1/12	Release
11.	Working Group minutes, 19/1/12	Release
12.	Working Group minutes, 2/2/12	Release
13.	Working Group minutes, 9/2/12	Release
14.	Working Group minutes, 16/2/12	Release
15.	Working Group minutes, 23/2/12	Release
16.	Working Group minutes, 1/3/12	Release

17.	Working Group minutes, 8/3/12	Release
18.	Working Group minutes, 15/3/12	Release
19.	Working Group minutes, 22/3/12	Release
20.	Working Group minutes, 29/3/12	Release
21.	Working Group minutes, 5/4/12	Release
22.	Working Group minutes, 19/4/12	Release
23.	Working Group minutes, 26/4/12	Release
24.	Working Group minutes, 3/4/12	Release
25.	Working Group minutes, 10/5/12	Release
26.	Working Group minutes, 17/5/12	Release
27.	Working Group minutes, 24/5/12	Release
28.	Working Group minutes, 31/5/12	Release
29.	Working Group minutes, 7/6/12	Release
30.	Working Group minutes, 21/6/12	Release
31.	Working Group minutes, 28/6/12	Release
32.	Working Group minutes, 7/7/12	Release
33.	Working Group minutes, 12/7/12	Release
34.	Working Group minutes, 19/7/12	Release
35.	Working Group minutes, 26/7/12	Release
36.	Working Group minutes, 2/8/12	Release
37.	Working Group minutes, 16/8/12	Release
38.	Working Group minutes, 23/8/12	Release
39.	Working Group minutes, 30/8/12	Release
Newsletters		
1.	Cronulla News, 17/10/11	Release
2.	Cronulla News, 22/11/11	Release
FAQS		
1.	Your questions answered, Issue 1, 14/10/11	Release

2.	Entitlements for transferred employees, 16/11/11	Release
3.	Response to questions you submitted through staff reps, 22/11/11	Release
4.	Job seeking skills program information, 20/12/11	Release
5.	Your questions answered, Issue 2, 23/12/11	Release
6.	Future organisation chart for recreational & Indigenous Fisheries 27/2/12	Not for Release
7.	Future organisation chart for Fisheries Research, 27/2/12	Not for Release
8.	Future organisation chart for corporate services, 27/2/12	Not for Release
9.	Future organisation chart for Commercial Fisheries, 27/2/12	Not for Release
10.	Explanation of severance entitlements for temporary staff, 31/5/12	Release
Project Plans		
1.	Operations plan, 26/7 to 10/10/11	Release
2.	Operations plan, 10/10 to 24/10/11	Release
3.	Communications plan, 10/10/11	Release
4.	Staff relocation plan (Gantt chart), 10/10/11	Not to be released
5.	Operations plan, 31/10-14/11/11	Release
6.	Operations plan, 21/11-5/12/11	Release
7.	Staff relocation plan (Gantt), 24/11/11	Not to be released
8.	Change management plan, 7/12/11	Release
9.	Risk assessment & management plan (Draft) 12/11	Release
10.	Staff relocation plan (Gantt), 24/2/12	Not to be released



POSITION	Senior Fisheries Manager Take a lead role in delivering strategic, sensitive and complex projects. Develop and implement projects across the various streams of management ensuring a coordinated policy approach is applied to managing fisheries resources.
REFERENCE NO.	EA12/1015
EMPLOYMENT TYPE	Permanent Full-time
CLASSIFICATION & GRADE	Clerk Grade 9-10
REMUNERATION	\$91,303 - \$100,613
BRANCH/DIVISION	NSW Department of Primary Industries/NSW Fisheries
LOCATION(S)	Coffs Harbour
SELECTION CRITERIA	Please address the selection criteria below. <ul style="list-style-type: none">• Sound knowledge of natural resource management or the structure and operation of existing fisheries plans, strategies and policies in NSW.• Ability to develop, interpret, review and apply policy and legislation.• Comprehensive understanding of fisheries resource management issues.• Strong comprehension of risk management methodology when dealing with natural resources.• Excellent problem solving, organisational planning and project management skills.• High-level team leadership and staff management skills.• Demonstrated capacity to negotiate policy issues with stakeholders and their representatives.• Superior written and verbal communication skills including networking, facilitation, negotiation and influencing.• Commitment to the principles of equity, cultural diversity and ethical work practices• Current drivers licence.
INFORMATION PACKAGE	As Below
ENQUIRIES	Doug Ferrell, 02 9527 8514 email: doug.ferrell@dpi.nsw.gov.au
SEND APPLICATIONS TO	Send applications marked to the Employee Services Officer, NSW Trade & Investment email employee.services@industry.nsw.gov.au
CLOSING DATE	3 October 2012

Notes

Applications for the position above are invited under Section 17 of the *Public Sector Employment & Management Act 2002 (PSM Act)* from Officers who are current permanent employees and long term (over 2 years continuous service) temporary employees of NSW Trade & Investment. Those entities under Schedule 1 Part 2 Non Public Service Divisions of the PSM Act namely, Livestock Health Protection Authorities, Cobar Water Board, Wild Dog Destruction Board, Destination NSW and Sydney Catchment Authority are ineligible to apply.



Primary Industries POSITION DESCRIPTION

Position Title	Senior Fisheries Manager	Primary Purpose of Position Develop, implement and review legislation, plans, strategies and policies to promote the sustainable and equitable use of fisheries resources in NSW.	Organisation and Position Background The Commercial Fisheries Unit is one of five units in the Fisheries NSW Branch within the Department of Primary Industries a Division of the NSW Department of Trade and Investment, Regional Infrastructure and Services. The Units within the Fisheries NSW Branch under the direction of Executive Director are: <ul style="list-style-type: none">• Recreational and Indigenous Fisheries• Commercial Fisheries• Aquaculture, Conservation and Marine Parks• Fisheries Compliance• Fisheries Research The Senior Fisheries Manager position reports to the Manager Resource Planning, which reports through the Director Commercial Fisheries.
Division	Department of Primary Industries		
Branch	Fisheries NSW		
Family name & initials	Vacant		
Supervisor's position	Manager, Resource Planning		
Date of approval by Director.			

Key Area		Accountabilities
1	Project Management	<ul style="list-style-type: none"> • Undertake research and analysis to support the development of key projects. • Build and lead teams to deliver successful project outcomes. • Ensure adequate and timely reporting on progress through reporting structures. • Control and monitor project progression including managing budgets. • Evaluate implementation and develop any necessary remedial action.
2	Leadership and Management.	<ul style="list-style-type: none"> • Responsible for the timely and simultaneous management of multiple projects and staff supporting them. • Develop and communicate vision to project team members. • Inspire and motivate others. • Improve knowledge, skills and judgement of others to achieve outcomes.

3	<p>Policy Development</p> <ul style="list-style-type: none"> • Prepare management plans, strategies, policies and/or other arrangements for fishing activities as required. • Develop cost-effective and innovative solutions to the problems and issues arising during the development and implementation of the above plans, strategies, policies and/or other arrangements. • Prepare and deliver written and verbal briefings to the Department's executive and the Minister's office in order to provide program updates, seek approval for plans, strategies, policies and/or other arrangements and address implementation issues as they arise. • Advise on policy development and review needs and priorities. • Prepare and instruct others in preparing strategic level documents, departmental and Ministerial briefs and correspondence and communications. 	<ul style="list-style-type: none"> • Develop and maintain constructive networks and relationships with stakeholders, external organisations, and within the Branch. • Engage with stakeholder groups to ensure strategic direction and policy decisions are well informed and meet identified needs, employing a high level of tact and discretion and confidentiality as needed. • Represent the branch and department at government and industry meetings/forums and ensure efficient dissemination of policies and legislation to ensure maximum understanding by stakeholders. • Prepare and organise presentations to internal staff and external groups. • Ensure prompt and empathetic response to complaints and misunderstandings • Ensure proper and efficient administration of programs that include records management, purchasing, correspondence, human resource management and financial expenditure accounting to minimise bureaucracy and promote efficient use of public resources. • Coordination and preparation of high quality briefing notes and correspondence for the DG and Minister in a timely manner. 	<p>Key Communication Requirements</p>
<p>Key Challenges and Problem Solving</p> <ul style="list-style-type: none"> • Dealing with complex and sensitive political issues when managing projects to ensure effective stakeholder management and project implementation. • Meeting project deadlines and budgets in line with agreed standards and milestones. • Providing high quality information and advice requiring thorough level knowledge of relevant legislation, departmental, state and policy from other government jurisdictions. • Development of innovative solutions to changing and competing stakeholder expectations. • Implementing reform in the workplace requiring change management strategies to be developed and implemented in some cases in work areas dealing with high volume, complex administration. • The need to ensure that plans, strategies and policies are developed with limited human and financial resources and often without full stakeholder support will require smart and innovative problem solving. 		<p>Key Decision Making and Authority</p> <p>The position operates under the supervision of the Manager Licensing & Policy and has a significant level of decision-making discretion and authority.</p> <p>The position holder has independent authority to undertake key project decisions.</p> <p>Issues that are contentious or politically sensitive, however, need to be referred to the Manager Resource Planning or higher as the case may dictate for advice or to confirm or approve a particular approach.</p> <p>The role involves meeting tight timeframes and as a result the position holder has the authority and flexibility to manage available resources in such a way as to satisfy those requirements, subject to consultation with the relevant Principal Manager on an overall project plan.</p>	<p>Key Communication Requirements</p> <p>There are close working relationships between the position holder and other Fisheries Managers to ensure development of co-ordinated, practical and best-practice fishery management plans, strategies and policies for fishing activities.</p> <p>The position also demands that strong working relationships be built and maintained with staff in other DPI operational units (ie. licensing, compliance, science, policy, communications), with colleagues in other relevant State and Federal government agencies (eg. Parliamentary Counsel, the NSW Department of Planning, Department of Natural Resources, Department of Environment and Conservation, and the Commonwealth Department of the Environment and Heritage), and with key stakeholders.</p> <p>The position holder will also be required to regularly liaise with other executive and principal managers within DPI</p>

Knowledge, Skills and Experience Required	Position Impact
<p>The position holder requires:</p> <ul style="list-style-type: none"> • sound knowledge of natural resource management or the structure and operation of NSW fisheries and existing fisheries plans, strategies, policies and legislation, or the willingness and ability to quickly gain this knowledge; • high level ability to develop, interpret and apply legislation and policy; • superior team leadership and staff supervision skills; • superior written and verbal communication skills, including facilitation, networking and influencing skills; • excellent problem solving skills, organisational, planning and project management skills; • capacity to negotiate major policy issues with key stakeholder advisory bodies; • current drivers licence; • knowledge and understanding of Equal Employment Opportunity (EEO); • knowledge and understanding of Ethical Practice; • knowledge and understanding of Ethnic Affairs Priorities Statement (EAPS); and • knowledge and understanding of Occupational Health and Safety (OHS). 	<p><i>Financial accountability:</i></p> <p>Within the program areas, financial accountability rests with the Manager of the section. However, the position holder will be required to provide sound advice concerning draft and final budgets and the engagement and payment of necessary goods and services.</p> <p><i>Number of Staff:</i></p> <p>Variable, but may include Fisheries Managers, Fisheries Management Officers and casual staff as required.</p>

Verification:

The signature(s) below verify that the Position Holder (if any) and the Supervisor have read the above position description and are satisfied it accurately describes the position.

Position Holder:

Name: _____

Signature: _____

Date ____/____/____

Supervisor:

Name: _____

Signature: _____

Date ____/____/____



TO	Cronulla staff members
FROM	Geoff Allan
DATE	30 September 2011
SUBJECT	Communication on Cronulla relocation for staff

Dear Colleagues,

Welcome to the first newsletter update for the relocations of functions from Cronulla. The newsletter updates will provide Cronulla staff with information about the activities of the relocation. Whilst content in this version is primarily from the Working Group all contributions are welcomed.

The relocation of Cronulla staff is being managed through a Working Group which will manage the relocation in the best way possible for staff and the organisation.

Working Group members

The Working Group is comprised of the following members:

Geoff Allan Chair
Alexia Lucas Administration/Project support
Kevin Cooper Project Manager
Erica Stafford / Della Prowse / Daniel Rumbold - People, Learning and Culture

Steve Kennelly **Science and Research team leader**
Peter Turnell **Recreational Fisheries and Licensing team leader**
Andrew Goulstone **Commercial Fisheries team leader**
Adrian Toovey **Marine Parks, Aquatic Reserves and Fisheries Ecosystems team leader**
Tim Powys **Corporate Services team leader**

Peter Brown Staff representative
Myra Milton Staff representative

The terms of reference for the Working Group are provided in the attached document.

Within the Working Group there are five site-based teams to capture the specific needs of each program. The team leaders of each group are bolded above and can be used by staff as key contact points. Staff from other functional areas based at Cronulla, for example policy staff, will be captured under the Corporate Services team.

The above staff from the People, Learning and Culture Branch as well as Kevin Cooper will frequently be at Cronulla and working with staff .

Establishment of Working Teams

Working Teams under each of the team leaders have also been established and provide staff with opportunities to have an input on how best to align functions, people and locations. The purpose of the Working Teams is also detailed in the attached document. Please see your relevant team leader for further information.

Strategic Timeframes

Whilst the specifics of the relocations are still being developed, by the end of November the Working Group will have drafted a plan that outlines the destinations of functions, and positions and a timeline for completion of the relocations. Further consultation with staff at program and

individual levels can still occur after this time and will allow for individual circumstances to be considered and alternative options explored.

Letters to each person outlining specific options will be finalised and sent in February 2012.

Between now and the end of summer we will need to develop good briefs on the facilities needed at each destination. This will include the brief for any construction including that at Port Stephens.

Next meeting/s

The Working Group meets weekly face to face or by teleconference. The next meeting is Thursday 6 October 2011.

Staff are encouraged to bring forward any matters relating to the relocation to the Working Group through any of its members.

A meeting with the members of the Working Group and Cronulla staff is organised for Thursday 20 October 2011 from 11:00am – 12:00pm in the main conference room at Cronulla.

Your Personal Options

Staff are encouraged to talk to their Managers, and/or those from People Learning & Culture as well as Kevin Cooper to gather information that may relate to their personal situation. These discussions will allow the development of options that best suit your personal situation.

Also remember the Employee Assistance Program is there for those who may need that service. All contacts are confidential.

Further Information

Staff will be kept informed with regular updates from the Working Group published in the Cronulla newsletter. Additionally the Working Group is in the process of finalising the establishment of an intranet site and installation of bulleting boards at Cronulla dedicated to supplying information to you.



Department of Primary Industries

TO	All staff members
FROM	Cronulla Relocation Working Group
DATE	17 October 2011
SUBJECT	Cronulla relocation – intranet site for staff

Dear Colleagues,

Since the announcement on 8 September that functions at Cronulla would primarily be transferred to regional centres in NSW (Port Stephens, Coffs harbour and Nowra) work has commenced to manage the relocation in the best way possible for staff and the organisation.

A Working Group overseeing the relocation is being lead by the Acting Executive Director, Fisheries, Geoff Allan and includes Project manager, Kevin Cooper, Human Resources and two staff representatives. It also includes the Senior Managers for all workgroups and functions being transferred from Cronulla. The Senior Managers are also leading Working Teams comprised off their everyday teams to ensure staff have input into the decision making process.

One of the most important roles of the Working Group is to communicate with staff. Staff directly affected by the relocation are being kept informed through the Working Teams, the Cronulla newsletter, bulletin boards on site and face to face individual and staff meetings. Other staff groups e.g. at receiving sites are also likely to receive direct communication from the Working Group once the relocation plan is finalised.

Late last week an intranet site <http://intranet.trade.nsw.gov.au/cronulla> dedicated to the Cronulla relocation went live and will be an important resource for all staff in finding out information about the relocation. The site will be updated regularly and keep a historical record. The intranet site will include:

- Staff Communications and updates from the Working Group
- Working Group and Working Teams terms of reference
- Planning documents including the Operations Plan, Communications Plan, Change Management Plan and Risk Assessment
- Information from People Learning and Culture
- A list of contacts for further information

In conjunction with the intranet site an email address is being established to answer your questions and concerns. Details of the address will be added to the intranet site soon. Emails sent to this address will be treated confidentially.

Staff can speak to their Managers, People Learning and Culture Branch and Project Manager Kevin Cooper for information, advice and support. All staff are encouraged to participate in the process to ensure the best outcome is achieved for staff, the organisation and NSW fisheries stakeholders.

Scheduled Move Date	Decision Date	Destination
17 Dec 12	3 Sep 12	Ourimbah DPI
14 Jan 13	as for 1 Oct 12	Coffs Harbour Stage 2
21 Jan 13	23 Jul 12	Newington DPI
21 Jan 13	8 Oct 12	Sydney SIMS
28 Jan 13	as for 10 Sept 12	Nowra Stage 2
28 Jan 13	as for 15 Oct 12	Nowra Stage 2
4 Feb 12	22 Oct 12	Newington DPI

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Destination sites update

as at 26 April 2012

Work and negotiations are continuing to finalise details and arrangements for destination sites. Some sites are ready now to welcome relocating staff while others are still preparing. Following is a site by site summary of the progress so far:

Batemans Bay

No further action required for accommodation. Transfer underway.

Nowra

Assets reports that the proposed accommodation for staff relocating to Nowra is close to being finalised. The department expects to commence fit-out next month and this will be completed for the scheduled transfers in September. Arrangements are being made for temporary accommodation at the existing DPI Nowra address for staff that elect to transfer before the scheduled move date and prior to the date that the fit-out is likely to be completed.

Wollongong

Negotiations continue for placement of designated staff in the DPI Wollongong office. Negotiations with the University of Wollongong for the placement of researchers at the Uni have stalled, however this option has not yet been shelved completely.

Orange

The office in Orange is able to accommodate the staff designated for transfer to Orange.

Parramatta

The office in Parramatta is able to accommodate the staff designated for transfer to Parramatta.

Newington

The office in Newington is able to accommodate the staff designated for transfer to Newington. Assets are currently working with the management at Newington to meet the needs of positions being transferred from Cronulla.

Sydney SIMS

Senior management from the department and SIMS have agreed in principle to the co-location of DPI staff at SIMS. The SIMS board still needs to approve the arrangements.

Ourimbah

The office in Ourimbah is able to accommodate the staff designated for transfer to Ourimbah.

- **Nil response**—in the absence of any response by you to the Feb 24 letter, your next formal correspondence from the department will be on or about your Decision Date as detailed in your February letter. This formal letter on your Decision date will require you to either accept or reject the transfer. You will have two weeks to make that decision.
Where you reject the transfer option, you will be required to finish within 3 months – that is by your scheduled Move Date.
- **Seeking more information**—your response to the February letter may be to ask for more information about your transfer. This may include discussion about the possibility of modifying your move date, clarification of your entitlements if you were to transfer, or similarly if you decide not to transfer. Everyone is encouraged to collect as much information as possible as it relates to your situation before your decision date arrives. You need as much information as possible by that date to allow you to make the best decision for you.
If you are a temporary employee you may want to find out if you and your position can be made permanent as part of the transfer. There are a number of positions where this may be possible. This has occurred for some positions and is underway for further positions.
The criteria to be met for permanency include, more than two years service, selection on merit, long term ongoing work for the position, including an ongoing funding source, and relocation destination to a regional area. There are a number of possible pathways for temporary positions and the holders of those positions to become permanent. You will need the support of your manager for such a case and so you should start with a discussion with your manager in the first instance if this is of interest to you.
- **Successful appointment to a non Cronulla position** will mean you do not need to formally accept or reject the transfer as described for your position. Where you have been successful in gaining a position elsewhere in the NSW Public Service (ie. it is not part of the Cronulla relocation project) you should advise Kevin or your manager of your change in circumstance.

Workshops and training update

Change and career transition support

A number of job seeker programs have already been held at Cronulla and we have received positive feedback from participants in the most recent activities. The workshops are aimed at providing support for change management and skills training to support career transitions, including writing CVs and presenting at interviews. If you are interested in attending one of these workshops, please contact Daniel Rumbold.

Superannuation Information Session

If you missed the previously run sessions and would like some general information on superannuation and the opportunity to discuss your situation with a financial planner (superannuation specialist), please contact Daniel. We will be arranging another session towards the end of May with a representative from First State Super. Alternatively, you are welcome to contact First State Super to discuss your individual circumstances at any time on 1300 650 873.

Transferring or leaving the department?

A reminder to those who are either transferring or considering accepting a transfer: there is the opportunity for you to visit the town of your new workplace before any move on your part. For those who have accepted the transfer you should make sure you understand your travel entitlements under the *Crown Employees (Transferred Employees Compensation) Award 2009*, contact Daniel if you have any queries.

For those who are considering a move and would like to visit your destination prior to making a final decision, your manager can authorise your travel using the normal everyday travel arrangement procedures including the use of TAPS. Any travel expenses associated with your visit, and in accordance with the *Crown Employees (Public Service Conditions of Employment) Award 2009*, should be allocated to the appropriate WBS from the following list:

- 3798-1 Operations
- 3798-2 Recreational and Indigenous Fisheries
- 3798-3 Fisheries Research
- 3798-4 Commercial Fisheries

Attachment

Terms of Reference of the Working Group

The Working Group has met four times and one of its first priorities has been to establish the terms of reference of the group. The terms of reference for the Working Group are:

1. To ensure the essential work of Fisheries NSW is maintained and/or enhanced during and following the relocation. This involves aligning functions and people with the new proposed sites.
2. To understand the circumstances of staff that impact on their ability to relocate and to consider those circumstances where possible in implementing the relocation whilst retaining as many staff as possible.
3. To identify critical projects that might be at risk of not being completed or meeting their milestone schedules and facilitate the creation of individual plans to manage their completion (e.g. Fish Online).
4. To identify opportunities for organisational restructure and ways to carry out functions more efficiently.
5. To maintain service delivery to stakeholders.
6. To ensure business processes are maintained or enhanced (e.g. licensing, communication).
7. To identify the needs required for new sites and manage the development of those sites.
8. To have input into the future use of the Cronulla site and ensure the historical importance of fisheries research and management at this site is recognised.

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Purpose of the Working Teams

Working Teams under each team leader have recently been formed and the purpose of the Working Teams are to:

- Provide input to the Working Group into the best alignment of functions
- Provide input to the Working Group into the best location of functions
- Identify the functions/positions that are specific to the Sydney basin
- Identify projects at risk of not being completed as a result of the relocation
- Provide information to the Working Group through team leaders to support the terms of reference of the Working Group.
- Provide input to key relocation documents being drafted by the Working Group, specifically the Communications Plan, Operational Plan and Risk Assessment.

Alering committees to the facts

Submissions alert committee members to facts or information relevant to an inquiry. Committee reports usually refer to and quote from the information and arguments presented in submissions.

Submissions show how you, your organisation, or your community feel about an issue. They may also help a committee to decide who should be called to give evidence at hearings.

Addressing the terms of reference

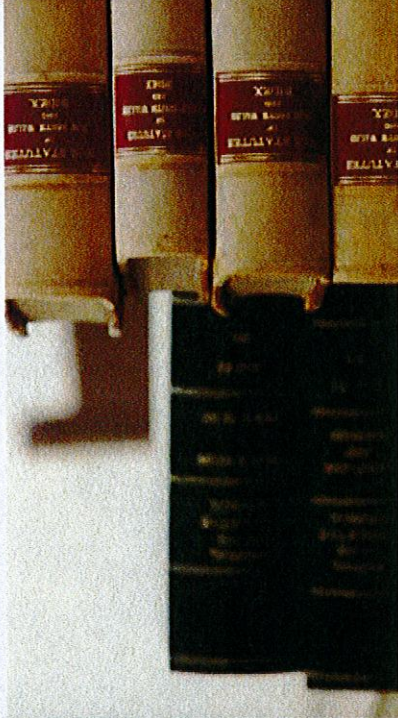
The terms of reference describe the issues that a committee will investigate and those for current inquiries can be found on our website (see back panel for details). Your submission should address some or all of the terms of reference and may include:

- facts
- opinions
- arguments
- recommendations for action.

Presenting your submission

It is preferable that a submission is written and in electronic format, although this is not essential. Other formats such as video and audiotape are acceptable.

If you are making a submission on behalf of an organisation, please indicate who has authorised it, for example, the executive committee, president or chairperson. Please ensure that your name, address and phone number are included with your submission.



One way parliamentary committees investigate an issue is to call for submissions from the public and relevant organisations.

This provides everyone with a valuable opportunity to have their say.

Putting it in writing

There is no set format for a written submission. You can write a brief letter or a substantial research paper. You can also attach appendices and other supporting documents.

Preferably your submission should be double-spaced and on A4 paper, with page numbering. If your submission is more than five pages, please include a brief summary and a contents list.

You can lodge your submission online at www.parliament.nsw.gov.au/committees. You can also send your submission by post, fax or email to the relevant committee office. Contact details are listed on the back panel of this brochure.

Remember to keep a copy of your submission. You may find it useful if you are called to give oral evidence.

Keeping it confidential

You should not distribute copies of your submission without the committee's permission.

During an inquiry, a committee may decide to publish some or all of the submissions received. Submissions made public are usually available on our website (see back panel). If you want all or some of your submission to be kept confidential, you must state that clearly in your submission. The committee will consider your request.

Parliamentary privilege – what you should know

Parliamentary committees are an extension of the Parliament. A committee's proceedings, including the presentation of submissions and the giving of evidence, are protected by parliamentary privilege. This means that submissions and oral evidence given before a committee can be made freely and honestly without fear or threat of legal action for defamation. At the same time, committee hearings and submissions are not an opportunity to make adverse comments about individuals. Comments made outside a hearing do not receive the protection of parliamentary privilege.

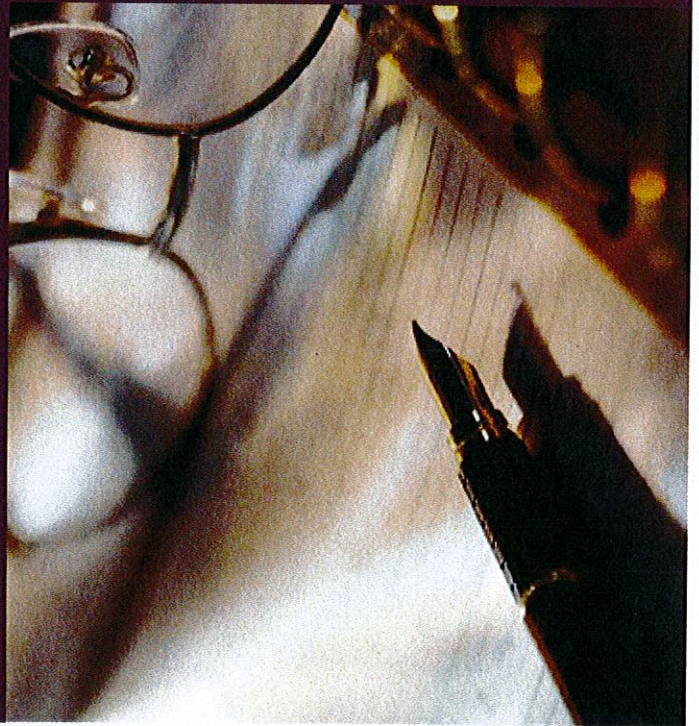
Submissions and evidence given before a committee become committee documents and are confidential until the committee decides to make them public. Parliamentary privilege extends to submissions and transcripts of evidence that are published by a committee. Anyone who republishes a committee document apart from the Parliament or its committees is subject to the laws of defamation.

Information on the web

You can find submissions, hearing schedules, transcripts, committee reports and other information about standing committees of the current Parliament on our website at www.parliament.nsw.gov.au/committees.

From here you can navigate to specific committees and inquiries. If you need help using the website please contact the relevant committee secretariat.

This brochure is one of a series on standing committees. **Standing committees** and **Committee hearings** are also available from the committee office and on our website.



LEGISLATIVE COUNCIL



Making a submission

Your chance to have your say



Contacting the committees

Address mail to the relevant committee at:

Parliament House
Macquarie Street
Sydney NSW 2000

General Purpose Standing Committees

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 3544 Fax: (02) 9230 3416
Email: gpscsecretariat@parliament.nsw.gov.au

Law and Justice Committee

www.parliament.nsw.gov.au/lawandjustice
Telephone: (02) 9230 3311 Fax: (02) 9230 3371
Email: lawandjustice@parliament.nsw.gov.au

Social Issues Committee

www.parliament.nsw.gov.au/socialissues
Telephone: (02) 9230 3078 Fax: (02) 9230 2981
Email: socialissues@parliament.nsw.gov.au

State Development Committee

www.parliament.nsw.gov.au/statedevelopment
Telephone: (02) 9230 2641 Fax: (02) 9230 2981
Email: statedevelopment@parliament.nsw.gov.au

Privileges Committee

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 2346 Fax: (02) 9230 2761
Email: privilege@parliament.nsw.gov.au

The Parliament of New South Wales is made up of the Legislative Council (Upper House) and the Legislative Assembly (Lower House). Both Houses have parliamentary committees, which inquire into issues that are important to the people of NSW. Parliamentary committees are appointed by one or both Houses and are made up of members of Parliament.

Examining issues in detail

The work of Parliament has become more complex. Members of Parliament have to consider a wide range of issues and legislation. At the same time, more people in the community want to participate in the democratic process. Committees take Parliament to the people and enable members to become better informed about community views. They allow members to examine issues in more detail and with greater public input and debate than if the matter were considered within the House.

Standing committees in the Legislative Council

Committees are an important part of the work of the Legislative Council because of the Council's role in reviewing legislation and acting as an effective check and balance on executive government.

Standing committees are one of several different types of committees that are formed by the Legislative Council. They are established for the life of each Parliament, that is for four years, or until the next general election.

They investigate and report on:

- proposed legislation
- government activities
- matters of public policy.

A standing committee may also inquire into matters raised in the annual report of a government department or in petitions, although this power is rarely used.

Each standing committee includes several members of the Legislative Council from the Government, Opposition and Cross Bench (which is comprised of members of minor parties and independents). Committee membership usually reflects each political party's representation in the House. Committees aim to work in a non-partisan way.

Currently, there are three standing committees dealing with:

- law and justice
- social issues
- state development.

The **Law and Justice Committee** focuses on legal and constitutional issues. This includes law reform, criminal and administrative law and parliamentary matters. This committee also looks at issues concerning the police, Attorney General, industrial relations, emergency services, corrective services, fair trading and juvenile justice.

The **Social Issues Committee** examines matters relating to the social development of people in NSW. Areas covered include citizenship, social relations, cultural diversity, housing, health, education, children's and community services, ageing, disability services, gaming and racing, sport and recreation.

The **State Development Committee** considers opportunities for growth and development throughout NSW. Portfolio areas include economics and finance, commerce, infrastructure and planning, energy and utilities, natural resources, transport, tourism, public administration, local government, primary industry, agriculture and fisheries, mineral resources, industrial and technological developments, science and medical research and environmental issues.

There are also five **General Purpose Standing Committees** (GPSCs) focusing on government accountability. Each GPSC is responsible for looking at issues to do with certain portfolios and their spending. The GPSCs have a majority of non-government members and can self-refer inquiries. This means GPSCs can decide to start an inquiry, while inquiries by the other standing committees are only referred by Ministers or the House.

Standing committees benefit the community by reviewing proposed laws, facilitating more informed policy-making and ensuring greater government accountability.



Information on the web

You can find submissions, hearing schedules, transcripts, committee reports and other information about standing committees of the current Parliament on our website at www.parliament.nsw.gov.au/committees.

From here you can navigate to specific committees and inquiries. If you need help using the website please contact the relevant committee secretariat.

This brochure is one of a series on standing committees. **Making a submission** and **Committee hearings** are also available from the committee office and on our website.

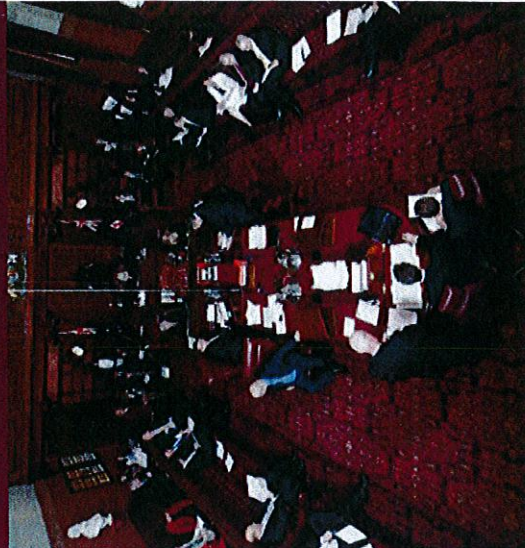
Select committees can also be formed to inquire into a particular issue. **Joint select committees**, made up of members from both Houses, can also be formed. Once its inquiry has been completed, a select committee is discontinued.

The **Privileges Committee** considers complaints of breach of parliamentary privilege or contempt referred to it by the House or the President of the Legislative Council. The committee also considers submissions from citizens seeking a right of reply to statements made about them in the House. It drafts codes of conduct for members and carries out educative work on ethical standards for members.

Committees provide an important opportunity for individuals and groups to participate in the policy process and to put their views directly to members. You can:

- make a submission
- give oral evidence
- attend public hearings
- obtain copies of committee reports.

Committees may hold meetings around NSW so that all interested parties are consulted.



Making government accountable

Committees can ask Ministers and senior public servants to explain and justify their actions or decisions, including decisions about the State Government budget. Committees also encourage government agencies to make more information publicly available.

Promoting public debate

Committees increase public awareness and debate on issues under consideration by Parliament. They provide an opportunity for differing views to be discussed and examined in public and allow members to consider all aspects of an issue.

Encouraging detailed investigation

Committees are small and flexible. Being specialised and focused, their members can concentrate on a particular issue in depth, and can more easily access the knowledge and experience of academics, business leaders, public servants, interest groups and members of the public.

The 7 steps of an inquiry

1 Setting up an inquiry

In most cases, the Legislative Council or a Minister refers inquiries to a standing committee. The GRSCs can self-refer inquiries. An inquiry's terms of reference describe the issues that a committee will investigate and report on.

2 Calling for submissions

A committee will often start its inquiry by calling for submissions from the public and relevant organisations. The inquiry's terms of reference are usually advertised in newspapers and on our website (see back panel for details).

People or organisations with expert knowledge or representative views may be invited to make a submission.

3 Holding public hearings

After the committee has examined all the submissions, witnesses may be invited to give oral evidence. This allows committee members to speak with people about matters relevant to an inquiry and to ask questions about issues raised in a submission or by other witnesses.

Members of the public may attend these hearings, although sometimes they occur in private (in camera), when members of the public and media are asked to leave.

4 Seeking further input

In addition to calling for submissions and taking evidence, committees may seek public opinion on the issues raised by an inquiry in a number of other ways. These include community forums, briefings and round table discussions. Committees may also visit locations in NSW related to an inquiry.

5 Reporting to Parliament

After considering all the submissions, evidence and its own research, the committee prepares a report. The report is tabled in the Legislative Council and includes the committee's findings and recommendations. Standing committees aim to produce unanimous reports. Where members of a committee cannot agree on their findings and recommendations, a dissenting statement is sometimes presented with the report. The tabling of a report provides an opportunity for all members of the Legislative Council to debate the findings.

6 Making the report publicly available

Committee reports are public documents and are widely distributed. A report is made available to everyone who appeared as a witness, made a submission, or requests a copy from the committee office. Committee reports can also be found at the State Library in Sydney, university libraries and on our website (see back panel).

7 Responding to the recommendations

Within six months after a report is tabled, the Government must provide a response to the Legislative Council that addresses the committee's recommendations. The Government is not required to implement the committee's recommendations but must explain why it has decided not to carry out some or all of them.

A copy of the Government response is sent to everyone who made a submission, gave evidence, or requests a copy from the committee office. Government responses can also be found on our website (see back panel).

Parliamentary privilege – what you should know

Parliamentary committees are an extension of the Parliament. A committee's proceedings, including the presentation of submissions and the giving of evidence, are protected by parliamentary privilege. This means that submissions and oral evidence given before a committee can be made freely and honestly without fear or threat of legal action for defamation. At the same time, committee hearings and submissions are not an opportunity to make adverse comments about individuals. Comments made outside a hearing do not receive the protection of parliamentary privilege.

Submissions and evidence given before a committee become committee documents and are confidential until the committee decides to make them public. Parliamentary privilege extends to submissions and transcripts of evidence that are published by a committee. Anyone who republishes a committee document apart from the Parliament or its committees is subject to the laws of defamation.

Witnesses are also protected by parliamentary privilege from intimidation or other attempts to influence or deter them from giving evidence, or from being penalised as a result of their evidence.

Contacting the committees

Address mail to the relevant committee at:

Parliament House
Macquarie Street
Sydney NSW 2000

General Purpose Standing Committees

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 3544 Fax: (02) 9230 3416
Email: gpacssecretariat@parliament.nsw.gov.au

Law and Justice Committee

www.parliament.nsw.gov.au/lawandjustice
Telephone: (02) 9230 3311 Fax: (02) 9230 3371
Email: lawandjustice@parliament.nsw.gov.au

Social Issues Committee

www.parliament.nsw.gov.au/socialissues
Telephone: (02) 9230 3078 Fax: (02) 9230 2981
Email: socialissues@parliament.nsw.gov.au

State Development Committee

www.parliament.nsw.gov.au/statedevelopment
Telephone: (02) 9230 2641 Fax: (02) 9230 2981
Email: statedevelopment@parliament.nsw.gov.au

Privileges Committee

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 6346 Fax: (02) 9230 2761
Email: privilege@parliament.nsw.gov.au



Standing committees

Taking Parliament to the people



Project update

Cronulla relocation— 16 July 2012

'Move dates' and 'decision dates'

While your **Move Date** and **Decision Date** have not changed for months, the information below is to provide clarity about what the dates mean.

Your **move date** is the date that we are planning to transfer your position and your function from Cronulla to your new location. Your **decision date** is the date three months and two weeks' prior to your move date and is the date at which we will ask you to decide if you intend to relocate with your position.

If you have not made a decision prior to your decision date (and confirmed your choice with Kevin Cooper and Daniel Rumbold via email), on or around your decision date, you will receive formal notification that your position is being relocated.

Either Kevin Cooper or Daniel Rumbold will work with you and your Manager to provide you as much information as possible to assist you to make your decision. You should contact either of these if you feel you are missing information or would like clarification of information you have received.

If you are out of the office and do not receive your formal transfer notification on the day that it is emailed to you, please advise Kevin and/or Daniel of your particular situation. We will work with you to agree on a decision date to allow you reasonable time to formally make your decision.

If you elect not to transfer with your position and to leave the department instead, you will also be requested to discuss your preferred exit date with your manager and confirm your last day of duty with Kevin and Daniel. You do need to nominate a Last day of Duty (LDD).

If you accept the transfer with your position, you will be expected to move close to your scheduled move date. You should work with your manager to agree on your actual start date at the new location.

The following table outlines the scheduled move dates and corresponding decision dates for functions and positions relocating to various locations. The Table shows the dates for your function. It is possible that your move date may have changed to meet your needs e.g. move early to your destination, and/or the need to manage the risks associated with the transfer of your function e.g. phased move to stagger the transfer of your function..

Scheduled Move Date	Decision Date	Destination
Complete	Complete	Batemans Bay DPI
Complete	Complete	Nowra
Complete	Complete	Parramatta Trade & Investment
1 Aug 12	Complete	Coffs Harbour incl Uni
20 Aug 12	Complete	Port Stephens DPI
3 Sep 12	Complete	Wollongong DPI
10 Sep 12	Complete	Nowra incl Stage 1
17 Sep 12	Complete	Port Stephens DPI
1 Oct 12	Complete	Coffs Harbour incl Uni
15 Oct 12	Complete	Nowra incl Stage 1
22 Oct 12	Complete	Wollongong DPI



Scheduled Move Date	Decision Date	Destination
5 Nov 12	23 Jul 12	Nowra
12 Nov 12	23 Jul 12	Sydney SIMS
3 Dec 12	20 Aug 12	Orange Trade & Investment
17 Dec 12	3 Sep 12	Ourimbah DPI
14 Jan 13	as for 1 Oct 12	Coffs Harbour Stage 2
21 Jan 13	23 Jul 12	Newington DPI
21 Jan 13	8 Oct 12	Sydney SIMS
28 Jan 13	as for 10 Sept 12	Nowra Stage 2
28 Jan 13	as for 15 Oct 12	Nowra Stage 2
4 Feb 12	22 Oct 12	Newington DPI

Destination sites update

as at 16 July 2012

Work and negotiations are continuing to finalise details and arrangements for destination sites. Some sites are ready now to welcome relocating staff while others are still preparing. Following is a site by site summary of the progress so far.

Efforts are being made to validate the administration support arrangements at each of the destinations sites.

Batemans Bay

Complete except vehicle transfer to be organised.

Nowra

The department has access to the new Fisheries address in Nowra. Fitout of the two floors of the premises has commenced and scheduled for completion in early September 2013.

Those who are interested in viewing the new office should liaise with Peter Turnell.

Wollongong

Negotiations continue for placement of designated staff in the either of DPI Wollongong offices.

Orange

The office in Orange is able to accommodate the staff designated for transfer to Orange.

Parramatta

The office in Parramatta is able to accommodate the staff designated for transfer to Parramatta. The Learning and Development staff has completed their transfer.

Newington

The office in Newington is able to accommodate the staff designated for transfer to Newington. Assets are currently working with the management at Newington to develop the actual placement of the staff from Cronulla. Assets have commissioned an architect to develop some layout plans.

The storage needs of the functions moving from Cronulla to Newington will be off site.

Sydney SIMS

Senior management from the department and SIMS have agreed in principle to the co-location of DPI staff at SIMS. The SIMS board still finalise the arrangements.

SIMS have proposed an alternative accommodation plan for the staff and positions being transferred from Cronulla. Efforts continue to develop this plan so it accommodates the needs of the functions ex Cronulla.

The alternative plan like the original plan involves some construction work for the non office functions and the options for storage needs are under development.

Port Stephens

Engineering Services continue to progress the modifications of the library, offices and aquaria at Port Stephens. The library is due for delivery in late August, the laboratory modification in early November and aquaria extensions will be ready for any transfers from Cronulla by March 2013.

Coffs Harbour

In principle agreement has been reached for the accommodation of the researchers at the Southern Cross University. The MOU between the department and the university is being finalised.

A proposal to accommodate the non research staff at existing Fisheries address at the jetty is being finalised. This plan will require the refit of the existing facilities. Assets are reporting the facilities will be ready by the scheduled move date.

Recruitment of vacant positions

All positions that become vacant as a part of the transfer of functions from Cronulla and are approved for recruitment at the destination site will be open to staff affected by the closure of Cronulla before any further recruitment. An EOI for any position approved for recruitment will be advertised on the Cronulla relocation intranet site for two weeks before being processed by normal recruitment processes.

You should have received notification of a number of EOI's which have been advertised on the Cronulla relocation intranet site. An EOI is open only to staff affected by the closure of the Cronulla site for two weeks. The position will go for internal recruitment if it is not filled through the EOI process.

Don't forget to regularly check the Cronulla relocation intranet site for new positions as they are advertised. If you would like to receive SMS notifications when new roles are posted, please contact Daniel Rumbold. Email notifications will also be issued as new positions are posted on the Cronulla intranet site.

If you are successful in securing a position through the EOI process, you will continue to work from the Cronulla site until such time that your new role and function are scheduled to move to the new location (as outlined in the above schedule).

The timely recruitment of the vacant positions provides those staff that would not have otherwise had an opportunity to transfer including temporary staff, with an opportunity to gain on going employment at the new location. The recruitment also assists in the staged move for a number of the functions with staged moves from Cronulla.

Progress with staff transfers

as at 16 July 2012

As the table below indicates, staff are continuing to make decisions about their transfer and either accepting the relocation or choosing to leave the department. If you would like further information or have questions that would support you in making a decision, please contact Daniel for any queries relating to entitlements, Kevin for any questions you may have about your move date or destination or discuss with your manager any queries you may have about the options as they relate to role permanency.

More than 70% of the staff based at Cronulla who are eligible for transfer have now received formal notification of the transfer of their position to a new location, the following table summarises the responses so far from staff:

Transfer	Complete	6
	Underway	1

	Accepted	17
	Accepted provisional	3
Leaving the department	Decline transfer (excess officer)	25*
	Transfer/return to position elsewhere in NSW Govt	11
	Retiree	1
Undecided	Written response	12
Other	Other (positions not transferring)	22
Nil response	No response so far (includes staff who may not yet have received formal notification that their positions is being relocated)	36

* includes both staff who have declined their designated transfer and/or those who have chosen to retire.

Preparation for your Last Day of Duty

If you make a decision not to transfer with your position and instead elect to accept a severance or redundancy payment, you will need to nominate your Last Day of Duty. Once you elect not to transfer, you will be declared an excess officer. The timeframes that apply in relation to formal notification that you have been declared excess depend on whether you are a temporary or a permanent employee. Either way, assuming you have provided enough notice of what your preferred LDD is, about one month out from your LDD you will receive some paperwork that formally declares you excess and asking you to formally confirm your LDD.

Once your LDD has been formalised, you need to ensure everything is in place for your LDD to go smoothly. You will need to complete the LDD form and well as the Exit form for Cronulla. These forms remind you that you must complete a range of activities before your final payments are processed and you can leave. Are your flexi sheets up to date? The same for leave forms? All assets ascribed to you will need to be transferred. Library loans finalised and security cards returned. It is important that all of these things are considered and taken care of as payroll will not be able to process your final payment until they have received confirmation that all of these items have been covered off.

It is possible for you to nominate a LDD with short notice such as less than one week. Such a short time frame will make it difficult to process a range of actions including paying your entitlements in a timely manner.

If you have questions or queries about you LDD or what the process is, please contact Daniel, Louisa or Kevin.

Legislative Council Inquiry into the closure of Cronulla

Information has been added to the Cronulla relocation intranet site regarding the Legislative Council's upcoming inquiry into the closure of the Cronulla site. Submissions to the inquiry close on Monday 30 July. If you would like to make a submission, please refer to the Cronulla relocation intranet site for information regarding how to make a submission and further information on the Inquiry's Terms of Reference.

Workshops and training update

Change and career transition support

A number of job seeker programs have already been held at Cronulla and we have received positive feedback from participants. The workshops are aimed at providing support for change management and skills training to support career transitions, including writing CVs and presenting at interviews. Feedback on the sessions so far has been very positive and we are currently making arrangements for another workshop to be run at Cronulla towards the end of August. Once dates are confirmed, information will be circulated to staff to nominate their attendance.

The success of these workshops has contributed to the number of staff from Cronulla gaining positions both elsewhere in government and also in the private sector. You are encouraged to nominate for the upcoming workshop if you are not likely to accept your transfer.

Do you think you may need additional skills to be competitive for a position? Is there some training that may assist you to get a position? You may be able to undertake some additional training to increase your chances of securing another position. You should discuss any possible training options with your manager in the first instance and later with Kevin Cooper and/or Daniel Rumbold.

Boat and vehicle dispersals from Cronulla

The proposal for these is almost complete.

The vehicle dispersal to destination sites will occur at the same time as functions transfer to the destinations sites. The vehicle dispersal takes account of the current vehicle use at the destination sites where there are existing department vehicles.

The proposal for the dispersal of boats will now go before the boat committee for their consideration.

You should in the first instance approach your manager if you have not seen the proposal for the vehicle and boat dispersal from Cronulla.

Records

There are about 38,000 Trim records at Cronulla and related sites, and many other records that are not in TRIM. The intention is to minimize the relocation of paper records. As many of the records as possible will be made electronic as part of the transfers.

Each TRIM file will need a determination made on whether it is still relevant, required by regulations and useful or it is now obsolete or not required by regulations. What status applies to your records?

Those records determined to be relevant, timely and required by regulations will be made electronic. In so doing those records will be accessible from any of the destinations sites. The transfer of the records to electronic will be by contractor.

Those determined to be redundant for whatever reason will be destroyed.

The records not in TRIM will also need to need review to determine their status – keep or condemn. Kept records will be need to be put into TRIM prior to be made electronic.

The size of this task is significant. You will need to make a start on your records as soon as practical to ensure the successful transfer of your files.

Workplace health and safety (WHS)

Work health and Safety is important in our workplace everyday. Everyone has responsibility to ensure they are working safely in safe work environment. WHS must continue to be a priority as changes occur in relation to the closure of Cronulla.

Changes such as fewer staff on site, the potential for contractors not familiar with the site, staff working in environments that may have changed and variations to emergency procedures are factors that make it necessary for all staff to remain aware of WHS issues. The arrangements that were in place prior to the announcement of the closure should continue to apply. Staff should continue to report unsafe practices, equipment and the like to their supervisors. Similar observations relating to the workplace such as lights that are not serviceable should be reported to at least the Manager.

Key contacts

Kevin Cooper

4640 6467 or 0412 139 267

kevin.cooper@dpi.nsw.gov.au

Daniel Rumbold
63913128 or 0428 644 246
daniel.rumbold@industry.nsw.gov.au

Louisa Fitzhardinge
6391 3365
louisa.fitzhardinge@industry.nsw.gov.au

Employee Assistance Program
Converge 1800 337 068

MEETING	Cronulla Relocation Working Group Meeting 7		
DATE/TIME	Thursday 20 October 2011 8.30 to 10:30 am	LOCATION	Cronulla Main Conference Room
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Erica Stafford Daniel Rumbold Debbie Highton Apologies Della Prowse Tim Powys	Peter Turnell Adrian Toovey Steve Kennelly Andrew Goulstone Mika Malkki Peter Brown Myra Milton	Peter Blore Peter Lawrence Andrew Dean
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)		

Outcome notes

Introduction

Geoff Allan opened the meeting by introducing Mika Malkki, Peter Blore, Peter Lawrence and Andrew Dean to the Working Group and provided a brief overview of their roles in the relocation.

1. Update from Working Teams

Steve Kennelly – Fisheries Research team leader

The research Working Team has formed smaller groups to work on specific items such as library, aquaria, boats, laboratories etc. The teams are continuing to meet and will consider locations and functions for each group in the research branch. Charles Gray will provide another report back to Steve next week.

Kevin reported he had spoken with most of the research staff and met with about ¾'s of the groups. He had also been discussing records with these groups and a number of individuals have raised special needs which will need to try and be accommodated.

Critical projects and project timeframes in regard to the timing of the relocation was also discussed.

Peter Turnell – Recreational Fisheries and Licensing team leader

The Recreational Management teams are continuing to have combined meetings which also include the Commercial Fisheries Working Team. At the meeting on 13 October Pete updated the group on the progress of the Working Group and made sure staff were aware of the department's policies and procedures as discussed.

Pete informed the group that a large number of staff in Commercial and Recreational licensing have stated that they are unlikely to relocate and Pete is concerned about this likely loss of capacity. Mika commented that whilst there may be some transitional movers it was unlikely to be sufficient.

The Working Teams will meet again Friday 21 October.

Andrew Goulstone – Commercial Fisheries team leader

The Commercial Fisheries team is continuing to be included in the Recreational Working Team meetings. Andy repeated Pete and Mika's concern about the low number of staff indicating they were willing or able to move.

Andrew highlighted that the independent review of Commercial Fisheries Management is likely to have implications on how Commercial Fisheries are managed in the future and makes firming up

roles and functions difficult to complete until the recommendations are received in March 2012. Geoff noted that even under an 'authority' or 'commission' type governance model, there will still be a need for fishery managers to undertake the policy development and industry consultation (ala AFMA). Andrew also has a number of temporary staff whose contracts are coming to an end in the next six months which need to be resolved.

Debbie Highton for Tim Powys – Corporate Services team leader

Debbie reported that work is continuing on records and equipment, including reviewing replacement schedules. The extra requirements created at existing sites as well as new requirements of new sites will need to be considered. Peter Blore reported that in the case of vehicles, the current vehicles at Cronulla won't be transferred, rather they will be absorbed into other offices and the receiving sites will be treated as new locations. The existence and need for specialist vehicles was noted.

The larger restructure of Corporate Service is creating further uncertainty for staff. Kevin commented that some Corporate Services functions are linked to the other functional units and will need to remain aligned. Other sections of corporate services e.g. records and IT have a bigger remit which includes other DPI sites and in the case of IT the whole of DTIRIS. Peter Lawrence commented that any movement of staff to other Sydney metro locations needs to be considered in terms of the broader government policies e.g. a policy to move out of the CBD over the next 5 years. Any decisions to have staff remain in Sydney needs to be discussed with Peter Lawrence and is likely to need DG and/or Ministerial approval.

Kevin reported there are proposed solutions for about 60-70% of Corporate Services staff.

The Corporate Services Working Team will meet again Monday 24 October.

Adrian Toovey – Marine Parks team leader

Adrian reported his Working Team met Tuesday 18 October to run through the relocation documents. This group will now plan to meet weekly to work through the documents, functions and future priorities/work of the unit.

Adrian reported that his group are facing a number of other issues likely to impact on the relocation including; temporary arrangements of staff; budget uncertainty; an increased Aquatic Reserve work load since the move to DPI and removal of National Parks on ground support; and newness to the agency. An Independent Scientific Audit of Marine Parks is currently underway and is understandably leading to some initial uncertainty about future priorities and work demands. The outcomes will influence future structure, functions and resourcing, but will not be known until early to mid 2012. Several statutory marine park zoning reviews are currently on hold pending completion of the audit and a Government response. Adrian also acknowledged that his staff had been through some uncertainty over the past six months in connection with the transfer of marine park and aquatic reserve functions.

Geoff Allan asked about the status of the Marine Parks Authority (MPA). Adrian reported that he is trying to arrange a meeting prior to the completion of the audit, to help inform future marine park directions.

2. Staff report

Peter Brown reported that staff are concerned that the WG meetings are not transparent and have requested that the minutes of the meetings be provided to staff. The WG discussed the request and all members were happy to provide the minutes to staff. WG minutes from now on will be provided to staff in confidence via the intranet and should not be distributed to any external parties.

The minutes have previously not been released due to privacy concerns however the WG agreed that as long as no personal or private issues are included in the minutes they can be provided to staff. Members of the Working Group agreed to carefully review draft minutes to ensure no private information is released and to declare if something is not to be captured in the minutes.

ACTION: *Minutes of Working Group meetings are to be provided to staff in confidence via the intranet.*

Peter provided feedback from staff on the Change Management Plan. Staff see the Change Management Plan as a key driver in the relocation process and in ensuring the fair treatment of staff. The DPC guidelines on this document covers a number of issues currently concerning staff

and they would like to see this document completed in consultation with staff and the unions before being signed off by the DG and Minister. Staff want this process completed prior to letters being issued in February. Erica explained that the timeframes can not be adjusted and agreed that the change management plan must be in place by February. Geoff reported that a meeting has been arranged with the unions for next Thursday 27 October.

ACTION: *Daniel and Erica to continue to work on the Change Management Plan, including addressing staff feedback on the document.*

Kevin stated that he believes the timetable is workable and is committed to meeting the timeframe. Kevin reported that the greatest challenge is the large number of staff who have articulated that they can't move. Kevin will continue to talk staff about their needs and address any conflicts that arise within functional groups.

Peter stated that staff don't think the information about temporary staff and the relocation has been sufficient. Daniel advised that staff should be directed to the guidelines about the appointment of long term temporary staff to permanent positions provided in the latest PLC question and answer document. Kevin agreed that long term temporary staff need to be identified now and that it is the role of the Managers to put forward appropriate staff to be made permanent. This process needs to be applied to all staff equally.

ACTION: *Working Team leaders to identify long term temporary staff suitable for permanency from the staff list.*

The entitlements of temporary staff was also discussed and information will be provided to staff in the next PLC Question and Answer document. Erica clarified that relocation entitlements of temporary staff is the same as permanent staff. The severance entitlements however are different and requires a number of criteria to be fulfilled to be eligible.

Kevin asked about the entitlements of any staff relocating within the Sydney metro area. Erica explained that excess employment status typically only applies to moves of greater than 100 km's and therefore voluntary redundancies do not apply to staff who don't accept an offer to relocate within Sydney metro. However there it is possible to present Cronulla as a special case and seek approval from the DG and Minister. Staff who accept a new location within Sydney may be entitled in the short term (max 3 months) to have additional travel fares covered.

3. Update from People/change management (Daniel Rumbold/ Erica Stafford)

Daniel proposed that two Change Management workshops be held on Tuesday 8 November, one in the morning and one in the afternoon. The workshops would be held offsite probably in the CBD and registration would be run by PLC.

Daniel also proposed that the following week, Tuesday 15 November other career support training is scheduled, as identified in the Change Management Workshops.

4. Update from project manager - Kevin Cooper

Kevin reported that the communications plan is continuing to be updated and engagement with external stakeholders has begun. Other progress includes the intranet site being conducted and an application for an email address for staff and external stakeholders has been lodged.

Library, Aquaria and laboratory working teams are up and running.

A number of staff are reporting special needs and Kevin is continuing to talk to staff about options available. Staff close to retirement (2 years) are a distinct special group that also need to be identified and considered.

Kevin has received some feedback that Managers are not getting information to staff.

Kevin raised the issue of the current injury reporting system and that it doesn't include near misses. Once the relocation is underway a site plan will be required to protect everyone's safety including contractors on site. This system should also include mental health and well being. Erica

agreed to provide some information to staff and managers on the signs of stress and other mental health issues.

ACTION: PLC to provide information about stress and signs of mental health issues on the intranet for staff and Managers.

5. Human Resources topics

Human resources topics were not discussed as a separate item, discussions on this topic were had during the staff report and briefly in the update from People, Learning and Culture.

6. Staff Meeting 20 October 2011

Geoff confirmed the agenda for the staff meeting being held following the Working Group meeting.

7. Other Business

Peter Lawrence explained some of the logistics and government process to build and lease buildings and timeframes around capital expenditure estimates, particularly for any construction at Port Stephens. Peter also drew the group's attention to other government policies which need to be considered during the relocation, like the Sydney metro strategy. Peter will be in discussion with Kevin and Working Team leaders about facilities required and options at each of the receiving locations identified.

Peter Brown raised the heritage value of Cronulla and that this needs to be considered in the removal of facilities and closure of the site. It was agreed that further clarity about the future use of the site is needed to address this appropriately. Geoff stated that the future use of the site is being led by the Ministers office.

8. Review Action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG meeting - 27th October (Kevin Cooper to chair the meeting in Geoff's absence).

Meeting to address staff issues and concerns – To be scheduled for 2nd week in November.

All day meetings to discuss and compile the draft relocation plan are likely to be scheduled for 10 and 17 November.

MEETING	Cronulla Relocation Working Group Meeting 8		
DATE/TIME	Thursday 27 October 2011 9.30 to 11:00am	LOCATION	Cronulla Executive Meeting Room/ Teleconference
ATTENDEES	Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Myra Milton Apologies Geoff Allan Erica Stafford Steve Kennelly Della Prowse	Peter Turnell Mika Malkki Adrian Toovey Doug Ferrel (for Andrew Goulstone) Charles Gray (for Steve Kennelly) Philip Gibbs Tim Powys Peter Brown Andrew Goulstone	
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)		

Outcome notes

Introduction

Kevin Cooper opened the meeting and reported that he would chair the meeting in Geoff Allan's absence. Phillip Gibbs was welcomed to the Working Group and will be included as a member for future meetings.

1. Change Management Plan

Kevin reported that Geoff, Erica and Peter Brown were meeting with the PSA to discuss the Cronulla relocation and in particular the Change Management Plan later today. As such not much progress had been made on this document since last meeting to allow for the outcomes of the meeting with the PSA to be considered and included. Kevin reported that over the next month it is likely this plan will be firmed up considerably. Myra stated that staff continue to see this as an essential document that needs to be finalised before staff can move on to considering the details of the relocation further and must be completed before February.

2. List of staff issues and concerns

The list of staff issues and concerns collected by Peter Brown has been categorised by the relevant section of the Change Management Plan. Myra reported that this had been done in consultation with staff and that staff had requested all answers be provided to them in writing. It was reiterated that this list would be addressed at a special meeting of the Working Group. Kevin stated that the scheduling of this meeting will depend on the outcomes of the PSA meeting. This list has also been attributed to people responsible and the group agreed that the answers should be considered prior to the special meeting, including considering what questions have already been answered.

3. Human resources topics

Daniel has organised two 'Change Management Workshops' for Tuesday 8 November. Details of the courses have been provided to Debbie and distributed to staff via the Cronulla newsletter. Daniel will also place the course details on the intranet site. Following these workshops Daniel will organise further training, as relevant, to staff on Tuesday 15 November.

The working group discussed how to make internal and external job vacancies best available to staff at Cronulla. Doug Ferrel pointed out the positions advertised in max Express, jobs NSW and other sources are often not consistent. Myra requested that the DTIRIS agency as a whole be

brought on board to advertise internally rather than externally. Kevin agreed to raise this point with Geoff and see what could be done at an executive level to encourage this approach.

ACTION: *Daniel to investigate a more proactive mechanism to advertise positions to staff at Cronulla*

Daniel reported that they are starting to think about arranging site visits to the receiving locations. Kevin recommended that the group visits are delayed until after the broad strategy is provided to staff in late November, as then people will have a better idea about which site/s they should investigate. However the point was made by both Daniel and Kevin that visits for individuals can be arranged on request whenever people are ready.

Kevin Cooper led a discussion on temporary staff. Kevin estimates there are about 50 temporary staff members on site and has been having discussions with a number of these staff members. From his discussions Kevin stressed that there are a range of differences and subtleties with each staff members employment and these will need to continue to be handled on a case by case basis. Kevin stated that a majority of temporary staff members will have a strong case for permanency with a length of service greater than two years or approaching two years during the relocation project. Kevin stressed that it is the role of the Managers to assess work needs and funding for positions and to be put forward appropriate staff to be made permanent. Doug asked what should happen in the case of temporary staff contracts ending now or in the near future. Kevin reported that these should be handled in the same manner and be considered for permanency if appropriate. Adrian stressed that this was difficult to do with the budget still unknown. Kevin stated that cases should still be put forward for the executive staff to decide. It was agreed that consideration of permanency for long term temporary staff needs to be applied across the board and Managers need to ensure equity and manage staff perceptions. In talking to staff a number have expressed that they will not move whilst these decisions are not finalised until February it provides opportunities and flexibility to other staff who can and are willing to move.

4. Staff Report

A staff meeting was recently held regarding the change management plan to explain how the list of staff questions and concerns have been mapped to the relevant section of the change management plan. This is covered more thoroughly in the Change Management plan item of the agenda.

Myra raised that post graduate students are a group currently affected but not included in the relocation. Kevin reported that he will follow this up with Charles Gray and was aware of some students through his work on the aquaria. It was agreed that post graduate students should be added as a client group to the communications plan and include students on and off site. Kevin stated that postgraduate students, especially those conducting research onsite will be considered in terms of timing the relocation with their research.

5. Update from Working Teams

Charles Gray for Steve Kennelly – Fisheries Research team leader

Charles reported that the Research Working Team has not met again. Kevin and Charles agreed to meet on Tuesday 1 November to discuss the research group further including the working teams for the aquaria and the library. Charles has a number of staff members involved in the aquaria group but is yet to find representatives for the library group. Kevin reported that he is meeting with the Library staff on Thursday 3 November. Doug commented he has a staff member which would like to input to the library working team.

Charles reported that he is currently finalising a brief about long term temporary research staff and will discuss this further with Kevin at their meeting.

Adrian Toovey – Marine Parks team leader

Adrian met with Bill Talbot earlier in the week. The outcomes from their discussion will help progress discussions with his Working Team at their meeting next week (3 November). The Marine Parks science audit continues to provide challenges for Adrian's section and the relocation will need to consider the timing of the audits recommendations.

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

Doug reported that their group is in a similar position to Marine Parks in that the review of Commercial Fisheries Management is also currently underway and may have functional implications. Andrew and Doug are in discussion about their representation on the Working Group and Doug may become the permanent member of the Working Group. The working teams have met twice since the last Working Group meeting and there are an increased number of questions being asked. Doug commented the focus of staff has shifted somewhat from Cronulla to wider Sydney locations.

Peter Turnell – Recreational Fisheries and Licensing team leader

The Working Team will meet again with the Commercial Management Working Team on Friday 28 October if there is a need update all on relocation aspects or to discuss cross unit issues, otherwise focus will be on having individual team meeting to identify and drill down to address more specific issues.

Peter will be meeting with Kevin and Geoff on Friday 4 November to discuss functions, location and options and scope the draft plan. Peter is planning to dedicate the week of the 7 November to relocation issues before he goes on leave for 4 weeks.

Kevin reiterated that the timing of the relocation will be considered in terms of the workload and try to avoid moving staff during peak work times. Kevin reported that positions in new locations are likely to commence Spring/Summer 2012 and consideration can also be given to time the move with school terms e.g. the start of 2012 or start of 2013.

Debbie Highton for Tim Powys – Corporate Services team leader

Myra reported that the Corporate Services Working Team have not met again and are still feeling unsatisfied with the level of communication and inclusion from their Managers. Debbie Highton was happy to call a meeting for the following day, Friday 28 October but felt she had limited information to update the group on. It was agreed the meeting would still be useful to allow for issues and questions to be raised as a group. Some of the issues with Corporate Services Managers has been caused by this groups wider DTIRIS restructure and there is some uncertainty with reporting lines. It was highlighted there are no temporary staff in the Corporate Services group.

6. Update from People/change management (Daniel Rumbold/ Erica Stafford)

It was noted that a number of staff with compassionate or special needs had been talking to Daniel and Kevin. Confidential case files had been established but will only be shared with the approval of the affected staff member.

Other human resources issues were discussed in the item 'Human resources topics' early in the meeting.

7. Update from project manager - Kevin Cooper

Kevin is continuing to work on the aquaria and library and he will be seeking input largely from Charles Gray and the Research Working Teams. The next issue to be tackled by Kevin will be laboratories and again this will be done in consultation with the research groups. Shared assets and resources e.g. boats, trailers etc. are also on Kevin's list to consider.

Peter raised an issue about internet access in Nowra that had been presented to him by staff. Kevin has discussed this with Peter Lawrence and is assured that appropriate internet access will be provided for staff who relocate to this site. At present there is only a few staff in this area but with an increased number of staff facilities and resources of this type will be upgraded to meet the business needs of the unit and ensure staff can do their jobs effectively.

8. Review Action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG meeting – 3 November 8:30-10:30am

Meeting to address staff issues and concerns – To be scheduled for 2nd week in November.

All day meetings to discuss and compile the draft relocation plan are likely to be scheduled for 10 and 17 November.

MEETING	Cronulla Relocation Working Group Meeting 9		
DATE/TIME	Thursday 03 November 2011 8.30 to 11:00am	LOCATION	Cronulla Executive Meeting Room/ Teleconference
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Erica Stafford Debbie Highton Myra Milton Peter Brown Apologies Della Prowse Tim Powys Andrew Goulstone	Steve Kennelly Mika Malkki Adrian Toovey Doug Ferrell (for Andrew Goulstone) Philip Gibbs Simon Kempson Charles Gray Peter Turnell	
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)		

Outcome notes

1. Change Management Plan

Geoff asked Simon Kempson, Director Industrial Relations to report on the progress made on the Change Management Plan and meeting with the PSA last week. The PSA meeting involved Shane O'Brien (PSA), three staff representatives, Simon Kempson, Erica Stafford and Geoff. Simon stated that he is committed to getting the plan finalised in the next couple of weeks and consulting with the PSA and staff representatives as per the Premier's guidelines. A number of issues with the Change Management Plan were identified at the PSA meeting including; some editorial issues, the need to resolve/clarify key policies such as managing excess employees, long term temporary staff and entitlements of staff transferring within the Sydney metro. The intention of the February letters and the time after receiving these letters that staff had to a decision was also identified as an issue. Agreement was reached for regular meetings of the group (industrial relations group) who participated at the PSA meeting to help address those concerns relating to the Change Management Plan. The group does not take meeting minutes but this is not unusual for industrial relations discussions/negotiations. Following that meeting the Change Management Plan was updated and will be presented to the industrial relations group and then back to the Working Group. Simon Kempson stated that while the department has to consult with the Union and staff on the plan, it does not have to incorporate all their wishes

The Working Group discussed in detail the process and forum in which the Change Management Plan should be developed. There was concern that the Working Group input was considered as secondary to the new industrial relations group. Geoff outlined the approach that will be taken; the Change Management Plan will be developed first with the industrial relations consultation group, but will not be finalised until the Working Group has had further opportunities for input. It was noted all parties do not have to agree on the final Change Management Plan and that if an agreement cannot be reached there are other processes that can be triggered to resolve these matters. The group will meet weekly and aim to finalise their part/s of the plan in the next couple of weeks. Once the unions have been duly consulted and the Change Management Plan updated, it will come back to the Working Group to develop the other sections of the plan before being sent to the Director General for sign off. It was noted that the other relocation documents produced by Kevin will continue to support the Change Management Plan.

The staff representatives on the working group expressed strong reservations about the proposal to develop the Change Management Plan in another forum to the Working Group. The staff expressed the strong view that the Change Management Plan should be seen as the primary document driving the change process. If completed in accordance with the Premiers Directive it covers many issues that are properly the concern of the Working Group and not appropriate to be decided in a forum that does not include the Working Group. The staff expressed the view that proceeding as proposed is inappropriate and is not supported. They expressed the concern that the "change" is being implemented independently of the Change Management Plan which is contrary to the provisions of the Premiers Directive.

ACTION: *The Change Management Plan will come back to the Working Group for further development and consideration after consultation with the industrial relations group.*

The industrial relations consultation group will deal with all industrial issues i.e. entitlements and awards under the regulation. Their initial priority will be to deal with the Change Management Plan but the group will continue to be available to deal with any other industrial relations issues if they arise.

Simon committed to answering the industrial relations related staff questions. Simon stated that it is likely that a number of these will be answered by the Change Management Plan but where additional responses are required they will also be provided. Simon stated his objective is to provide definitive answers to staff.

2. Industrial relations

This agenda item was covered in the above discussions.

3. Human resources topics

Peter Brown raised an issue related to the entitlements of severance pay for long term temporary staff members. Peter stated that some staff members had been provided incorrect advice related to their entitled benefits. Erica explained that under the old legislation employees were entitled to 3 weeks severance pay for every year of service to a maximum of 13 years or 39 weeks. However under the new legislation the entitlements refer to the employee protection regulation table. This table outlines considerably different entitlements and caps the severance pay at a maximum of 16 weeks. Erica reported that some staff enquiring about their benefits had been told that there was a difference between temporary and permanent staff entitlements but it was not made apparent how different it is under the new legislation. With a number of long term temporary staff on site this has obvious implications. Geoff stated that a policy change was not likely to be possible but supported making long term temporary staff permanent in the locations where possible.

ACTION: *The Change Management Plan to clearly outline the severance entitlements of temporary and permanent employees.*

Kevin outlined the current known breakdown of staff on site by employment type and length of service for temporary staff members. Kevin highlighted that the spread is not even across the different branches, including individuals with special needs, some areas are therefore more affected than others. Kevin reported he has spoken with 64 staff.

Simon outlined the sections of the Public Service Act that allow for long term temporary staff to be made permanent as Section 31 and Section 19 of the Act. Simon stressed that it is not easy to make people permanent and that a number of conditions/criteria need to be met. In Simon's opinion there is only a small number of staff who would be eligible under Section 31. To be eligible for Section 19 a staff member must have:

- served at least 2 years of continuous service with the department
- been merit selected to the position being made permanent
- ongoing work (this will be at the new location)
- ongoing funding for the position

Simon said recruitment action for non merit selected positions may be possible under a closed recruitment process only open to Cronulla staff. Erica pointed out that appointment to positions vacated as part of the relocation won't be able to be advertised until the individual occupying the

position has formally rejected the offer in the February letter. It was acknowledged by the group that there are a number of temporary contracts expiring soon and Geoff requested that these be considered with respect to the relocation and anticipated changes in operation resulting from the change.

ACTION: *The guidelines for making long term temporary staff permanent to be provided to staff.*

ACTION: *Working Team leaders to continue to review their staff lists and identify/put forward long term temporary staff eligible for permanency.*

ACTION: *Working Team leaders to review their staff lists and identify temporary contracts expiring before February 2012 and propose options consistent with relocation.*

Some staff members are starting to visit the proposed receiving locations. Peter Brown enquired about the entitlements of staff when visiting new locations. It was clarified that group travel organised by the department will be organised and all costs covered. Simon Kempson explained that it is not until staff have accepted a positioning the new location that they become 'transferred officers' and are entitled to any reimbursement or leave to do with relocation. Simon highlighted that there are no formal guidelines for individuals to make trips to receiving sites before this time in the legislation. The Working Group discussed trips made before officers actually accept a position in the new location. Approval for these trips need to be obtained as for normal travel through TAPS with manager approval. The standard entitlements and restrictions for travel then apply for example only the costs to the employee are covered and costs incurred by a spouse isn't.

ACTION: *Simon Kempson and Daniel will draft an email to staff outlining the process for visits to receiving sites and what staff should do if they have already visited a site. This information will also be included in the Change Management Plan.*

Geoff reported he had been made aware of a case of bullying and harassment of a staff member in relation to the relocation. Geoff strongly advised the WG to pass on to staff that any inappropriate behaviour will not be tolerated. Geoff impressed upon the group that all staff have a responsibility to report this type of behaviour and that staff need to continue to support each other in the decisions they make.

4. List of staff issues and concerns

Simon reiterated that he is committed to providing answers to the staff questions and concerns related to industrial relations issues. Another meeting of the industrial relations consultation group was scheduled for Wednesday 16 November 1:00 - 4:00pm to discuss the Change Management Plan and review and answer any remaining staff questions and concerns on the list. Following the Working Group Meeting on Thursday 17 November a meeting dedicated to answering the list of staff questions and concerns is also scheduled.

5. Update from Working Teams

Steve Kennelly – Fisheries Research team leader

Steve had to leave the meeting early so no update from this group was provided.

Debbie Highton for Tim Powys – Corporate Services team leader

Corporate Services met last Friday and will continue to meet every fortnight. Debbie reported that she is in the process of following up with a number of managers and that communications with staff are generally improving. Debbie reported that Peter Blore visited his staff on Monday of this week.

Debbie stated that a few staff have been enquiring about courses to update their resume and interview skills, including requesting some one-on-one support. Erica suggested that staff attend the training provided and that extra assistance can be provided as follow up. Daniel offered to provide some one-on-one assistance to people and encouraged Debbie to advise staff to contact him. Debbie also reported to the group that her immediate reports in Admin will be engaged in a skills audit. This option has also been extended to all Corporate Services staff on site.

Adrian Toovey – Marine Parks team leader

Adrian's group are meeting today, following this meeting and will include Kevin Cooper. Adrian, Geoff and Bill Talbot will also be meeting tomorrow to discuss the draft relocation plan further.

Mika Malkki for Peter Turnell – Recreational Fisheries and Licensing team leader

Several of the working teams met Friday 28 October to go over some individual work area issues. Kevin Cooper attended a group meeting with staff from the Fisheries Business Service area providing an opportunity for staff to discuss specific group issues. Further group meetings are under consideration with a view to meet again in the next fortnight.

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

The Commercial Fisheries Working Team has not met in its entirety since the last WG meeting and had to reschedule a meeting due to the availability of Andy and catch up on their progress. Doug and Andy will be meeting with Kevin to also discuss the draft plan.

6. Staff Report

Myra reported that it is positive to have some further certainty going forward. In follow up to her email Myra asked what was being done about ensuring positions within DTIRIS were advertised internally and being made available to Cronulla staff. Erica replied that where she and Daniel are aware of an intention to advertise positions she can approach the convenors prior to recruitment action to determine if they will consider a later transfer. Due to the number of different systems within DTIRIS Erica and Daniel are not automatically aware of all recruitment action but that a mechanism for them to be included is being put in place. Erica also said if staff are looking at particular positions they can inform Erica or Daniel and they can then approach the appropriate person. Erica stated that they are committed to making sure staff are aware of all positions being advertised and will be providing links on the intranet site.

7. Update from People/change management (Daniel Rumbold/ Erica Stafford)

This agenda item was covered in discussions had under an earlier agenda item, 'Human Resources topics'

8. Update from project manager - Kevin Cooper

Kevin has ground truthed the staff list and the number of staff at the Cronulla site to be relocated currently sits at 138. Kevin has spoken with 64 of these staff members.

Kevin updated the group on the status of the Operation Plan, Communications Plan and risk assessment.

Kevin informed the group he was meeting with the library staff later in the day.

Geoff and Kevin will be meeting tomorrow with each of the Working Team leaders to share information gathered and develop the draft relocation plan for each functional area. Some areas of Corporate Services and Adrian's group are the only groups left not to be assigned a location.

9. Review Action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG meeting - 10 November 9:30-10:30am (teleconference)

- 17 November 8:30-10:30am (face to face)

Meeting to address staff issues and concerns – 17 November (following WG meeting)

Industrial relations meeting/s - 3 November 11:30am

- 16 November 1:00 pm - 4:00pm

All day meeting/s to discuss and compile the draft relocation plan – to be scheduled

MEETING	Cronulla Relocation Working Group Meeting 10		
DATE/TIME	Thursday 10 November 2011 9.30 to 11:00am	LOCATION	Cronulla Executive Meeting Room/ Teleconference
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Erica Stafford Peter Brown Debbie Highton Apologies Della Prowse Tim Powys Myra Milton Philip Gibbs	Steve Kennelly Charles Gray Andrew Goulstone Mika Malkki Adrian Toovey Doug Ferrell Peter Turnell	
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)		

Outcome notes

1. Human Resources Topics

Daniel reported that two resilience workshops had been held on Tuesday 8 November and was interested in feedback from staff. Debbie provided some comments on the courses, stating that they needed to be more interactive as there was too much reliance on the handbook provided. Debbie also said that some of the information was overly simplistic and needed to be better tailored to the specifics of the Cronulla relocation. It was also noted that no evaluation forms were provided on the day.

ACTION: Daniel to follow up on feedback from courses and work with the facilitator to address the comments made and update the next round of courses being run.

A one day job seeking skills workshop has been arranged for Tuesday 15 November at Caringbah and information has been distributed to staff. People Learning and Culture are also proposing to run another two resilience training workshops on Thursday 17 November at 9am and 1pm at the same location.

Daniel is reviewing the list of staff issues and concerns and preparing answers in anticipation for next week's special meeting.

Daniel distributed a copy of the DPC's guidelines on temporary and casual employment. The Working Group agreed this was a useful document but that the guidelines are often open to interpretation and that the official department (DPI) interpretation is what's really important. This type of more specific information will be included in the Change Management Plan. Daniel drew the groups attention to section 1.13 which outlines the guidelines on 'appointment of long-term employees to officer positions'. It was suggested that a link to this document is provided on the intranet site as well as a one page summary of the official department interpretation.

ACTION: Daniel to arrange a summary document and link to DPC guidelines to be added to the intranet site.

The entitlement of staff to visit receiving sites was discussed and Daniel stated this information will be included in the updated Change Management Plan. In addition Erica and Daniel are working to have the entitlement of staff visits and a summary of the award distributed to staff ahead of the

completion of the Change Management Plan. It was reiterated to the group that staff wishing to visit sites now had three options:

- i) Visit as an 'authorised trip' with travel request lodged in TAPS and approved by Manager, and/or
- ii) Partake in a group visit to be arranged at the end of November at the expense of the department, and/or
- iii) Once officially appointed to a position in a new location, visit under the entitlements of the transferred officer award.

Kevin stated that wbs codes are still being established to cover relocation costs and in the meantime Managers should keep records of related relocation costs incurred to enable reimbursement.

Daniel informed the group that he has prepared a handout regarding health and wellbeing and support options available. Alexia raised that information on the signs to look for had also been requested and Kevin stated he had a very good contact that could assist Daniel in including this type of information into the document.

ACTION: Daniel will distribute the handout to the Working Group and this information on the intranet site.

Daniel reported that he was holding off compiling a new FAQ document as a number of questions remaining needed more specific answers which was difficult to provide until the Change Management Plan is finalised.

ACTION: Daniel to issue a new FAQ document once the Change Management Plan is finalised.

2. Staff Report

Geoff mentioned a memo Myra Milton sent outlining concerns about the process to develop the Change Management Plan and questioned how temporary employees are considered. With respect to the latter, Myra wrote:

"I do not agree that the Employment Protection Regulation 2001 has any nexus with the Public Sector Employment Act 2002 or the Managing Excess Employees directive. This regulation has been made under the Employment Protection Act 1982. Without expanding on this legislation, employee is defined under this Act as: Employee means a person employed by an employer and includes an apprentice but does not include an employee of the Crown within the meaning of the Principal Act. The Principal Act means the Industrial Arbitration Act 1940. I therefore do not agree that these regulations apply to Temporary employees in the service of the Crown. I request that the Department seeks legal advice on the issue as a matter of urgency."

Before the meeting, Geoff asked Simon Kempson to seek legal advice on the issue. Simon raised the concern with the Department of Premier and Cabinet and they agreed with the following response:

"... The Department does not contend that there is a nexus between the Public Sector Employment and Management Act 2002 and the Employment Protection Regulation 2001. The Department believes that the intent of the words in the current Managing Excess Employees policy is to provide a severance payment entitlement to eligible temporary employees equivalent to that which is provided for under the Employment Protection Regulation 2001. If the Department were to accept the interpretation being made by you then it is arguable that public service temporary employees are not entitled to any severance payments and this is clearly not what is intended under the Managing Excess Employees Policy."

Myra's response to this statement from Simon was:

"...It was clearly NOT my intention that the 'class' of Temporary Crown employees that would be eligible for a severance payment be treated so unjustly under the current DPC policy. I questioned the use of regulations that did not have a nexus with the PSEMA and it appears that this is correct.

I believe that an independent legal opinion should be sought on behalf of this 'class of Crown employees' and the matter be passed on to the union for consideration."

Peter Brown reiterated that staff are still unhappy about the process to develop the Change Management Plan presented at last weeks meeting. Staff are awaiting Shane O'Brien from the PSA to return from leave to provide advice on how best to proceed.

Peter asked whether a business case was or was not prepared for the Cronulla relocation as there is conflicting information regarding this and to the reasons the decision was made. He has seen references to a proposal dating back to May 2011 or earlier related to the closure of the Cronulla centre and that the relocation decision was only linked to the government's decentralisation policy in September.

Geoff stated that to the best of his knowledge, a business case was never signed off or approved. Peter reported that staff are increasingly angry about the decision and are putting further importance on the Change Management Plan and for the plan to outline why the decision was made. Geoff stated that the justification or reasons behind the decision is not the purpose of this document and that as both parties have a different interpretation of the purpose of the plan some agreement needs to be reached.

Peter reinforced that staff are outraged by the treatment of temporary staff and refuse to accept that the department can't do better in terms of their treatment and are actively seeking a better outcome. Staff feel that the avenue of only making people permanent in the new locations is not appropriate and believe that the department has been negligent in not making people permanent in the past and this is now having a serious material impact on a number of individuals who are unable to relocate. Accordingly, staff believe it is appropriate to assess the affected staff for permanency independently of the relocation process.

Geoff stated that the excess officer entitlements are only a problem if people can't or won't relocate. It was identified that there are approximately 15 staff members significantly affected by the change in legislation (i.e. have >7 years of service). It was agreed that Kevin would work individually with people in this group to try to find acceptable outcomes.

Erica raised that there had been a recent circular from DPC regarding appointment of long term temporary staff to permanent positions which outlines the legislation and DPC's obligations. In this circular a number of exemptions are made including if >20% of funding for the position comes from 'non NSW Government sources such as Commonwealth grants or funding from industry, the private or commercial sector' that there is no obligation to make the position permanent. Peter Turnell asked what 'trust money' is classified as and noted significant implication if it were deemed to be non-Government money.

ACTION: *Daniel to ask Simon Kempson to provide an exact definition of 'non NSW Government sources' and whether the DPC circular applies to trust funded positions.*

3. Update from Project Manager - Kevin Cooper

Kevin reported that he has now spoken with ~80 out of 128 staff members on site. Kevin stated that issues for temporary staff are a continuing focus as well as a number of staff with individual specific industrial relations issues and/or concerns.

The library meeting last week went well and it has been discussed that the library may move to Port Stephens.

Kevin is also continuing to meet with Working Team leaders and Working Teams to provide information, help address issues and to discuss the relocation plans. Geoff reported that he and Kevin will be meeting with the Ministers Office next week and will raise a number of issues of concern including, long term temporary staff, changes to excess officer entitlements, entitlements of staff transferring within Sydney metro. Geoff will report back to the Working Group at next weeks meeting.

Peter Brown requested that 'all staff meetings' be made a regular occurrence as previously stated. Kevin agreed to organise a meeting the week of 21 November and to have meetings occur regularly which Geoff agreed to attend. Peter also requested that Kevin produce a highlights report

for staff. Kevin responded that the Operational Plan is provided for that purpose and is updated fortnightly and available on the intranet.

Kevin reported that he had received some feedback on the risk assessment document but that more input was required. Peter Brown stated that he had some feedback to be provided.

4. Update from Working Teams

Steve Kennelly / Charles Gray – Fisheries Research Team Leaders

Charles reported that since meeting with Geoff last week there had been some progress in progressing the options identified. Charles also reported that the Working Team meeting with Kevin was also very productive and had increased staff's understanding of the issues, options and approach being taken. Charles is planning to meet with his senior staff to finalise the plan and will then discuss this with Kevin before arranging a full staff meeting towards the end of next week to get wider input on what is being proposed.

Next Tuesday Charles is visiting Coffs Harbour and will meet with the National Marine Science Centre. Charles will also catch up with Andrew Goulstone.

Charles also reported that he has a number of staff interested in visiting the relocation sites.

Peter Turnell – Recreational Fisheries and Licensing Team Leader

Peter will be on leave as of next week and Mika will fill in for him. Peter will be on leave as of next week and Mika will fill in for him.. Peter reported that work is currently being done to compile briefs to describe and compare existing and proposed structures for the different functional groups within the Unit.

Debbie Highton for Tim Powys – Corporate Services Team Leader

Debbie met recently with the administration group and the Corporate Services group will meet tomorrow. Kevin highlighted that there is still some concern with this group about ongoing jobs and that this rumour needs to be dispelled.

Debbie stated that there is some concern about the location and distance of positions that may be offered in Sydney. Relocation to Menangle would add significant travel time and there would be no entitlement to transferred officers compensation if staff wanted to buy a residence closer to Menangle. Also, if staff were unable to relocate to Menangle they would not be entitled to a voluntary redundancy. Peter Brown stated that this is a wider staff concern, with a number of staff limited in the distance they can travel.

Adrian Toovey – Marine Parks and Conservation Team Leader

Adrian's working team met last Thursday (3 November) to prepare some documentation to address the terms of reference of the Working Group. Kevin Cooper and Geoff Allan attended part of the meeting.

Andrew Goulstone – Commercial Fisheries Team Leader

Andrew reported that staff in his unit are having major challenges considering relocating outside of Sydney and that he is concerned about the impact on service delivery and corporate memory if a large number of staff can't or won't relocate. The Team is putting together a submission for a hub of staff to remain in Sydney, and the Team is unwilling to consider other options until a decision on this preferred option is provided. A working team meeting is scheduled for tomorrow, which Kevin will also attend. Andrew highlighted the competing demands on his time with the Fisheries review currently underway.

5. Update from People/change management (Daniel Rumbold/ Erica Stafford

This agenda item was covered in discussions had under an earlier agenda item, 'Human Resources topics'

6. Review Action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

Industrial Relations Group Meeting - 16 November 1:00 pm - 4:00pm

WG Cronulla Relocation Meeting - 17 November 8:30-10:00 am (face to face)

WG Special Meeting to address list of staff issues and concerns – 17 November (10:00am-12:30pm)

All day meeting/s to discuss and compile the draft relocation plan – to be scheduled



MEETING	Cronulla Relocation Working Group Meeting 14		
DATE/TIME	Thursday 08 December 2011 9.30am to 10:30am	LOCATION	Cronulla Executive Meeting Room/ Teleconference
ATTENDEES	Kevin Cooper Alexia Lucas Daniel Rumbold Apologies Geoff Allan Della Prowse Erica Stafford Charles Gray Adrian Toovey Mika Malkki Andrew Goulstone Peter Turnell Tim Powys Debbie Highton		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Further staff feedback from staff meeting (25 November 2011)

Kevin reported that the plan released at the staff meeting on 25 November continues to be moving forward with only minor amendments expected. Amendments are more likely to occur at an individual rather than functional unit level except for the Corporate Services group which may undergo some more significant changes. Peter Blore is on site today to review the proposed position locations for corporate services positions. Kevin stated that the instructions from both the Director General and Minister's Office is to continue to proceed with the current plan although Sydney positions will continue to be heavily scrutinised and strong business cases are required. Kevin also stated that options for functional units or individuals will continue to be considered as they are proposed but need to make business sense.

Daniel has had an increased number of staff asking detailed and personal questions including about extended leave entitlements, superannuation etc. Daniel committed to include the answers where possible in the next 'Your questions answered' document to be released before Christmas 2011.

ACTION: 'Your questions answered' document to be released before Christmas

Working Team leaders provided an update from their staff. Charles Gray stated that his group is continuing to process the proposed locations including which positions are tabled to go to SIMS and Wollongong. Steve noted that he is awaiting feedback on a business case for some staff positions to stay in Sydney. Philip's staff are to trial the commute to their proposed location. Mika's group has not met again and are awaiting Peter's return from leave next week. Rodney expressed his group's uncertainty regarding the Sydney positions and a Working Team meeting is scheduled for the 14th December. Rodney also commented that the audit/review is contributing to broader uncertainty about the future. It is also proposed to write to Marine Parks and Aquatic Reserve stakeholders now that more of the plan is known.

Alexia raised that there is some concern from staff at the Wollstonecraft office that no positions from Cronulla are to move there and what that means for the future of the site. Kevin reported that

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he has not been given any information about the Wollstonecraft office and that staff should follow up formally with their directors if concerned.

2. Report from Industrial Relations Consultation Group meeting (6 December)

Daniel updated the group on the outcomes of the Industrial Relations Group meeting, namely that the consultation with the PSA has been completed and the Change Management Plan finalised ready for sign off. Daniel reported that there were no major changes made to the draft plan currently on the intranet site. There are however a range of industrial relations issues still unresolved and that the PSA will be formally registering their disagreement on these issues. The list of demands made by the PSA were discussed and include:

- Reversal of the Cronulla decision
- Appointment for long term temporary staff to permanency should not be related to the relocation
- The Cronulla site should be retained for positions which remain in Sydney
- Voluntary redundancies should be available to all staff including positions which remain in Sydney
- Organisational charts to be provided
- Information on facilities in proposed locations and facilities at the new office locations to be provided
- An expansion capacity is included at each of the new sites
- There should be no increase to work loads during or post the relocation

3. Organisational Charts and staff issues

Daniel has distributed a template and instructions for creating the organisational charts using ESS. There will be one chart per major functional group affected and should be conducted at the branch level and include location details. If there are problems with the process or template then working team members should contact Daniel for assistance.

ACTION: Daniel to create a PDF version of the organisation chart template and distribute to working team members

4. Business Cases for Sydney functions/positions

Positions proposed to stay in Sydney continue to be scrutinised and some business cases have already been submitted for consideration. All remaining cases should be submitted sooner rather than later and be no more than two pages. Business cases will go to Kevin, Geoff and discussed with relevant Managers as required.

5. Other business

Daniel confirmed the fleet vehicle policy related to non government employees and relocation site visits. Non government employees are not permitted to travel in departmental vehicles. Staff wishing to visit relocation sites with their partners or families can use their own vehicle and claim the casual reimbursement rate. A summary of travel arrangements will be made available to staff on the intranet.

ACTION: Daniel to follow up with SAP on the process for applying for the use of a private vehicle and provide a summary of travel arrangements to staff

Two superannuation seminars have been arranged for 20 December 2011, information regarding the sessions will be distributed to staff by Debbie Highton.

Discussions were also had about the timing of accepting or declining the relocation, impacts on superannuation packages and temporary to permanent appointments submitted.

Kevin informed the group that increasing consideration will need to be given to facilities, resources and equipment required in the new locations. A number of meetings with receiving sites are being arranged including SIMS, Wollongong University, Southern Cross University, Peter Lawrence re:

Nowra and Andrew Dean re: Port Stephens. Kevin will be looking to plan weekly meetings with staff representatives for each of the receiving sites to obtain further and more detailed information.

Kevin reiterated that the intention is to move all positions from Cronulla to the new locations and that there has been no indication that empty positions transferred will not be filled. A discussion was had about how voluntary redundancies and agency offsets work.

Kevin also reported that the communications plan had been sent to the DPI media unit for feedback.

6. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting – 15 December 2011 (Since changed to 20/12/11 8:30-10:00 am)
All staff meeting before Christmas – 15 December 2011 (Since changed to 20/12/11 10:30am – 12:00pm)

The above will be the last Cronulla Relocation Working Group meeting before the Christmas break, meetings will resume the second week of January. A meeting date will be confirmed at the next WG meeting but is proposed for Thursday 12 January.

MEETING	Cronulla Relocation Working Group Meeting 15		
DATE/TIME	Tuesday 20 December 2011 8.30am to 10:20am	LOCATION	Cronulla Executive Meeting Room
ATTENDEES	<p>Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Philip Gibbs</p> <p>Apologies Della Prowse Erica Stafford Steve Kennelly Charles Gray Adrian Toovey Andrew Goulstone Doug Ferrell</p> <p>Rodney James Peter Turnell Mika Malkki Tim Powys Debbie Highton</p>		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin opened the meeting and reported that there has been limited change to the Gantt chart in the last two weeks. Corporate services remains to be the only area where significant changes may still occur. The key timing for relocation has been agreed with the DG of DPI and the Minister's Office to be September 2012 to Summer 2012/13. The focus has now shifted to facilities, resources and equipment and Kevin provided an update for each receiving site as below.

Nowra

Discussions have commenced with Peter Lawrence and a form covering facility requirements at Nowra has been provided to Kevin to complete with input from the relevant staff and functional units. This will largely occur early next year and will commence with scoping initial specifications rather than specific fit out requirements e.g. number of people, car spaces, offices, storage and specific use requirements e.g. wash down and drainage area for FAD team. Once the site requirements are known Peter Lawrence has advised that site options can be available in less than a month and are likely to be available in late January.

Port Stephens

The construction and engineers met with research representatives regarding facilities required at Port Stephens last week. Discussions were had about improvements to existing buildings as well as the construction of new buildings and new facilities include offices, a wet laboratory, library and aquaria facilities. In the new year this group will meet fortnightly and construction timeframes have been confirmed.

SIMS

Dialogue has commenced between the department and SIMS and formal correspondence sent. There is no timeframe established for this site as yet and Geoff and Richard Sheldrake are continuing negotiations.

Wollongong

Formal engagement of this site has not yet commenced.

Coffs Harbour and Southern Cross University

Formal engagement of this site has also not yet been commenced. In Coffs Harbour there are six DPI addresses and nine work locations. A range of other issues will need to be addressed by the

relocation of staff to Coffs including storage for marine parks following the withdrawal of National Parks and Wildlife Service depots.

Moving forward Kevin requires confirmation of move dates proposed in the Gantt chart, especially from the research group. This is critical as the February letters will include this proposed move date. Asset services has advised that initial scoping and design of receiving locations will be completed end of February/beginning of March and that fit out of locations will commence in April 2012. Kevin advised that there is approximately a three week turn around in moving staff, which includes pack up, move and unpack and set up. Tenders for removalists won't commence until Feb/March. The first version of the operational plan will include these dates as well as other target dates for tasks.

Kevin will be encouraging functional areas to assess what they do, how they do things, what equipment is required and if any of these resources or equipment is shared onsite and/or offsite. A questionnaire will be distributed to staff early next year to capture this information in order for it to be provided to asset services staff. This will also help identify what equipment should be decommissioned and disposed of by the Site Manager, Debbie Highton.

Kevin reported that he is continuing to meet with staff and is aware of the specific issues being faced by corporate service staff and the variable involvement of management.

2. Staff meeting

Geoff confirmed the agenda for the staff meeting and added a presentation from PLC representative, Daniel Rumbold. It was agreed that the staff meeting will largely cover the above information and provide opportunity for staff to ask questions and raise issues with the relocation.

Kevin reiterated that he would like the staff meetings to continue as a form of routine communication.

3. 'Your questions answered' document and other PLC topics

Daniel confirmed that the Change Management Plan has been finalised and signed off by the DG of DTIRIS, Mark Patterson. The final version of the plan is available on the intranet. The plan outlines the government policies as they stand however individuals seeking exception to any policy are encouraged to contact Kevin or Daniel.

The questions and answer document seeks to address the current key issues being raised by staff or issues which require further clarification. Topics covered in this edition include travel arrangements for visiting receiving sites, extended leave, the voluntary redundancy calculator and contents of the February letter. This document will be provided on the intranet by the end of the week.

Daniel informed the group about the job skills program which includes the workshop already run as well as two one-on-one career coaching sessions. An information flyer will be distributed by the end of the week and course will be run once there is sufficient interest from the end of January 2012. Staff who have already undertaken the one day workshop are able to proceed with the one on one sessions.

4. Update on organisational charts

Geoff confirmed that draft organisational charts for functional units have been received from Wild Fisheries Research, Recreational Fisheries and Licensing and Commercial Fisheries. Other functional groups were asked to send their organisational charts to Daniel to coordinate. Organisational charts will not be undertaken for corporate service staff at this time.

Organisational charts will be made available to staff by February 2012.

ACTION: Working team leaders to send draft organisational charts to Daniel. Daniel to apply consistent formatting, export to PDF to distribute to the working group for information.

ACTION: Draft organisational charts made available to staff once finalised and before February 2012

5. Update on business cases

Geoff reported that business cases are still required from the following functional areas: Commercial Fisheries, ½ of Fisheries Research and Marine Parks and Aquatic reserves.

It was agreed that it is not possible to compile a business case for corporate services at this time; however individual staff are being encouraged where appropriate.

6. Other business

Geoff asked the working group members to provide details of any leave arrangements post Christmas and proposed acting arrangements.

ACTION: *Alexia to contact working group members and collate post Christmas leave arrangements*

7. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting – Thursday 12 January 2012



MEETING	Cronulla Relocation Working Group Meeting 16		
DATE/TIME	Thursday 12 January 2012 8.30am to 10:40am	LOCATION	Cronulla Executive Meeting Room
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Philip Gibbs Tim Powys Debbie Highton Apologies Della Prowse Daniel Rumbold Erica Stafford Steve Kennelly		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin updated the group on the progress of the relocation since Christmas.

Corporate services

Kevin informed the group that yesterday a meeting was held (11/01/2012) with corporate services staff on site at Cronulla regarding the changes to receiving locations for positions previously listed as Sydney. This completes the allocation of staff to locations and whilst individual locations may still change the strategic placements and functional group locations won't. The information was provided by the DG and the DDG responsible for corporate services and changes to locations were not expected by staff or their line managers.

Early movers

Kevin reported that there are approximately 12 staff relocating between now and March 2012. One of the first official moves will occur next week and has been arranged with the Cronulla site manager, ITC etc. To process the move a form named 'Form A Transfer-Ready Checklist Individual Officer' has been completed and the staff member conducted an inventory of all equipment to be moved. Form A and inventory lists must be signed off by line Managers and provided to Kevin Cooper or Debbie Highton (Site Manager) or Greig Ashworth (Site/Accounting Officer). This form will be distributed to all staff by email and be updated on the intranet site. Kevin reminded the group that OH&S is of particular concern during moving and that both the staff relocating and other staff in proximity to the move need to be aware.

Travel

Kevin has had a number of enquiries from staff about site visits and has been reminding staff of the approval process as well as the need to have their presence recorded official at the receiving site. For example Andy Goulstone should be contacted for staff visiting Coffs Harbour and Ian Powell (Centre Manager) if visiting Port Stephens.

Destination site needs

Kevin has also created 'Form B Cronulla Regional Transfers Destination Site Needs' that needs to be completed by each functional group for each receiving site. In some cases individuals may need to also complete the form where their location is different to the rest of their functional unit. Kevin reported that he will be collating this information by site to form the basis for the site briefings regarding the requirements at each location. Kevin offered to work with the working teams to discuss and complete the forms but stressed it is the responsibility of the working team leaders to compile this information with their staff. Equipment and facilities currently shared will also need to be identified and there will be specific discussions held regarding key assets e.g. boats, aquaria

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and cars etc. The completing of 'Form B' will link to the inventory process and help identify any assets that can be written off by the site manager. Kevin highlighted that resources and facilities at receiving locations should also be considered and that this process will address some other issues at receiving sites e.g. withdrawal of NPWS storage space in Coffs Harbour. Debbie raised that any chemicals and fuels on site will also need to be assessed. Biological samples and items of historical significance were other areas raised for special consideration.

ACTION: Working Team leaders to arrange for Form B to be completed by functional area and destination site in collaboration with their staff and Kevin.

Plans and Documents

Kevin reported that the risk assessment has been distributed to staff via email. Kevin stated that no changes have been made to the communications plan and a discussion was had about contacting stakeholder groups. The working group decided that it would be best to contact stakeholders once there is further certainty for staff, following the issuing of letters in February.

ACTION: Stakeholder communications to be issued after the February letters.

Kevin is still awaiting feedback on the dates proposed in the Gantt chart and will pursue this in a later Working Group meeting. Kevin issued version 5 of the operational plan to the group and commented on the changes made.

ACTION: Debbie to email staff with updated forms and documents from the working group.

Engineers and architects

Kevin informed the working group that the engineers and architects will be meeting fortnightly on site at Cronulla through to March to develop the briefs for each of the sites. There is a meeting being held today.

2. Receiving locations

Geoff provided an update on each of the receiving site locations.

SIMS

Geoff reported that a formal letter has been sent to SIMS regarding co-locating DPI staff at SIMS. A reply has been received and negotiations will be commenced as to the terms of agreement and to develop a plan for this site. Geoff explained that whilst having DPI staff employed through the university had been raised by most of the academic institutions approached this is highly unlikely to occur. What may be negotiated however is who applies for project grants as this can positively impact on university research quantum whilst having little impact to DPI.

University of Wollongong (UoW)

Preliminary discussions with UoW have been had and their interest in co-locating DPI staff on the university campus confirmed. UoW is unable to host any DPI staff member until the next financial year however space is adequate at this site. Geoff will seek to meet with the university to formally discuss options.

ACTION: Charles Gray to provide Geoff Allan with key UoW contacts to meet with.

Nowra

Peter Turnell and Kevin Cooper are continuing to work on the requirements and brief for Nowra.

Coffs Harbour

Geoff reported that a formal letter to the National Marine Science Centre has been sent and that he is awaiting their reply. Peter Lawrence is to be briefed on the other issues in Coffs Harbour.

3. Capital plans for Port Stephens

The capital plan for Port Stephens is being discussed with Peter Lawrence and Andrew Dean later today. Geoff reported that a consultant may be engaged to write the business plan. There are also a couple of staff nominated to represent the broader interests in research (Matt Taylor) and the aquaria (Dave Baker).

4. Other business

Update from Project Sponsor, Geoff Allan

Geoff raised an issue with internet access at Coffs Harbour. Kevin confirmed that this issue will be included in the brief for the site and can be easily addressed as part of the relocation.

The working group agreed that now that the change management plan has been signed off that the staff representatives, Peter Brown and Myra Milton would be invited to again participate to provide staff perspective on operational issues.

ACTION: *Geoff to invite Peter and Myra to rejoin the working group*

Geoff asked Charles Gray as the research representative to confirm whether there are any projects at risk of not being completed as a result of the relocation. Charles stated that some delays are likely and that these were being conducted on a case to case basis but that no projects were at risk of failing their contract. It was also raised that adjustments to the timing of some internal activities may also need to occur, for example delaying the resource assessment process scheduled to occur in March/April. Kevin enquired about aquaria projects and Charles responded that no new projects are to be commenced if they are for greater than 6 months and that existing projects will be finished onsite where required and possible. Kevin reiterated that project dates will influence moving dates for some functions and individuals. It was also discussed that next financial year budget/s will need to be considered in terms of the new locations with most moves commencing spring 2012.

Kevin informed the group that clerical support staff has been listed at each site on the Gantt chart. Whilst these are unfilled positions Kevin has had a commitment from the DG to talk with the DDG for corporate services about ensuring each site is adequately resourced with administration staff e.g. fleet management etc.

5. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting (teleconference) – Thursday 19 January 2012
WG Cronulla Relocation Meeting (face to face) – Thursday 02 February 2012

MEETING	Cronulla Relocation Working Group Meeting 17														
DATE/TIME	Thursday 19 January 2012 9.30am to 10:30am	LOCATION	Teleconference												
ATTENDEES	<table border="0"> <tr> <td>Geoff Allan</td> <td>Andrew Goulstone</td> </tr> <tr> <td>Kevin Cooper</td> <td>Doug Ferrell</td> </tr> <tr> <td>Alexia Lucas</td> <td>Daniel Rumbold</td> </tr> <tr> <td>Tim Powys</td> <td>Karen Astles</td> </tr> <tr> <td>Debbie Highton</td> <td>Myra Milton</td> </tr> <tr> <td>Adrian Toovey</td> <td>Mika Makki</td> </tr> </table> <p>Apologies Della Prowse Erica Stafford Philip Gibbs Steve Kennelly Charles Gray Peter Brown Peter Turnell</p>			Geoff Allan	Andrew Goulstone	Kevin Cooper	Doug Ferrell	Alexia Lucas	Daniel Rumbold	Tim Powys	Karen Astles	Debbie Highton	Myra Milton	Adrian Toovey	Mika Makki
Geoff Allan	Andrew Goulstone														
Kevin Cooper	Doug Ferrell														
Alexia Lucas	Daniel Rumbold														
Tim Powys	Karen Astles														
Debbie Highton	Myra Milton														
Adrian Toovey	Mika Makki														
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)														

Outcome notes

Geoff opened the meeting and extended a formal welcome to the staff representatives, Myra Milton and Peter Brown (apology) who have rejoined the working group. Karen Astles was also welcomed in place of Philip Gibbs who is on leave until March 2012.

1. Update from Project Manager, Kevin Cooper

Receiving sites

Kevin updated the working group with the progress made at each of the receiving sites.

Batemans Bay - on track, paperwork for the one staff member relocating has been completed

Nowra - paperwork detailing office accommodation and storage needs is being compiled and will be submitted to the state property group soon

- a large amount of storage has been requested at this site and Kevin reminded the group to ensure information is accurate and considers how items will be stored e.g. vertically stacked when estimating storage needs (in cubic metres)

University of Wollongong - negotiations have commenced and good progress made

- Peter Lawrence has been briefed

- a formal meeting has been arranged for 24th January and will be attended by Peter Turnell and Charles Gray

Sydney South – nil action to date

Sans Souci – on track for the one staff member relocating to this site

SIMS – negotiations have commenced and are continuing

Ourimbah – on track

Port Stephens - significant progress made in the past couple of weeks

- the meeting yesterday (18/01/12) on site progressed the planning for the offices, labs, aquaria and library facilities

- paperwork will be compiled and submitted later this week

Coffs Harbour - the plan is to locate research positions to the university and office positions to a central location in Coffs Harbour

- storage is also an issue at this site and existing storage issues also need to be addressed

- it was confirmed that numbers of staff estimated for future sites are on the generous side to allow for additional staff requirements over time for example those that may arise from the Fisheries review.

Dates

Kevin confirmed that Debbie sent his email regarding a request for feedback on dates to all staff. Kevin reported that some feedback has come in from the DDG of Corporate Services and PLC Management but he is still awaiting further feedback from staff.

Relocation forms

Kevin requested that 'Form B Cronulla Regional Transfers Destination Site Needs' be completed for all receiving sites including those already established like Orange. Forms need to be completed within the month and are being discussed by a number of the working teams. Kevin reminded the group to consider resources already at receiving sites.

Records

The group was informed by Kevin that paper records will start to be converted to electronic documents in the next month. Kevin stated that whilst this is costly in the short term it will prove more efficient in the long term and increase accessibility which will be increasingly important post relocation. Kevin has requested a written plan from Chip Howard and it is anticipated that this project will take approximately six months and will be completed mid winter 2012. Kevin will look into the 'searchability' of records being made electronic.

Expression of Interest (EOI) for removalist

Kevin reported that the EOI for a removalist to undertake the bulk of the move will be advertised in the next fortnight. Individual staff moves will not be covered under this EOI but will use local removalist companies.

2. Update from Project Sponsor, Geoff Allan

Review of expiring temporary contracts

Geoff tabled a list of Cronulla staff highlighting that a number of staff have temporary contracts which expire in the next 12 months. Geoff stated that irrespective of the temporary to permanent discussions that the February letter should provide temporary staff with ongoing certainty about their role to enable them to make an informed decision about whether to relocate. Kevin commented that there are approximately 30 staff in this category and greater than 50% of the temporary staff on site have contracts which end before June 2012. Kevin recommended a risk based approach to reviewing and extending these contracts. Discussions were had about the need for an overlap between outgoing staff and new recruits in order to ensure knowledge transfer.

ACTION: Working Team leaders to review temporary contracts expiring in the next 12 months

Geoff stressed the confidential nature of the material discussed and requested that this list is not shared outside the working group.

Geoff reported that 10 submissions for permanency have been submitted but only one has fulfilled all necessary criteria. Submissions for permanent positions staying in Sydney won't be progressed at this stage.

3. Draft relocation letter, Daniel Rumbold

Daniel tabled the draft relocation letter for review and discussion by the working group. Daniel stated that there will be four main variations to this letter:

- 1) Permanent staff
- 2) Temporary staff
 - i) continuing as temporary employees (contract extended)
 - ii) being made permanent and continuing as permanent employees
- 3) Temporary staff not continuing (contracts not extended)
- 4) Casual staff not continuing

Daniel requested that feedback, particularly in regards to the tone to ensure the letter is sensitive and personal is provided to him. The working group agreed that it would be of value to road test the draft letter with some members of staff.

ACTION: Working Team Leaders to review draft letter and provide feedback to Daniel, including from their staff.

ACTION: *Staff Representatives to review draft and provide feedback from their perspective as staff representatives.*

ACTION: *Daniel to draft the letter variations for discussion at the next WG meeting.*

The group discussed how the letters should be distributed to staff i.e. in person, to work addresses, to home addresses, by email or a combination. The group also discussed offering one on one meetings when the letters are distributed. Geoff suggested that the letter offers an opportunity to meet. Myra stated that staff may want a PSA representative to be present at the meeting.

ACTION: *Working Team Leaders to seek feedback from their staff as to how they would like the letters to be distributed.*

Karen raised that some staff expect to have details of voluntary redundancy and entitlement information included in the February letters. Daniel clarified that that type of information would be in the next round of letters. Andrew highlighted that the lack of certainty in the letters will be an issue for some people.

It was agreed that a staff meeting would be arranged to coincide with the letters in February.

The progress made on organisational charts was discussed by the working group. Kevin is still waiting to receive final organisational charts from research and commercial fisheries. Tim suggested organisational charts should be drafted for corporate services. These charts will only show locations as future roles are not clear for all staff.

ACTION: *Corporate services to draft organisational charts demonstrating locations.*

4. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting (face to face) – Thursday 02 February 2012

MEETING	Cronulla Relocation Working Group Meeting 18		
DATE/TIME	Thursday 02 February 2012 8.30am to 11:45am	LOCATION	Face to face
ATTENDEES	Kevin Cooper (Chair) Alexia Lucas Daniel Rumbold Debbie Highton Adrian Toovey Peter Turnell Mika Malkki Apologies Geoff Allan Philip Gibbs Tim Powys Andrew Goulstone Erica Stafford Della Prowse Steve Kennelly Doug Ferrell Karen Astles Charles Gray Myra Milton Peter Brown		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

PSA Meeting

Kevin, Peter Turnell, Simon Kempson and Peter Brown attended a meeting on 2nd February called by the PSA (Shane O'Brien). The key items discussed were the recent changes to Corporate Services, organisational charts and February letters. Kevin reported that the outcome of the meeting was that the letters and organisational charts will be provided to the PSA in a meeting next week prior to their release to staff.

Operational Plan version 6

Kevin highlighted the changes to version 6 of the Operational plan including the progress on each of the destination sites, with most sites are progressing as planned. The most significant change was the addition of a new destination site at Newington and abandonment of plans for a Sydney south office. Wollstonecraft has also been included on the list for two staff members in place of the Sans Souci office.

Storage issues at Coffs Harbour are close to being resolved with a suitable site identified.

Other updates

Some staff training is occurring to increase employability of affected staff internally and externally.

Kevin reminded the group that destination site forms for each functional unit at each site are due to him.

Kevin asked Working Team leaders to consider what will be packed by staff and what will be required to be packed by removalists as this will need to be included in the tender documents.

2. Draft relocation letter, Daniel Rumbold

Daniel presented four letter templates to the group to cover the different circumstances of staff, including permanent staff, temporary staff with continuing contracts, temporary staff with contracts

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ending and casual staff. Other variations to the letter includes temporary staff being offered permanency by direct appointment or through advertising of the position.

The group discussed the purpose of the letters as they are not the formal letter of offer and as such are not legally binding. Daniel outlined that the letters provide an opportunity for the most up to date information to be provided to staff in writing, were to prompt action or discussion about the relocation, and to provide staff with the opportunity to expedite the process if their decision is known.

The group provided Daniel with feedback on the letters including providing prompts for action or response in the margin of the letters, making reference to who to speak to about what, that the letters addressed to permanent staff include if they are entitled to voluntary redundancy and for the letters addressed to temporary staff include if they are entitled to severance entitlements. The letter will also include the option for staff to have a face to face meeting to discuss the letter and will be posted to the address listed for staff group certificates. Charles Gray asked if the Minister could sign the letters.

ACTION: Daniel to update letters with feedback received.

ACTION: Daniel to test letters with staff to seek their feedback.

ACTION: Kevin to request for the Minister to sign the letters.

Adrian asked if the Marine Parks and Aquatic Reserve staff will be receiving letters in February or whether this would be deferred. This group of staff have been recently placed "on hold" pending the outcome of the Independent Scientific Audit of Marine Parks in NSW that was due to report by the end of January 2012. Adrian highlighted that responding to the Audit is one of two strategic priorities for Fisheries NSW being considered within the Trade and Investment cluster plan. He sought assurances that resources needed to undertake high priority work would be properly contemplated in making of earlier staffing decisions relating to other groups, and thus staff in the group wouldn't be disadvantaged by being delayed. A number of staff in this group have contracts that end on 30 June 2012, and some may meet the criteria to be made permanent. Staffing needs require assessment in the context of the Audit report and recommendations, both of which remained unknown. Adrian also highlighted that this group is still undergoing transition into DPI and that they fit within a broader regional structure of marine parks staff on the ground.

ACTION: Kevin to confirm whether affected Marine Park and Aquatic Reserve staff will receive letters.

It was agreed that the organisational charts for each functional unit will be made available on the intranet site at the same time the letters are distributed.

3. Records, Chip Howitt

Chip Howitt, Corporate Records Manager, joined the meeting by phone and presented a number of Powerpoint slides to the group. Chip reported that a recent site meeting at Cronulla had started identifying the types of records on site. Chip highlighted that records need to be reviewed to assess their classification and appropriateness of related retention schedule before a decision is made whether the record is to be relocated, scanned, archived or destroyed. Chip outlined how this process can be done in TRIM. One of the key goals of the project is to make as many files digital as possible however contractors are likely to be required as this is a significant task given the number of files.

Chip outlined the assistance his staff can provide however Management will have to be heavily involved in this process. Chip offered to host a session with staff on the relocation of records process and the need for staff training was also discussed.

ACTION: Kevin to follow up with Chip to compile a plan to address the relocation of records from Cronulla.

ACTION: Working Team Leaders to consider staff training needs and who will need to be involved in the process to relocate records from Cronulla.

4. Function transfer dates

Kevin presented a summary of the Gantt chart which described when each functional group is scheduled to move. Kevin informed the group he had had some feedback from individuals and further adjustments may be made in discussion line managers. Once feedback from the Working Group is completed the summary of dates will be provided to the DG and Ministers Office for approval.

5. Progress on temporary contract renewals

Kevin highlighted the large number of temporary staff with contracts expiring within the next calendar year affected by the Cronulla relocation. Kevin asked that each working team leader provide a report on the progress of temporary staff contracts at the next working group meeting.

6. Other business

Organisational charts

The working group discussed the draft organisational charts prepared by the different functional areas. It was agreed that the organisational charts are primarily being drafted for staff to see their location in relation to other functional areas and their own reporting lines. The organisational charts will also demonstrate vacant positions.

ACTION: Daniel to collate information from the draft organisational charts and prepare a charts for staff

Job Seeking Skills Program

Daniel reminded the group that Job Seeking Skills Workshops and Individual Career Coaching is available for staff and that course are booked on critical mass basis. All details are on the intranet site.

ACTION: Debbie Highton to place information in the next Cronulla newsletter.

7. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting (teleconference) – Thursday 09 February 2012



MEETING	Cronulla Relocation Working Group Meeting 19		
DATE/TIME	Thursday 09 February 2012 9.30am to 10:30am	LOCATION	Teleconference
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Tim Powys Adrian Toovey Apologies Philip Gibbs Erica Stafford Della Prowse Steve Kennelly Charles Gray Myra Milton Peter Turnell Mika Malkki Doug Ferrell Andrew Goulstone Karen Astles Peter Brown		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

No major developments to site locations was reported by Kevin. A meeting with the Director General regarding sites and dates went well and the relocation is progressing as planned.

All staff directly affected by recent changes to dates and sites have been contacted. A number of staff have been to see Kevin for updated information including about temporary contract renewals and the February letters. Staff have also been seeking to clarify information and the group was reminded of the need to communicate information in a timely fashion.

A meeting with the Minister's Office is scheduled for next week and will cover destination sites and dates. Once this meeting occurs it is unlikely either will change significantly.

2. Draft relocation letter, Daniel Rumbold

Daniel thanked the working group for their feedback on the draft letters. Daniel expected to finalise the letters shortly before they are also provided to the Minister's Office at the meeting next week.

It was confirmed that letters for the Marine Parks and Aquatic Reserve staff will be delayed pending the release of the Independent Marine Parks Scientific Audit report.

3. Organisational Charts

Most of the organisational charts have been completed and provided to Kevin. Those not provided are in the final stages of being completed and will be finalised by the end of the week. Once completed, the organisational charts will be provided to the Director General and the Ministers Office for approval. The charts will then be provided to the PSA before being formally distributed to staff.

A discussion was had as to the importance of ensuring the information presented in the organisational charts is true and correct. This was also discussed in regard to the information the letters contains. It was proposed that the business case for each functional unit, which contains any proposed structural changes be submitted and approved. It was unsure whether timing would

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allow for formal sign off of the business cases before the February letter due date but it was agreed that the process should be progressed.

ACTION: Working Team leaders to progress business cases for approval.

ACTION: Kevin to discuss with Charles Gray in order to consolidate submissions from research into one business case.

4. Temporary Contract Renewals

Kevin reiterated that there is at least 30 staff whose contracts expire this calendar year and another 12 or so next year. It was agreed that for staff to make a decision regarding the relocation, contract extensions need to be resolved and for this information to be presented in the letter/s.

ACTION: Working team leaders to report on action taken on expiring contracts at the next working group meeting.

Discussion was had about the different types of appointments and related restrictions on contract extensions, specifically where appointment has been made directly and not through competitive selection. This is of particular importance if extensions are required up until but not following the relocation.

Another potential issue flagged was if a person's substantive position is scheduled to relocate to a different site than their current temporary position. Permanent officers in temporary positions will be issued letters regarding their current temporary position; however they also have the right to return to their substantive position before having to relinquish it.

ACTION: Working Team Leaders with assistance from Daniel to review staff employment status and identify any issues to be resolved.

Kevin advised that applications for permanency should be handled in a separate brief, with positions relocating to regional locations tackled first.

5. Other business

Job Seeking Skills Workshop

Daniel reported that recent interest in the Job Seeking Skills workshop has resulted in a course being scheduled for 14th March 2012.

7. Review action list

The progress made on action items is captured in the outstanding action items document.

Next meeting/s:

WG Cronulla Relocation Meeting (face to face) – Thursday 16 February 2012

MEETING	Cronulla Relocation Working Group Meeting 20		
DATE/TIME	Thursday 16 February 2012 9.00am to 11:00am	LOCATION	Executive Meeting Room Cronulla
ATTENDEES	<p>Geoff Allan Alexia Lucas Daniel Rumbold Debbie Highton Tim Powys Rodney James</p> <p>Apologies Kevin Cooper Adrian Toovey Philip Gibbs Erica Stafford Della Prowse Steve Kennelly Doug Ferrell Peter Turnell Peter Brown</p> <p>Mika Malkki Andrew Goulstone Karen Astles Charles Gray Myra Milton</p>		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Sponsor, Geoff Allan

Geoff and Kevin met with the Minister's Chief of Staff and Fisheries Advisor on Tuesday 14 February 2012. The latest relocation plan detailing positions, locations and dates and the draft letter to staff were presented at the meeting and were well received by the Minister's Office with no major changes recommended.

Geoff provided the group with an update on the receiving locations. Updates were as follows:
Coffs Harbour – A meeting was held with Peter Lawrence to review the numbers of staff to be accommodated. The aim is to co-locate as many Fisheries and Marine Parks staff as possible. A storage location has been secured.

Nowra – Peter Lawrence has arranged for the State Property Group to advertise for a suitable building in the local area with responses expected in the next fortnight. Storage is still being resolved at this site.

Port Stephens – A business case for extending the laboratory facilities and construction of a new aquaria has been submitted to Treasury and will provide the site with future research capacity. Office space capacity is sufficient on site and will only require reconfiguration of the current space available.

Wollongong University – Negotiations of the terms of the agreement is continuing and has support from a number of university departments on campus. It is likely Geoff and Richard Sheldrake will need to meet with the university in the near future to progress this further.

Wollongong City – Contact has been made and there are several options among the many DPI offices in the State Government Office block.

SIMS – Negotiations are continuing.

Newington – There is sufficient space at this DTIRIS (NSW Food Authority) office for the number of staff listed.

Geoff on behalf of Kevin reminded the group that the destination site forms are due by mid next week and that working team leaders have a responsibility to encourage and ensure this information

is collected from staff. It was discussed that the form captures the needs of staff and functional units to ensure these are provided in the new locations and should/can be completed regardless of the uncertainty around exact receiving locations.

A PSA meeting to review the letters and organisational charts is being organised for next week, likely Thursday or Friday (24-25th Feb).

2. **Draft relocation letter, Daniel Rumbold**

Daniel reported that the letters are close to being finalised. Daniel and Kevin will be meeting on the 22nd February to produce the letters. Daniel stressed that it was crucial that all staffing information is up to date by this day as they will need this to populate the letters with the correct staff information.

A staff meeting is to be arranged once the letters have been sent to staff.

3. **Organisational Charts**

Geoff reported that nearly all of the organisational charts have been finalised and submitted to Kevin.

4. **Temporary Contract Renewals**

Daniel advised that contract renewals sent to Orange should be preceded with a phone call to advise them of the need for priority. Geoff informed the group that he can approve extension of temporary contracts for non CR staff only. CR staff extensions and any applications for permanency regardless of the funding source will need to be approved by the DG, Richard Sheldrake.

Daniel suggested the best approach was for applications for permanency for non CR staff to be progressed by seeking approval for a new permanent position to be created in the new location and then to recruit to that position.

Charles reported that he is awaiting feedback on a number of applications for permanency and won't proceed with temporary contract renewals until he is formally advised of the outcome of the previous applications. Geoff advised Charles to follow this up in TRIM.

The working group agreed that as many temporary contracts need to be resolved as possible before the letters are provided by end of February.

5. **Options table for non CR funded temporary staff**

An options table to help management review options for non CR funded temporary staff was tabled by Daniel. Daniel also suggested that the terminology used in the table should also be used in discussions and paperwork.

6. **Other business**

Geoff asked each working group member for an update.

Rodney James (Marine Parks and Aquatic Reserves)

As the Marine Parks and Aquatic Reserve staff are currently 'parked' Rodney wanted to confirm that they will not be receiving letters in late February 2012 and if so what the process will be to deciding their relocation destinations. Geoff noted that Marine Parks and Aquatic Reserve staff are currently still on the Cronulla relocation list as 'to be determined'. It was agreed that discussions with this group of staff and with Geoff, Kevin and Bill Talbot will be required once the marine parks audit report is released.

Rodney also questioned how, if his staff are 'parked', are temporary contract extensions to be managed as a number of staff contracts expire at the end of June 2012. Geoff said that he was happy to receive contract extensions and that while there were many uncertainties the temporary staff are likely to be required to respond to the marine parks audit. Rodney raised, as Adrian Toovey had done so previously, that the marine parks and aquatic reserves group should not be disadvantaged by being 'parked' whilst decisions are made for other groups including in the allocation of resources for staffing or relocation destinations etc., and assurances were provided by the Executive Director that this group won't be disadvantaged.

Myra Milton (Staff Representative)

Myra reported that a number of staff require help with job seeking skills and are dissatisfied to have to attend the one day workshop before being able to access one on one assistance. Myra was also concerned that the new trainer was also being provided in-house from People Learning and Culture Branch and that those who have attended the original course have not been offered any further assistance. Geoff supported the precondition of the workshop to allow 'A' level questions to be answered and agreed that previous course participants should be contacted and offered one on one coaching.

ACTION: Daniel to contact course participants and arrange for one on one coaching to be provided.

Tim Powys (Corporate Services)

No further update

Charles Gray (Research)

No further update

Karen Astles

No further update

Debbie Highton (Corporate Services)

Debbie highlighted that the Gantt chart on the intranet site is out of date as well as a number of other documents.

ACTION: Kevin to update all relevant documents on the intranet site.

Mika Malki (Recreational and Indigenous Fisheries)

Mika and Peter Turnell are in the process of progressing a number of temporary staff extensions. They are also updating the organisational chart for their unit with a number of changes to reflect some recent changes to positions.

Andrew Goulstone (Commercial Fisheries)

Andrew reported that their organisational chart was almost finalised and that the business case to support it was progressing.

7. Review action list

Next meeting/s:

WG Cronulla Relocation Meeting (teleconference) – Thursday 23 February 2012 9:30am

MEETING	Cronulla Relocation Working Group Meeting 21		
DATE/TIME	Thursday 23 February 2012 9.30am to 11:00am	LOCATION	Teleconference
ATTENDEES	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Adrian Toovey Apologies Philip Gibbs Erica Stafford Della Prowse Steve Kennelly Tim Powys Peter Brown	Peter Turnell Mika Malkki Andrew Goulstone Doug Ferrell Karen Astles Charles Gray Myra Milton	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin reported no major updates to destination sites in the past week. Kevin stated that the engineers were meeting at Port Stephens again today (23/02) and will be at Cronulla next week to progress the planning of the new aquaria, library and laboratory facilities at Port Stephens. Kevin also reported that a meeting with SIMS and Geoff and Richard Sheldrake had occurred and that some research staff had also visited the site, with generally positive feedback.

The focus of the past week for Kevin and Daniel has been to review and cross check the employment information of staff required for the February letters.

2. Update from Project Sponsor, Geoff Allan

Geoff reminded the group that any leave applied for to attend a protest action required an application for leave without pay. All other forms of leave for that purpose were denied.

3. Draft relocation letter, Daniel Rumbold

Four letter templates were tabled at the meeting and relate to the different circumstances of staff at Cronulla. A staff list which contains employment details (from Aurion), postal address and assigns a letter type to be received was also tabled and discussed. The four letter templates tabled were letters to:

1. Permanent staff – currently in their substantive roles
2. Temporary staff continuing (contracts to be renewed) – contract will be renewed in this or next calendar year and details about being made permanent to be disclosed if applicable.
3. Temporary staff ending (contracts won't be renewed) – letter confirms end date of contract
4. Casual staff – letter provides an end date for employment

The second page of letter types 1 and 2 details people's options and provides contact details for more information, typically line managers for dates and locations and Daniel Rumbold for entitlements etc. All letter types refer to the organisational charts which will be published to coincide with the release of the letters. The Director General of Primary Industries, Richard

Sheldrake will sign the letters. Sign off on Corporate Service staff letters is to be confirmed but is likely to be the Deputy Director General Finance Strategy and Operations.

ACTION: Geoff/Daniel to confirm sign off for Corporate Service staff letters

Staff receiving letter type 2 includes both CR funded and non CR funded staff. Within this group there is also a division between staff recruited by merit selection and staff recruited without merit selection. Permanent staff currently employed in a temporary role will receive letters related to their last recruited position i.e. the temporary position they currently hold. The number of variations therefore means that case by case assessment is required for a large number of staff in this group. Kevin stressed that contract renewals for staff with contracts expiring within this calendar year or early next calendar year must be finalised no later than three months before their scheduled move date.

Other letter types include:

5. Staff already moved or staff on the list but not actually at Cronulla – no letter sent.
6. Personalised letters – staff with unique situations.

The letters are to be finalised following a meeting with the PSA tomorrow (24/02 at 10:00am). To finalise the letters both the spreadsheet and the final draft of the letters with staff information need to be checked and approved.

ACTION: Working Team Leaders to review the staff list and confirm the letter type to be received, temporary contract expiry date, scheduled move date, and destination information. Confirmation and any corrections are to be provided by email to Daniel Rumbold by 2:00pm today (23/02).

ACTION: Any changes to letter content to be provided by 2:00pm today (23/02) to Kevin or Daniel

ACTION: Working Team Leaders to review the mail merged letters and confirm correct or provide any changes by email to Daniel Rumbold by 12:00pm tomorrow (24/02).

4. Organisational Charts

Organisational charts for Fisheries Research, Corporate Services, Recreational and Indigenous Fisheries and Commercial Fisheries was tabled and discussed. It was agreed that the key purpose of the charts is to display relationships between people, positions and locations and as such grading information and employment status will be removed from the draft charts. The final version of the charts will display the current structure and include position holder, position title and location.

ACTION: Organisational charts to be updated to detail the current structure with position holder, position title and location of position.

5. Progress on Temporary Contract Renewals

Temporary contract renewals are to continue to be progressed as a priority.

6. Other business

It was agreed that a staff meeting will be held Monday 12th March at 2:00pm to allow for all letters to be received and allow information to be processed. Details of the meeting will be discussed at next week's working group meeting (Thursday 1st March). In the interim Working Team Leaders will meet with their staff to discuss the contents of the letters and discuss staff concerns.

In a previous meeting it was agreed stakeholders would again be contacted after the letters to staff were provided.

ACTION: Stakeholder communication to be drafted

7. Review action list

Next meeting/s:

WG Cronulla Relocation Meeting (teleconference) – Thursday 1st March 2012 9:30am
Cronulla Staff Meeting – Monday 12th March 2012 2:00pm

MEETING	Cronulla Relocation Working Group Meeting 22		
DATE/TIME	Thursday 01 March 2012 9.30am to 11:00am	LOCATION	Teleconference
ATTENDEES	<p>Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Tim Powys Adrian Toovey</p> <p>Apologies Philip Gibbs Erica Stafford Della Prowse Steve Kennelly Charles Gray Andrew Goulstone</p> <p>Peter Turnell Mika Malkki Doug Ferrell Karen Astles Myra Milton Peter Brown</p>		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin and Geoff provided an update of relocation sites.

Nowra – the State Property Group has come back to Peter Lawrence with a proposed address for the Nowra office, located in the Nowra CBD. The next step is for a site visit to be arranged to assess the suitability of the suggested address. It is confirmed that it will be difficult to co-locate the office and required storage space.

Coffs Harbour – Peter Lawrence has advised that resolution of site/s for non research staff is approximately one month away. Correspondence with Southern Cross University is continuing and a lease for storage space has been signed. The plan for Coffs Harbour jetty remains for the Marine Parks and Fisheries staff to be located here and for national parks staff to be relocated. Kevin will follow up on this next week when he is in Coffs harbour.

Newington – contact is continuing and there is unlikely to be any issues with this site as there is confirmed to be sufficient space.

Wollongong uni – contact is continuing and progressing as planned. Charles Gray is having continued contact with Wollongong University.

SIMS – Kevin is drafting a brief regarding the requirements at SIMS (not including fit out requirements).

Port Stephens – Derek Scott (Project Manager, Building and Engineering Services) is meeting on site at Cronulla this week to progress the library, aquaria and laboratories. Early design work has commenced.

Kevin reported that a large number of staff have come to see him with a range of issues and he is continuing to refer them to their Managers and Daniel Rumbold.

Kevin was pleased with the improvements in the distribution of advertised positions to Cronulla staff and reminded the group of the assistance that can be provided especially for internal positions, if he is made aware of staff applying for positions.

2. Update from Project Sponsor, Geoff Allan

Geoff thanked the working team leaders and Kevin and Daniel for their work preparing the organisational charts and letters. Geoff stated that the continuing focus of team leaders should be on destination site forms and temporary contract renewals.

Geoff referred to the letter from the Minister's office which accompanied the letter from the department. Working group members reported that this letter had been poorly received by staff.

3. Feedback from relocation letters

Feedback from staff was reported to be limited as the majority of letters were not received until yesterday (29/02/12). However Peter Brown reported that staff felt the lack of any binding commitment from the Department with respect to the offers presented in the letters was poor. He also said that some letters for temporary staff had recorded termination dates that were prior to the relocation date even though the intention is to extend the contracts of these staff. Additionally Peter reported that there is some confusion regarding move dates as some letters presented different dates to those in the Gantt chart. Kevin explained that where dates differed he had spoken with affected staff or functional groups and that often the difference was due to last minute changes requested by staff.

In addition Myra reported that there is also confusion about the information that was provided regarding voluntary redundancy entitlements of staff to transfer within the Sydney basin. As well as dissatisfaction with the default position of not relocating if no response is received and confusion about whether a response is required to the letter just sent. Daniel clarified that it was the second letter (which will be a formal transfer letter), to be issued three and a half months before the move date, which requires a formal response and would assume the recipient is not relocating if no response is received.

As well as dissatisfaction with the default position of not relocating if no response is received and confusion about whether a response is required to the letter just sent. Daniel clarified that it was the second letter (which will be a formal transfer letter), to be issued three and a half months before the move date, which requires a formal response and would assume the recipient is not relocating if no response is received.

4. Destination site forms and needs analysis

Kevin has had no further destination site forms returned to him since last week. Kevin stressed the importance of submitting these forms in order to guide the fit out of sites and stated that the risk of not having this information is that the sites could end up with inadequate facilities. Kevin confirmed that all groups regardless of their relocation site are required to submit this information by functional group.

ACTION: Working team leaders to progress completion of destination site forms with their staff.

Kevin also confirmed the commitment made by Richard Sheldrake (DG DPI) to have high quality accommodation which meets NSW government standards.

5. Staff meeting – 12 March

Debbie Highton passed on concerns from staff that not all staff members can fit in the Main Conference room and therefore can't hear and/or participate fully. The working group discussed possible options to address these concerns and decided that a small PA system with a roving microphone will be hired and Debbie will be tasked with set up of the room to ensure as many people as possible can fit e.g. standing only, hiring of smaller chairs etc.

ACTION: Debbie to explore room set up options for the Main Conference room, including hiring of a PA system and/or smaller chairs.

Peter Brown passed on a request from staff to invite their partners and families to the meeting. Geoff stated this was not feasible due to the concerns of limited space of the Main Conference already discussed.

Peter also raised that people want to know why decisions have been made and whether the business cases will be made available. Geoff explained that the business cases are internal

decision making documents that are not appropriate to release to staff. It was discussed that some relocation decisions have been made as a result of personal circumstances that can not be disclosed. It was agreed that information would be provided in a staff newsletter, or other appropriate forum, regarding the business decision behind each functional groups relocation destination.

ACTION: *Kevin and Geoff to review business cases and draft a couple of sentences regarding why each functional group is being relocated to their destination. Information will be considered by the Working Team leaders before being provided to staff.*

Geoff asked working team leaders and the staff representatives to collect any questions raised by staff to allow for considered responses to be prepared in advance of the staff meeting.

ACTION: *Working team leaders and the staff representatives to collect any questions raised by staff to allow for a considered response to be prepared in advance of the staff meeting.*

A discussion to confirm the agenda for the staff meeting will be carried over to the next working group meeting, once further feedback from staff on the letters is received. Geoff however suggested that the meeting should cover an explanation of the letter and its content, explanation of timeframes, mechanisms for making changes or making a decision, an update on destination sites and a question and answer session.

6. Stakeholder communications

Working team leaders outlined the stakeholders they have briefed/contacted regarding the Cronulla relocation. It was raised that at this stage there is nothing new to report of relevance to external stakeholders. It was agreed that a communication with stakeholder groups be delayed until addresses are confirmed for all sites.

ACTION: *Stakeholder communication delayed until addresses are confirmed for all sites*

Adrian Toovey suggested that a broad level Fisheries NSW newsletter or communication be considered in the coming months to provide an overall picture of NSW Fisheries, its role, function and people. It should be targeted at the wider community not just industry sectors stakeholders. This communication could include information about the relocations from Cronulla as they proceed, but in the context of and as they relate to Fisheries NSW role, functions and services. Karen Astles supported this approach and reported an interest from natural resource management groups in the relocation. It was proposed that this potential future action could be discussed with the Fisheries NSW Directors, given its purpose is beyond that of the Cronulla relocation project.

7. Review action list

Next meeting/s:

WG Cronulla Relocation Meeting (teleconference) – Thursday 8th March 2012 9:30am
Cronulla Staff Meeting – Monday 12th March 2012 2:00pm

MEETING	Cronulla Relocation Working Group Meeting 23		
DATE/TIME	Thursday 08 March 2012 9.30am to 11:00am	LOCATION	Teleconference
ATTENDEES	<p>Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton</p> <p>Apologies Adrian Toovey Tim Powys Peter Turnell Doug Ferrell Erica Stafford Della Prowse Steve Kennelly</p> <p>Mika Malkki Charles Gray Andrew Goulstone Myra Milton Peter Brown Philip Gibbs</p>		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin reported that in the last week work had continued for SIMS, Nowra, Coffs Harbour, Wollongong University and Port Stephens relocation sites.

A number of people have spoken with Kevin and he has met with approximately 40 staff regarding a range of issues related to the relocation since the letters have been received last week.

2. Update from Project Sponsor, Geoff Allan

Geoff attended the Board of Management meeting last week at Port Stephens. Richard Sheldrake covered a range of issues including the Cronulla relocation and confirmed that there is no movement from the Minister's decision to close the Cronulla site and relocate staff regionally.

3. Progress on temporary contracts

The Working Team Leaders provided an update on temporary contracts for each of the functional units. It was discussed that contracts ending this financial year are priority and are to be submitted in batches where possible.

Charles Gray asked whether there was a pro forma for applications for permanency that could be shared amongst the group. Geoff agreed to follow this up and provide an example of a successful submission to assist the application process. Geoff noted that the key issue to be addressed in any submission is an argument that there is long term funding secured for the position. Where a position is externally funded support from the external funding body may help.

ACTION: Geoff to provide an example of a successful submission for permanency to the working group.

A discussion was had about the length of time taken for applications to be approved. Kevin requested that decisions be made within two months and that information be provided back to the staff member following each sign off. Daniel agreed to provide updates to the relevant staff with applications in the system.

ACTION: Daniel agreed to provide routine updates to staff with applications for permanency in the system.

It was agreed that the extended length of time for approvals of permanency and renewal of temporary contracts was contributing to the stress, anxiety and distrust of staff as well as making it harder for people to make decisions about the relocation.

Geoff clarified that applications for permanency based on greater than 2 years of service, with merit selection, ongoing work and CR funds require sign off from Department of Premier and Cabinet. Kevin stated that there are only a small number of positions in this category, although some more staff may become eligible in the second half of the year. Kevin stated that each functional unit should systematically review their temporary staff and categorise them by CR and non CR funds, Sydney and regional positions and identify the staff eligible for permanency now and people that will qualify in the second half of the year.

Peter Brown stated that staff don't agree with the filtering criteria being used for permanency and stressed that there needs to be better communication from Managers to their staff including which group category staff fall into and the action to be taken/being taken on extending their contracts or applying for permanency.

4. Feedback from relocation letters

The group discussed the lack of morale onsite at Cronulla and a number of working group members expressed concern for the well being of staff noting people are depressed and distrustful of management and the decisions being made. It was stated that staff want certainty and a genuine commitment from the department in regards to their jobs and welfare.

Peter Brown raised the issue of positions across the broader DTRIS being advertised in Max Express without consideration of Cronulla staff. Daniel explained that authority to advertise and fill a position lies with line managers and that whilst he and Kevin have been trying to encourage other departments to advertise to, or fill with, affected Cronulla staff he doesn't have control over the recruitment approvals or have authority to have Cronulla staff priority assessed. Daniel and Kevin have contacted the contact officer for a number of positions advertised and will continue to ask them to consider an individual for lateral transfer if staff let them know they want to apply.

ACTION: Geoff and Daniel agreed to further explore whether Max Express could be used to intercept positions being advertised to allow for consideration of Cronulla staff.

Kevin stated that there is also concern on site about the implications of the budget and stressed the importance of making the budget and any related advice available to staff as soon as possible. Geoff agreed that the budget will be under pressure this year but maintained that the relocation of Cronulla is not related to the government trying to achieve cost savings.

5. Staff meeting – 12 March

Geoff confirmed that Mark Patterson has agreed to attend the staff meeting at Cronulla on Monday 12 March from 2:00-3:00pm.

Geoff proposed that he will open the staff meeting and introduce Mark Patterson who would then speak to staff and answer any questions. Kevin will provide an update on the relocation including sites and timeframes and Daniel will discuss HR issues largely around the contents of the letters. A questions and answer session will follow and Peter Brown reported he has gathered a number of questions from staff that he would provide to Geoff later in the week.

6. Review action list

Next meeting/s:

Cronulla Staff Meeting – Monday 12th March 2012 2:00pm
WG Cronulla Relocation Meeting (teleconference) – Thursday 15th March 2012 9:30am

MEETING	Cronulla Relocation Working Group Meeting 24		
DATE/TIME	Thursday 15 March 2012 9.30am to 11:00am	LOCATION	Teleconference
ATTENDEES	Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Adrian Toovey Apologies Geoff Allan Peter Brown Charles Gray Tim Powys Doug Ferrell Erica Stafford Della Prowse Steve Kennelly	Peter Turnell Mika Malkki Andrew Goulstone Myra Milton Philip Gibbs	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin reported that there have been no changes to the destination sites since he spoke at the staff meeting on Monday (12/03/12). Kevin however did report the following:

Nowra - State Property Group are arranging a visit to view the three potential properties identified in Nowra with DPI Corporate Service staff. Peter Turnell is not attending this visit but Peter Lawrence has made a commitment that he will be able to visit the site/s before a property is accepted and signed off on to ensure it meets the needs of the recreational and indigenous fisheries unit and staff relocating.

Coffs Harbour - Kevin is awaiting an answer as to whether other agency staff will move from DPI offices in Coffs Harbour.

Port Stephens - Work designing the aquaria and fit out of laboratories is progressing with the assistance of staff at Cronulla. Kevin expects drawings to be finalised in the next month.

SIMS - Negotiations are ongoing following the most recent site visit.

Newington - Investigations to move 3 staff from the Wollstonecraft office to Newington are underway to prevent staff having to move twice. Kevin reported there was also consideration of the Marine Parks and Aquatic Reserves staff at Wollstonecraft moving to this site temporarily until their destination site is finalised but this has been decided against to maintain consistency with the broader approach of this functional group being 'parked'.

2. Progress on temporary contracts

Kevin on Charles Gray's behalf reported that a number of temporary research positions (CR funded, Sydney positions) have been put forward for renewal/extension. Andrew Goulstone informed the group that he has submitted two applications for permanency at Coffs Harbour and extension of another temporary contract in Sydney. Peter Turnell will be looking to advertise a number of positions as permanent at the new location/s, however contract extensions will need to be progressed until positions are appointed and duty has commenced on site.

Kevin suggested that where positions are to be advertised that this is done as soon as possible to allow all staff on site an opportunity to apply including those with temporary contracts due to end.

Comment [AL1]: Please check carefully to ensure personal info is not revealed.

Kevin reminded the group that almost half of the Marine Parks and Aquatic Reserve staff had temporary contracts due to expire mid year and that action will need to be taken despite their parked status.

The Working Group noted that other temporary contracts will be up for renewal in the second half of this year and first half of next year and will also need to be resolved at the earliest opportunity.

4. Feedback from relocation letters and the staff meeting

Kevin reported that he and Daniel have received a few formal responses to the letters sent in February, including a number of requests to change locations and dates (typically to move dates forward). There have also been a few responses from people indicating they will not move, however this is indicative only until the subsequent letter is issued (letter of offer) and has been officially responded to. In addition to Kevin and Daniel the other Working Team Leaders confirmed that there has been an increased interest in staff to discuss the relocation plan and their options.

Kevin has reviewed the enquiries being made to determine if further information could be distributed around commonly asked questions however he reported that it largely comes back to people's individual circumstances. He reminded the group to encourage staff to speak with their Managers, himself or Daniel.

It was noted that temporary contracts continued to feature strongly at the staff meeting and resolving these remains a priority for the group.

5. Other business

Job seeking skills workshop

Debbie Highton provided some positive feedback from the job seeking skills workshop on the xx March.

Comment [AL2]: Confirm date

Phil Gibbs provided feedback from technical and research staff that the training did not suit their skill group. He suggested that a seminar by a technical expert (e.g. Tim xx) be investigated to assist technically trained staff in developing job seeking skills in their fields.

Comment [AL3]: Please confirm name

ACTION: Daniel to discuss feedback from the job seeking skills workshop with the coordinator, Natalie May

Other training

Kevin highlighted that there is a number of GIS courses scheduled which may be suitable for staff at Cronulla.

Marine Parks Audit

Adrian provided a brief update on the Independent Scientific Audit of Marine Parks in NSW. The report had been publicly released by the Minister for Primary Industries and Minister for the Environment on 16 February. Public submissions on the audit recommendations are open until 30 June 2012 and the Government has indicated it will publicly respond to the Audit in due course. Given the breadth of recommendations spanning governance, research and management of marine parks and coastal and marine environments more broadly, a cross agency group including senior executives from DPI, DTIRIS, OEH and DPC would be contributing to the development of the Government's response. Input from across Fisheries NSW and other areas of DPI would be gained as part of the response process. The draft *NSW Trade and Investment Strategic Plan 2012-2015* had acknowledged that responding to the Audit was one of several strategies aimed at improving the sustainable management, development and sharing of natural resources to underpin current and future prosperity. Kevin remarked that the Government's response to the Audit would influence the future relocation decisions and timelines applying to Marine Parks and Aquatic Reserve staff currently 'parked' as part of this project.

6. Review action list

Next meeting/s:

WG Cronulla Relocation Meeting– Thursday 22nd March 2012 9:00 am (face to face)

PAGE 2 OF 2

MEETING	Cronulla Relocation Working Group Meeting 25		
DATE/TIME	Thursday 22 March 2012 9.00am to 10:15am	LOCATION	Executive meeting room, Cronulla
ATTENDEES	<p>Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Tim Powys Graeme White</p> <p>Apologies Adrian Toovey Peter Turnell Doug Ferrell Erica Stafford Della Prowse Steve Kennelly Charles Gray</p> <p>Mika Malkki Andrew Goulstone Myra Milton Peter Brown Philip Gibbs</p>		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin reported that there had been no further progress on Batemans Bay, Newington and Ourimbah. Action however has occurred in the past week for the following sites:

Nowra – Assets has visited the sites identified by the State Property Group in Nowra. Peter Turnell has been invited to meet with Assets in Nowra next week.

Wollongong University – correspondence from the university has been received.

SIMS – negotiations are continuing

Port Stephens – Derreck Scott (Engineer) has been onsite again and staff from Cronulla have been assisting in the development of the laboratories on site.

Coffs Harbour University – correspondence from the university has been received.

Coffs Harbour jetty – Peter Lawrence is in the process of engaging NPWS to discuss the removal of their staff from the jetty office. If this is not resolved then the State Property Group will need to be employed to find other office space for Cronulla staff relocating and could potentially delay the resolution of this relocation site by a month to six weeks.

Internally advertised positions

Kevin commented that there have been a number of internally advertised positions circulated recently and that contact has been made with the senior staff responsible for the positions including Corporate Strategy and Communications and the NSW Food Authority. Kevin requested the working group remain vigilant in identifying and circulating suitable positions to Cronulla staff.

Feedback from letters

Kevin reported that he had received the following responses/requests in reply to the February letters:

- 4 accepted the move
- 2 accepted the move on the condition their positions be made permanent
- 2 indicated they would like to move early
- 2 relocated

- 3 have made no decision
- 1 confirmed exit
- 1 exit on the condition a voluntary redundancy is received
- 2 requests for changes to move date
- 2 enquiries to change destinations
- Changed the move date (by 2 weeks) for one small group of staff
- Close to finalising a change in dates (by a couple of months) for one staff member

Kevin has spoken with greater than 40 staff within the last two weeks on a range of different issues related to the relocation.

Training

Kevin has been referring generic training requests to Daniel. Other requests for training include GIS and some education relating to mental wellbeing. Kevin has been looking into some general education to assist people to have a better understanding of what's happening to them and in the workplace as a result of the relocation and associated stress and uncertainty. Feedback has been generally positive and the course is likely to run as a half day session.

Temporary staff

Kevin reported that of the 10 temporary staff with contracts due to expire by June 2012 progress has been made on six of them. There are also four applications for permanency currently in the system. Kevin commented that of the four applications made three different mechanisms for appointment are being employed as each applicant has different employment history and meets a different set of criteria for permanency.

Destination site need forms

Kevin has received two more destination site needs forms for Coffs Harbour from Commercial fisheries and research staff. Most of the remaining outstanding destination site needs forms are from research.

2. Update from Project Sponsor, Geoff Allan

No update provided.

3. Destination site needs

This item was covered above in agenda item 1.

4. Progress on temporary contracts

This item was covered above in agenda item 1.

5. Other business

Update from Daniel Rumbold

Daniel has spoken with a large number of staff on a range of similar issues as Kevin.

Daniel has discussed the feedback provide from last meeting on the job skills workshop and coaching sessions with the organiser. Myra made a comment that she had received further feedback that the coaching needs to be specific to the public service.

Daniel and Kevin will be drawing up a list of all staff with changes since the February letters were issued and determine who requires an updated letter to be sent to them.

Update from Working Team leaders

Andrew Goulstone, Commercial Fisheries – three temporary contract extensions have been submitted and the site destination needs form for Coffs Harbour has been completed and provided to Kevin.

Mika Malki, Recreational and Indigenous Fisheries – site destination forms for Nowra, Coffs harbour and Newington have been completed. Investigations are underway with Daniel to see if contracts for positions recruited without merit selection can be extended after the 15 month limit has been reached.

ACTION: Daniel to investigate if positions recruited without merit selection can be extended beyond after the 15 month limit has been reached.

Kevin Cooper on behalf of Fisheries Research – A number of temporary contract extensions have been submitted, although a number of positions have reached the 15 month extension limit. Most of the destination site forms for research remain outstanding and require completing within the next 2-3 weeks.

Tim Powys/Debbie Highton, Corporate Services – Debbie asked (on behalf of a staff member) 'if a staff member accepts a voluntary redundancy can they withdraw the application if they find another job?' Kevin responded that an application can be withdrawn within 3 and a half months of the application being made however this requires approval from senior staff and is not undertaken routinely. Once a payout is received it cannot be reversed. Kevin explained that there is also some discrepancy around when someone is classified as excess and that dates can typically be negotiated. Kevin stated that the current date listed, is the move date for the functional unit and that staff opportunities for staff to negotiate their individual move dates with their managers still exists. Kevin reported that the key date at the moment is the decision date and that dates following this can typically still be negotiated.

Debbie also asked whether some further information about what sort of training can be covered by the relocation budget be provided. Daniel explained that Managers will need to be make the final decision regarding expenditure but that he would provide some further guidance for staff.

ACTION: Daniel to provide a definition of training covered by the relocation budget and any related conditions.

Graeme White, Marine Parks and Aquatic Reserves – following a recent meeting regarding how the unit will service the audit response and maintain marine park operations, temporary contract extensions will be progressed with an aim to have them to Bill Talbot by early to mid April.

Philip Gibbs, Aquatic Ecosystems – has completed the destination site form for the group going to Wollongong, has one temporary extension in the system and supports Kevin's proposal to provide mental health education.

Update from staff representatives

Myra commented that she is continuing to refer staff with questions or concerns to Kevin.

Peter Brown remarked that feedback from staff remains to be focused on the lack of a binding offer from the department, severance, permanency and voluntary redundancy, the lack of certainty post transfer, the uncertainty around the intersection of the Cronulla relocation and the budget process and the disregard for the questions on notice in the meeting with Mark Paterson.

Kevin highlighted that in most cases staff can gain further information about their options and/or more certainty by providing feedback to the letter of intent. It is also possible for staff to accelerate the process and to have their letter of offer issued now or to exit the department early. Kevin provided a number of examples where further information has been able to be provided to staff including payout calculations provided by Daniel or payroll. Kevin encouraged staff to take action to gain further information and increase certainty.

6. Review action list

Next meeting/s:

- WG Cronulla Relocation Meeting 26 (email updates) – Thursday 29th March 2012
- WG Cronulla Relocation Meeting 27 (teleconference) – Thursday 5th April 2012, 9:30 - 10:30am.
- WG Cronulla Relocation Meeting 28 (face to face) – Thursday 12th April 2012, 9:30 - 11:30am

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MEETING	Cronulla Relocation Working Group Meeting 26		
DATE/TIME	Thursday 29 March 2012	LOCATION	Updates emailed
MEMBERS	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Debbie Highton Tim Powys Graeme White Adrian Toovey Peter Turnell Doug Ferrell Erica Stafford Della Prowse Steve Kennelly Charles Gray	Mika Malkki Andrew Goulstone Myra Milton Peter Brown Philip Gibbs	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site update

Kevin advised that the key developments for the week have been:

- further action on Nowra - advice from P Turnell after inspection on Wednesday this week. Engineering Services have been notified.
- action continuing on SIMS and Wollongong University.
- design work for Port Stephens is continuing

Staff update

Kevin reported that he is continuing to receive a range of inquiries and notifications relating to the relocation and that the nature of questions and discussions is wide and varied. Kevin reported the following responses to the February letters and staff related updates.

- Transfers complete = 2
- Transfer accepted = 10 (including 1x destination change and some early dates for transfer)
- Transfer accepted provisional = 1
- Exit department, transfer not accepted = 2 (+1 seeking VR)
- Undecided notifications = 7
- Casuals nil transfer = 5
- Fisheries staff member return to substantive non fisheries position = 1
- Non fisheries staff member expected to return to Fisheries position = 1
- Eight temporary contracts expire before closure (project finishes and no funding renewal expected)
- Other temporary statistics as for last week, except:
 - action has been taken to extend/renew the contracts of the temporary staff whose contract was expected to expire before closure of Cronulla
 - one CR funded temporary staff member approved for permanency upon transfer
 - one temporary to permanent (permanent officer in temp position) result pending

20.

Site Destination Needs

Kevin has received a single new submission in last week for Coffs Harbour research staff.

2. Update from Project Sponsor, Geoff Allan

Geoff would like to thank all WG members for continuing work on temp contracts and site needs. Approvals for one temporary to permanent in the new location and extension for another 8 temporary positions has now been actioned.

Geoff also wanted to thank staff who have responded to the February letter. Responses have provided greater clarity around staff intentions and this is assisting planning.

As Kevin reported, Geoff advised that sites are progressing, particularly for Nowra and Port Stephens and wanted to thank Peter Lawrence and Derek Scott for leading those developments.

Geoff reported that the focus for next couple of weeks remains to be temporary contracts and completion of site needs forms.

3. Update from Working Team leaders

Working team leaders provided an update on temporary contracts, destination site needs forms and any other issues/updates.

Philip Gibbs, Aquatic Ecosystems – is awaiting the approval of two temporary contract extensions currently in the system.

Adrian Toovey, Marine Parks and Aquatic Reserves – proposals to continue three positions expiring on 30 June 2012 will be progressed for Executive Director consideration by mid April 2012. Work is continuing on the dual priorities of responding to the *Report of the Independent Scientific Audit of Marine Parks in NSW* and maintaining the current system of marine parks and aquatic reserves. Some short term staffing changes are imminent in connection with approved leave.

Andrew Goulstone, Commercial Fisheries – the DG, DPI has approved three year extensions for the three Fisheries Manager positions (currently Cronulla based) expiring in April 2012 and is currently preparing a briefing to make the two Fisheries Manager positions relocating to Coffs Harbour permanent.

Tim Powys/Debbie Highton, Corporate Services – no new events/issues to report. Staff are waiting for clarification (via the intranet site) of the conditions under which training will be funded by the relocation project.

Recreational and Indigenous Fisheries – no update provided

Fisheries Research – no update provided

4. Update from staff representatives

No update provided

5. Update from Daniel Rumbold

No update provided

Next meeting/s:

WG Cronulla Relocation Meeting 27 (teleconference) – Thursday 5th April 2012, 9:30 - 10:30am
WG Cronulla Relocation Meeting 28 (face to face) – Thursday 12th April 2012, 9:30 - 11:30am

MEETING	Cronulla Relocation Working Group Meeting 27		
DATE/TIME	Thursday 05 April 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Adrian Toovey Peter Turnell	Doug Ferrell Charles Gray Mika Malkki Andrew Goulstone Peter Brown	
APOLOGIES	Tim Powys Debbie Highton Myra Milton		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin advised that the key developments for the week have been:

- Nowra – Peter Turnell visited the proposed Nowra site and feedback is that the standard and space available is good. The contract for the building is likely to be signed in the next two to three weeks. Once this is finalised staff will be able to visit the site.
- Wollongong University - Geoff and Charles to resolve current issues and progress this site.
- SIMS – negotiations are continuing and getting closer to be resolved.
- Port Stephens – design work is continuing and engineers will be on site later this week. Dereck Scott will be at Cronulla on the 20 April.
- Coffs Harbour – no changes, continuing to try and progress the movement of OEH staff from the jetty office.

Feedback from letters and staff updates

Kevin reported that he is continuing to receive a range of enquiries and notifications relating to the relocation and that the nature of questions and discussions is wide and varied. Kevin reported he has received a total of 45 responses, responses are as follows:

- Transfers complete = 3
- Transfers accepted = 10
- Transfers accepted provisional = 8
- Exit department, transfer not accepted = 4 (+1 seeking VR)
- Undecided notifications = 20

Other staff related information and updates includes:

- Casuals nil transfer = 5
- Eight temporary contracts expire before closure (project finishes and no funding renewal expected)
- Five temporary contracts expiring for staff not selected on merit
- Positions vacated = 5
- Leave without pay = 1
- Fisheries staff member return to substantive non fisheries position = 1
- Non fisheries staff member expected to return to Fisheries position = 1

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Kevin reported that of the 30 temporary contracts due for renewal in January only two remain outstanding. However this does not include parked marine park and aquatic reserve staff. Kevin has made contact with 82 staff since the letters were sent and there are only two staff members who have not spoken with Kevin since the relocation was announced.

There have been four to five changes in locations and a number of changes to dates, as reported in a previous meeting if changes are significant then letters will be reissued.

Kevin also informed the group that there had been changes to some Corporate Service staff who have now become part of DPI rather than Corporate Services under Trade and Investment.

Site Destination Needs

Kevin has received a few more submissions in the last week; however there are still a number of forms outstanding. As decisions begin to be made on fit out and facilities assumptions on the needs of different functional areas will need to be made where this information is lacking and poses a risk that the facilities may not meet the requirements of the functions at some sites.

Timelines

Kevin advised that the next key task for the Working Team Leaders will be the development of detailed timelines for the relocation of each functional area. The timelines for relocating will guide planning and decision making on key actions like training, recruitment, handover etc and will be critical over the next six weeks.

Records management

The process of relocating records from Cronulla is likely to commence in early June. As a number of decisions relating to records will need to be made prior to their relocation Kevin reminded the Working Team Leaders that they are responsible for the management of records for their functional area.

Training

Kevin advised that any training to be paid for by the relocation budget needs to be reasonable and relevant to improve performance in ones current role and/or assist a new job to be found at a new location or within the department. If in doubt Kevin is able to provide advice on the type of training which can be undertaken. Daniel confirmed that this information has been added to the intranet site for staff and will go live later today.

2. Update from Project Sponsor, Geoff Allan

Geoff reported that he is continuing to brief Richard Sheldrake and the Ministers Office on the progress of the relocation.

3. Update from Daniel Rumbold

Daniel announced that the first permanent appointment of a long term temporary staff member had been completed. A discussion was had about other eligible positions and the request from Corporate Services that these be submitted in batches. It was likely that by the end of the day a batch of three would be with Geoff and that he would submit them for approval. Kevin reminded the group that there will be another batch of eligible staff in the second half of the year and that action will need to be prompt so that a decision can be provided to staff who need to make a decision regarding the relocation.

Daniel tabled three draft letters which will be sent to staff who have made a formal response to the February letters. The three types of letters are:

- 1) Formal confirmation of transfer for staff who have made the decision to relocate
- 2) Confirmation of agreed changes to relocation location or significant change to dates as requested.
- 3) Confirmation of entitlements and last day of duty for staff who have confirmed they will leave the department.

There will also be a fourth letter type which will be a tailored response to the response received; this includes the 20 letters received from staff who are undecided. Peter Brown provided some

feedback in the meeting related to continuing negotiations with the PSA and will provide these to Daniel directly.

ACTION: Working Group members to provide feedback on letter templates to Daniel.

Training

Daniel advised the group that an expression of interest for another job seeking skills workshop had been distributed to staff at Cronulla by Debbie Highton.

First State Super has also offered to run another seminar however it was discussed and agreed that superannuation information is only part of the information people are seeking in considering their options e.g. leave balances, service history etc. Daniel reiterated to the working group that he can provide staff with confirmation of this type of information and provide an estimate of entitlements. Daniel can also request formal calculations be undertaken by payroll as requested by staff. Calculations of severance and or voluntary redundancy calculations are made using both the Aurion system and personnel files. Adrian highlighted that the service history information for the marine parks and aquatic reserve staff is incorrect.

ACTION: Daniel to check that the personnel files for marine parks and aquatic reserve staff have come across from OEH and check service history information in Aurion.

4. Update from Working Team leaders

Mika Malki/Peter Turnell, Recreational and Indigenous Fisheries

Mika reported that there have been a number of staff movements including one staff member returning from another agency and a number of internal shifts to formally reflect the organisational chart. Peter Turnell stated that they have been working on a succession plan for recreational licensing. Peter also announced the appointment of Tim Powys as Manager for Fisheries and Business Services which will oversee the commercial licensing branch in Nowra and report to Mika. Tim will commence this position in April.

Peter Brown expressed grave concerns about the process used to arrive at this decision and questioned why a more open and transparent process was not used to provide a fair and equal opportunity for all staff to put themselves forward for consideration for this newly created permanent position.

The working group discussed lateral transfers and job swap opportunities available to staff. Proposals from staff regarding opportunities at other sites should be discussed with Kevin and/or Daniel. Once letters of appointment have been officially responded to a formal job swap and recruitment processes will be run to fill positions at the new locations.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that he needs to progress paperwork for the three positions expiring on 30 June 2012. Work is continuing on the dual priorities of responding to the *Report of the Independent Scientific Audit of Marine Parks in NSW* and maintaining the current system of marine parks and aquatic reserves. One staff member has been approved leave without pay.

Andrew Goulstone, Commercial Fisheries

Andrew confirmed that he has two applications for permanency due to Geoff today and that the three temporary contract extensions submitted have been approved.

Charles Gray, Fisheries Research

Charles advised that all applications for temporary extension for staff expiring during the move (March 2013) have been submitted. Most application have received feedback that they have been approved for extension from their contract finish date through TRIM although a number of staff are still awaiting the final paperwork.

5. Update from staff representatives

No update

Next meeting/s:



Department of Primary Industries

Cronulla Relocation Working Group Meeting #28	
MEETING	Thursday 19 April 2012
DATE/TIME	
PARTICIPANTS	Geoff Allan Kevin Cooper Helena Heasman Daniel Rumbold Louisa Hardinge Debbie Highton Tim Powys Rod James Peter Turnell Charles Gray Mika Malkki Myra Milton Peter Brown Philip Gibbs
PREPARED BY	Helena Heasman

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Apologies: Andrew Goulstone, Doug Ferrell, Alexia Lucas

1 & 2. Update from Project Manager and timelines for relocation

Key developments are:

- Kevin has heard from approximately half of Cronulla staff – approximately 60 yet to make contact.
- Still a couple of temporaries with no extension renewals.
- Currently 8 staff may be eligible for exit payments.
- Negotiated changed start dates for a few individuals, mainly to accommodate children's schooling etc.
- If there is a problem with relocation date and start date, please tell staff to discuss with manager.
- If temporary staff commit to extension, it does not mean they accept a transfer.
- A time-line diagram is available showing decision dates. It is vitally important that managers are aware of decision dates so that when these dates expire, recruitment can commence.

3. Site needs analysis

- Discussions initiated with manager of the state government office block in Wollongong City.
- Temporary location for early movers to Nowra is being discussed.
- The Newington site continues to be developed.
- PSFI – engineering work ongoing. Derek Scott will undertake a stock-take of infrastructure next week.
- Librarians continue to rationalise library holdings and discard unwanted items.
- Meetings were held earlier in the week at SIMS and an agreement-in-principle was reached for accommodating staff. The SIMS Board needs to approve the arrangement.
- Still working on Coffs Harbour accommodation.
- Meetings to be arranged between potential SIMS and Coffs Harbour staff.

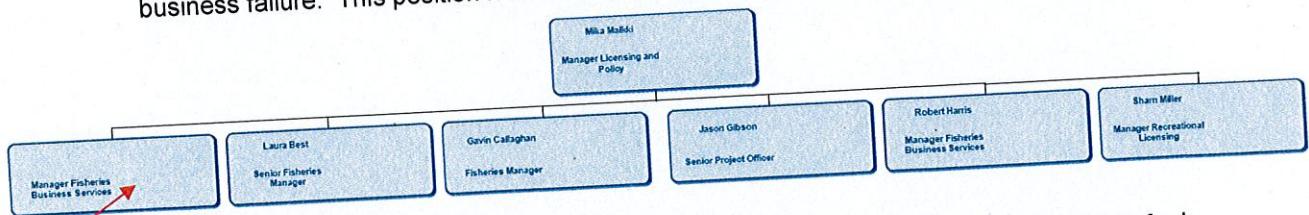
4. Process for creating and filling new positions and process for filling vacant position.

- Peter Brown brought up the issue of ensuring there are fair and transparent processes in place to ensure all staff interested in redeployment to vacant positions arising out of the relocation of functions have an equal opportunity to access those opportunities. Some of the difficulties were discussed around some staff contracts expiring before vacancies arise. Peter Brown suggested that the answer was not to short-cut processes for those whose contracts are running out or expiring and suggested temporary positions could be funded from the relocation

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budget. Kevin replied that there is no point keeping people around if they are not prepared to relocate.

- Kevin pointed out that there are vacant positions and these do appear on the various org charts and staff should be made aware of them. There is no reason why recruitment can't go ahead earlier rather than later if there is a vacancy and if functions are still valid.
- Some staff who weren't appointed by merit selection and who want to relocate, will have to go through a recruitment process.
- Peter Brown brought up the issue of a recent appointment that had caused widespread concern among staff. The concerns centred around the fact that a new permanent position had been created without due process (without evaluation or EOI being circulated to allow other staff to apply) and without following the CMP guidelines. Peter expressed the concern that this position was created to replace an existing position (Manager, FBS) and that it was created at a higher level. Staff were also concerned that the position was created before the Manager FBS had made a formal decision about whether he would relocate.
- Peter Brown stated that in his view this process has damaged the credibility of the Working Group and the reputations of the people who are on it. It undermines the confidence of the staff in the fairness and equity of the decision-making that is occurring on the Working Group. It undermines the confidence of the staff in the competence of the Working Group.
- Geoff and Peter Turnell explained that the position in question was a new position (filling a vacancy) and **does not** replace the Manager, FBS who will retain his position if he decides to relocate to Nowra. A lateral transfer with an experienced officer also affected by the relocation was made to ensure that there was some capacity to manage this work unit as the Manager, FBS previously indicated he could not move and staff have expressed serious concerns about business failure. This position is a vacancy on the Aurion org chart as below:



- Peter Brown requested that all correspondence and briefings relating to this lateral transfer be made available to the Working Group. Peter also advised the Working Group that at a staff meeting last week, staff requested the decision be set aside. Peter asked that a new process be undertaken that is transparent and consistent with Sections 7 and 8 of the Change Management Plan including the position evaluation process and that it be done with the broad representation of the staff.
- Geoff indicated he would not support a reversal of the decision.

5. Records Management

- The process is ongoing. It will be outsourced and Chips' group is responsible for overseeing the process.
- Management will need to identify Trim files to keep.
- It was noted that Research is top heavy with physical files and tend not to use Trim as much as other units. This will present a challenge.
- Records management work to commence in 4 - 6 weeks.

6. Other Business

- Daniel reported that 35 letters relating to staff relocation issues are on the DG's desk to sign. More letters to be issued in the short-term as staff make decisions.
- Daniel pointed out that these are tailored letters (as opposed to generic letters) and provide answers to specific questions/situations.
- Peter asked if there were any moves to enquire about improved severance entitlements for temporary staff. Geoff replied that this has certainly been investigated and the answer is 'no'.
- Peter also asked about permanency for long-term temporaries. Geoff commented that there are 3 currently in the system and several have already been approved.

- Daniel emphasised that if you feel you may qualify for permanency under Section 31, please feel free to contact him and he will investigate your case. Section 31 is not the only way to be made permanent – temporary jobs can be advertised and recruited in the new location

Final whip-round

- Rod James reported Businesses Cases for extension of contracts for temporary staff within the Marine Parks and Aquatic Reserves Program are currently with Adrian Toovey.
- Phil Gibbs brought up the subject of stakeholder contact lists and that it wasn't appropriate for these to be the responsibility of the receptionist, rather, they should be on our website.
- Pete Turnell is working on Business Cases for structuring different groups within his unit and why certain functions will stay in Sydney.
- Debbie Highton reminded managers to let their staff know that she is still receiving expressions of interest from staff who want to attend the Jobs Seeking Skills Workshop. It was generally agreed that the one-on-one workshops were excellent value. Debbie also mentioned the mould affected books and duplicates of electronically held publications were in the process of being removed from the Library stack in Building 16.

MEETING CLOSED: 11:15 am.

NEXT MEETING: Thursday 26th April. Face-to-face.

MEETING	Cronulla Relocation Working Group Meeting 29		
DATE/TIME	Thursday 26 April 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Debbie Highton Rodney James Peter Turnell	Doug Ferrell Mika Malkki Andrew Goulstone Peter Brown	
APOLOGIES	Charles Gray Tim Powys Myra Milton Adrian Toovey Phil Gibbs		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

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Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin advised that the key developments for the week have been:

- Nowra – contact made with another government department in Nowra to house staff temporarily if relocating before the permanent site is available. Kevin to provide Peter Turnell with contact details so that he can progress this arrangement. The contract for the Nowra site is awaiting sign off and is likely to occur in the next fortnight.
- Wollongong city – discussions started with Renata Brooks regarding collocating Fisheries staff with other agency staff e.g. CMA and government staff e.g. lands.
- Wollongong University – no update, options still being explored.
- Orange – contrary to the rumours this site has sufficient space to accommodate relocating staff. Approximately 36 staff at Orange are being moved to another building in town.
- Parramatta – contrary to the rumours this site can accommodate the four people due to relocate here. The move has been factored into the broader strategy to remove public service staff from the Sydney Metro region.
- Newington - contrary to the rumours this site has sufficient space to accommodate relocating staff. Assets is currently in discussion with management regarding where to place staff and who is relocating here.
- SIMS – no change
- Port Stephens – Dereck Scott is onsite today and tomorrow to progress the design and engineering work. Kevin will be contacting relevant staff to meet with Dereck.
- Coffs Harbour – currently working with Assets to resolve office locations in Coffs Harbour. This site will be a priority in the coming weeks.

Feedback from letters and staff updates

Kevin reported that he is continuing to receive a range of enquiries and notifications relating to the relocation and that the nature of questions and discussions are wide and varied. Kevin reported that there has been limited change in the responses to the February 24 letter since last weeks meeting. A couple of departures from the department have been formally advanced and a number of people are investigating their entitlements.

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2. Update from Project Sponsor, Geoff Allan

Geoff reported that the Minister's Office was briefed on Tuesday and responses to the letter, site updates, entitlements and the temporary to permanent situation discussed.

Geoff addressed the work ban issued by the PSA on the 23 April 2012 and advised that he is awaiting the formal notification in order to respond. Geoff highlighted that despite the work ban being presented as 'all staff at Cronulla' a number of staff don't agree and aren't a part of the action. Geoff stressed that it was important that no one feels coerced or bullied and that the staff on site remain considerate of each other regardless of their involvement.

Geoff clarified on behalf of Sally Anderson (Manger, Information and Library Services) that the rationalisation of the library was a part of normal business practices and that books being discarded were duplicates, had been stored electronically (pdfs) or had been spoiled by mould. Geoff confirmed that there is sufficient space and shelving for the library at Port Stephens and that there was plenty of space, similar to that available in the main library building at CFC.

3. Update from Daniel Rumbold

Daniel explained that a significant increase in the number of people investigating their options and entitlements meant that requests were being prioritised, with those people at critical decision points being responded to first. Daniel reassured the group that he is keeping track of all requests and responses will be provided to all staff who make enquiries.

Most recently Daniel reported that he had commenced the paperwork for a few staff who will leave the department in order to finalise their voluntary redundancy, severance and/or departure date. A letter will be sent to these staff a month before their departure date to finalise the decision and trigger payroll to process their payment based on their last day of duty. This is also the trigger for transfer of knowledge to be considered if it hasn't been already. Kevin remarked that these cases are being kept confidential until staff wish to make their intentions to leave the department known. Kevin and Daniel are requesting permission from staff to discuss these departures with their managers but it's primarily up to the individual until the approval is granted and departure date is being negotiated. The group discussed what the potential drivers for confidentiality could be and whether it is a case of people keeping their options open or due to more serious concerns of judgement and harassment from colleagues.

4. Update from Working Team leaders

Andrew Goulstone, Commercial Fisheries

Andrew noted the transfer of one of his staff Darryl Sullings to the NSW Food Authority and the loss this presents to his team. The location of Darryl's position will need to be re-determined and is likely to go to Coffs Harbour with the rest of team. Andrew also reported the temporary appointment (3 months) of a Cronulla staff member to an existing vacant position within his unit at Coffs Harbour and that the official appointment to the position, which will be open to all Cronulla staff, will commence soon.

Rodney James, Marine Parks and Aquatic Reserves

Work is continuing on the dual priorities of responding to the *Report of the Independent Scientific Audit of Marine Parks in NSW* and maintaining the current system of marine parks and aquatic reserves. One staff member is on leave without pay, one is currently on maternity leave and one exited the team in February, bringing the team directly affected by the Cronulla relocation to four. Rodney commented that this was also affecting aquatic reserves work and requests from local councils and the community were difficult to action given the priorities of the audit and limited number staff.

Rodney asked about the process to 'unpark' the group and whether a subgroup of Kevin, Geoff, Bill Talbot and Adrian would guide the decisions relevant to this group. Rodney highlighted that it is challenging being on a different timeframe to the rest of Cronulla and expressed concern that it could disadvantage this group in exploring other opportunities which are likely to emerge between now and the end of the year. Kevin agreed that, at least, a timeline and plan, including the last

possible date a decision can be made in consultation with the Minister's Office should be developed to assist the 'unparking'.

Peter Turnell, Recreational and Indigenous Fisheries

The recreational and indigenous fisheries unit is holding a working team meeting this morning to discuss the progress of the Nowra office and the short and long term office solutions available.

Debbie Highton, Corporate Services

Debbie, Peter Biore and Derreck Scott are to conduct an audit this week to identify the facilities to be relocated.

5. Update from staff representatives

Peter Brown reported that the work ban was discussed at length at the staff meeting and was voted on unanimously by the 50-60 staff present. Peter explained that the industrial action is about ensuring meaningful negotiations occur between the department and staff representatives, including the PSA, to resolve the issues of severance for long term temporary staff and temporary to permanent appointments particularly for staff staying in Sydney. Kevin asked Peter about what formal action the PSA has taken on these issues, particularly at the broader NSW government level.

Geoff reiterated that severance for temporary staff is a whole of government issue and not an issue specific to Cronulla. Despite this Kevin and Geoff remarked that every option from the departments point of view had been explored including up to the Minister's Office. Kevin stated in his opinion the PSA missed the boat when the change was formally introduced with the change of government. Peter remarked that the department had caused problems by being historically negligent by not making long term temporary staff permanent. Geoff stated there has been good movement in this area with a number of successful permanent appointments. He said that Sydney position will be considered secondary to those relocating regionally.

Mika asked whether the formal notification of the work ban was likely to provide further clarity about what type of work is to be banned, specifically training of new staff. Peter responded that there has been a group established to work through the specifics of the ban but that training was definitely included. It was asked that Peter provide the PSA with some feedback that it needs to be known who is involved in order to respect the rights of staff as well as further information on which activities fall under the ban and which don't.

Discussion was had regarding a meeting with the PSA and the working group agreed that this was an issue that required further discussion.

ACTION: *Geoff requested that Working team leaders report on the impact ban is having at next weeks meeting.*

Next meeting/s:

WG Cronulla Relocation Meeting 30 (teleconference) – Thursday 05th May 2012, 9:30 - 11:00am



MEETING	Cronulla Relocation Working Group Meeting 30		
DATE/TIME	Thursday 03 May 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan Kevin Cooper Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Adrian Toovey Tim Powys Debbie Highton Peter Turnell	Doug Ferrell Peter Brown Myra Milton Phil Gibbs	
APOLOGIES	Charles Gray Mika Malkki Andrew Goulstone		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin advised that there have been no significant updates to sites in the last week. Kevin reported that Nowra and Port Stephens are continuing as planned. A meeting was held with staff going to SIMS and the key outcome was that planning needs to occur as a group which requires staff to have a broad understanding about all the functions and teams relocating to this site. Kevin felt these meetings should occur monthly and noted that staff meetings in the future will largely focus on sites rather than functions.

Staff newsletter

Kevin commented on the draft newsletter he distributed to the working group early in the week and thanked Daniel and Louisa for their assistance. The newsletter contains an update on the responses to February 24 letter as well as on key dates for the relocation. Comments are due to Kevin by close of business today and the newsletter will be distributed to staff tomorrow.

Recruitment

Kevin reported he is following up on a couple of leads and opportunities with other departments, including a couple of positions advertised with Liquor, Gaming and Racing. Kevin reminded the group to regularly check Max Express for positions being advertised.

2. Update from Project Sponsor, Geoff Allan

Geoff is still awaiting the formal letter from the PSA and is hoping it contains some further details and definition of the tasks that fall under the ban. Geoff stated that he and the working group need to consider any impacts of the ban and manage them accordingly.

3. Update from Daniel Rumbold

Daniel reported he is back on top of the list of requests for more information and only has a handful to complete.

Daniel informed the group that there is a knowledge/work handover form in the Change Management Plan (on the intranet) for departing staff. Kevin responded that this form as well as a checklist is already being used when staff exit the department.

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Daniel reminded the working team leaders that any recruitment paperwork should be forwarded to him to provide to employee services so that he can ensure the correct advertising process i.e. just to Cronulla staff is followed.

Another state super seminar will be arranged for May/June, the date will be decided in consultation with Debbie Highton.

4. Update from Working Team leaders

Doug Ferrel, Commercial Fisheries

An informal meeting was held last week to update the Commercial Fisheries team. Doug reported that staff were concerned that staff participating in the work ban could/would be disciplined by the department if identified. Geoff responded that staff participating in the ban will not be punished but that potential impacts need to be minimised. Geoff expressed concern that the current wording of the ban left it open ended enough to disrupt normal business.

Tim Powys/Debbie Highton, Corporate Services

Tim noted there has been and will be further departures from the (former) corporate services division and that there is no current move to back up functions. Geoff remarked that he and WG need to be made aware of any gaps that are likely to impact on the relocation and/or service delivery and a plan developed to minimise impacts.

A discussion was had about Chip's plan to dispose and relocate records, following Maria's departure, and whether an external person will be hired to scan and sort records.

Debbie reported that following her departure Karen Herrick will have her duties extended to cover Cronulla as well as Port Stephens and will be on site a couple of days a week. Kevin and Debbie agreed to meet to further discuss handover and reassigning her delegations to someone on site. Debbie reported that her last day is Friday 11th May and that there will be a film crew on site that day filming the Puberty Blues mini-series.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that he is meeting with Kevin later today to discuss the 'unparking' of marine parks and aquatic reserves staff. Geoff supported the development of this plan.

Adrian remarked that significant staffing changes have been occurring in his unit and that other staff, not on-site, were also being affected by the relocation.

Current work continues to focus on the audit response process.

Peter Turnell, Recreational and Indigenous Fisheries

Peter informed the group that tomorrow is his last day at Cronulla and that he will be relocating to Nowra on Monday (14 May) and will temporarily be based at the CMA office. Peter reported that this office can accommodate a couple of other people but if more people wish to move before the permanent site is ready alternative accommodation will need to be explored. Kevin responded that there are a couple of other options available. Peter is expecting to progress some recruitment action in the near future to fill emerging vacancies.

Phil Gibbs, Ecosystem Fisheries

Phil recently caught up with his group and their main issue is the extension of two contracts which expire in June.

5. Update from staff representatives

Peter stated that the wording of the work ban is unlikely to be further explained in the PSA letter. He reiterated that the intention of the work ban is not to disrupt services or the relocation but is to prompt more effort by the department to address and resolve the issues of severance and permanency for long term temporary staff.

Next meeting/s:

WG Cronulla Relocation Meeting 31 (teleconference) – Thursday 10th May 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 31		
DATE/TIME	Thursday 10 May 2012	LOCATION	Teleconference
MEMBERS	Kevin Cooper (Chair) Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Adrian Toovey Tim Powys Doug Ferrell	Peter Brown Myra Milton Mika Malkki Andrew Goulstone Karen Herrick (replacing Debbie Highton) Matthew Ives (on behalf of Charles Gray)	
APOLOGIES	Geoff Allan Peter Turnell Phil Gibbs Debbie Highton Charles Gray		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Feedback from letters and staff updates

Kevin updated the information provided in the staff update on the 4 May. The responses to date from staff to the Letter of Intention sent to staff by the Director-General, Dr Richard Sheldrake, in February earlier this year are as follows:

Transfers:

- complete = 3
- underway = 2
- accepted = 13
- accepted provisional = 7

Leaving the department:

- Decline transfer (excess officer) = 10
- Transfer/return to position elsewhere in NSW Govt = 6/7
- Retiree = 1

Undecided (written response) = 15

Other (positions not transferring) = 22

Nil response to February letter = 56

Kevin also reported that there has been one position made permanent and there are another three currently in the process of being approved. These applications are currently with the DG of Trade and Investment before being referred to the Public Service Commission.

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no change
- Nowra – fitout/layout plans with Director for approval. Storage in South Nowra is arranged.
- Wollongong DPI – no change
- Wollongong University – no update, Geoff is continuing to negotiate with the university.
- Newington – no change
- SIMS – meeting with staff last week.
- Parramatta – no change, space remains to accommodate 4 positions relocating here. ICT positions being renegotiated with new Director.

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- Ourimbah – no change
- Port Stephens – no change, engineering and design work continuing
- Coffs Harbour – storage arranged. Negotiations regarding the jetty office have concluded with no success to remove OEH staff.
- Orange – no change

Kevin advised that meetings will start to be arranged by sites to progress the relocation of each site with staff.

Recruitment

Kevin reported that a job swap to a position with Liquor, Gaming and Racing was progressing and that Erica Stafford had advertised (to Cronulla staff only) a 3/4 position located in Parramatta.

Boats

Kevin reported that the two boats from Recreational and Indigenous Fisheries are fairly straightforward to relocate but that a committee will need to be established to plan for the relocation of research vessels. Kevin explained that a proposal outlining which boats should go where will need to be drafted and provide to Dr Bob Crease to present to the Watercraft Asset Management Committee. This committee will assess the proposal taking into consideration the other boats available at each of the sites. Adrian commented that there are also Marine Parks vessels at a number of locations which are already used for research purposes. Matt Ives raised that the work ban may prevent some staff from participating in this exercise and would result in knowledge loss about boat suitability and use.

Library

Some of the casual staff on site have been given extra hours in order to assist with the relocation of the library.

Corporate Services

Kevin brought it to the group's attention that with Debbie Highton's departure an onsite representative for this group of staff needs to be appointed.

ACTION: Kevin to discuss with Karen Herrick options to fill the Corporate Services representative position on the working group.

2. Update from Daniel Rumbold

Daniel informed the group that there are 5 positions with decision dates pending before the end of May. There are also 6 others with decisions pending by the end of May but these have specific circumstances to be considered.

Daniel and Louisa are continuing to provide staff with informal estimates of entitlements over the phone and formal entitlement estimates from payroll. It was discussed that in order to receive this advice an indicative finish date is required. Daniel reported that a number of staff are using this information to explore their options about how best to leave the department and in these cases its best to work informally with Daniel until the final leave date is known and/or has been negotiated with Managers. A month before the decided leave date, formal entitlement information along with the formal acceptance of voluntary redundancy or severance is sent and needs to be signed and returned to the department.

Letters are continuing to be sent to people making decisions.

Daniel has updated the intranet with information including working group meetings up until April 2012.

A discussion was had regarding staff who have decided not to relocate and whether these temporary contracts can be extended until the Cronulla site closes to cover duties and assist with transition to new locations. Kevin responded that these would need to be aligned with decision dates and other processes like recruitment but that it was possible where the business need warranted it. This would mean the decision date for staff would not change but their departure date would. Peter Brown commented that where this applies to functional areas rather than specific

roles that a transparent process would need to be run to ensure it was fair and equitable and opportunities made available to all interested staff. Kevin commented that extensions following Christmas will be limited as only minimal services on site will remain.

Kevin raised that there has been some confusion of 'priority placement' and who is entitled to it. Daniel explained that it is not until someone becomes an excess officer and chooses redeployment and not voluntary redundancy that they then become eligible for priority placement. This process includes working with the department's redeployment officer to build a profile of likely matches to their skills, experience and interests. Positions (including those not yet formally advertised) are then circulated to people daily to identify anything they would like to apply for. Sought matches are assessed for suitability within 48 hours.

What will occur is that any new, extended or permanent positions available in the new locations will be advertised to Cronulla staff only in the first instance. Daniel commented that he was hoping to use the intranet to advertise positions to Cronulla affected staff as well as establishing a Cronulla mailing list. In these cases as long as the selection criteria are met Cronulla staff will have clear priority. This led to a discussion about position descriptions and the importance of ensuring these are current and where they are not they are updated ahead of time to avoid them holding up recruitment.

Kevin remarked that there had been positive feedback to the most recent job seeking skills training. Kevin commented that the timing was good because there has been a number of positions people are interested in applying for and that they have been able to use this course to directly improve their CV and applications. It was agreed that another course be arranged in the next 2-4 weeks.

ACTION: Daniel to arrange a new job seeking skills workshop.

Mika asked Daniel about possible 'work arounds' for temporary staff which cannot be extended past the 15 months as they were not selected on merit. The option to reemploy staff casually at the conclusion of their contracts is possible but disadvantages staff as their entitlements will be paid out and their continuity of service broken. An alternative option would be to advertise these positions as temporary six months positions which would allow staff to maintain their service histories and also have access to applying for other opportunities as they arise.

3. Update from Working Team leaders

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that he has a GIS spatial data position to be filled at Port Stephens and that he is still working through the temporary extensions of positions expiring 30 June, including long term temporary staff. Adrian commented that the Cronulla relocation is affecting a number of staff at Wollstonecraft which will need to be included in relocation planning too.

Mika Malki, Recreational and Indigenous Fisheries

Mika stated that they have a couple of positions to be recruited for in preparation. It is hoped that eligibility lists can be created and assist to fill future vacancies expected as people depart from the unit.

Andrew Goulstone, Commercial Fisheries

Andy and Doug have started the process to permanently fill a position relocated in new location, Coffs Harbour. Other positions related to the Commercial Fisheries Review won't be filled until confirmed in the government's response to the review.

Tim Powys/Debbie Highton, Corporate Services

Tim reported that there is increasing concern within this group of staff about where they are going and who is representing them. Kevin reiterated that he is working towards having a 'Debbie replacement' onsite and that communicating with this group which is now part Corporate Services part DPI is challenging.

Matthew Ives, Fisheries Research

Matt currently has one position to progress recruitment action on. Matt raised the knowledge loss that is likely occur in research, including from departing staff not participating in training and handover of knowledge as part of the work ban, and urged the department and the DG to resolve the issues raised as it is affecting the future of Fisheries. Matt also raised concerns about the Wollongong University site and requested resolving this site be made a priority as it is impacting people's decision making as they are unsure whether it will go ahead.

4. Update from staff representatives

Peter asked if there was any update on the letter he sent to the DG. Daniel responded that Richard had received the letter and intends on responding. When a response will occur however was unclear.

Next meeting/s:

WG Cronulla Relocation Meeting 32 (teleconference) – Thursday 17^h May 2012, 9:30 - 11:00am



MEETING	Cronulla Relocation Working Group Meeting 32		
DATE/TIME	Thursday 17 May 2012	LOCATION	Teleconference
MEMBERS	Kevin Cooper (Chair) Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Adrian Toovey Doug Ferrell Phil Gibbs	Peter Turnell Peter Brown Myra Milton Mika Malkki Andrew Goulstone Karen Herrick Matthew Ives (on behalf of Charles Gray)	
APOLOGIES	Geoff Allan Charles Gray Tim Powys		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Kevin opened the meeting by reminding the group that the purpose of the working group is to report on and deliver the relocation ensuring the objectives of the relocation, outlined in the Operations Plan, are met and staff supported.

Feedback from letters and staff updates

Kevin reported that there has been no change to responses to the February letters in the past week. Move dates for four staff have been changed but decision dates remain the same. Kevin noted that a large number of people are continuing to make enquiries about their options.

Kevin informed the group that only one temporary contract remains outstanding (not including Marine parks and Aquatic Reserves). This includes two contract extensions, both from research, which are currently with Geoff Allan. Adrian enquired whether the budget implications of contract extensions were being considered. Kevin responded that most temporary staff being extended were on non CR funds. Matt Ives asked some questions about staff from research and Kevin will update Matt on the status of temporary contracts in research as he has only recently joined the working group.

ACTION: Kevin to update Matt on the status of temporary contracts in research

Kevin reminded the Working Team Leaders that there are a number of temporary staff, whose contracts cannot be extended because they were not selected on merit, and will come to an end as soon as June. Kevin insisted that recruitment action/s should be commenced as soon as possible to provide opportunities for these staff to apply for further employment whilst they are still employed by the department. In follow up to last weeks discussion options of filling positions casually or on a temporary six month basis was noted. Peter Brown asked whether continuity of service is broken if staff change to working casually as this could have impacts on their severance, long service leave and appointment to permanency. Daniel responded that casual employment is counted as service as long as the pattern of employment looks the same as temporary/permanent employment i.e. the person works the same hours as part time or fulltime service. Daniel explained that to make this determination a review of an individuals employment history by payroll occurs.

Decision dates

Managers are being notified of staff who have decision dates approaching and they should ensure the email/letter is received by staff taking into account any leave. Kevin clarified that staff have two weeks from the date the email is received and not the date of the letter to make a formal decision about whether to accept the transfer. It was discussed that if no response is provided to the letter,

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Daniel will approach staff and Managers directly. Following this, if no response is received it will be interpreted to mean that the transfer is not accepted.

Kevin reiterated that decision dates are built into the relocation timelines and are important for staff and other relocation activities being scheduled. Kevin noted that to date he has not received timeline information from any of the Working Team Leaders.

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – one research position on track to move the end of May. One of the boats will move too but the allocation of other shared resources also needs to be considered.
- Nowra – Fit out diagram currently being reviewed and Kevin is trying to get the engineers on site at Cronulla next week. Peter commented that he aims to get the ground floor completed first and the other level second.
- Wollongong DPI – contact has been made with people in the building and Kevin has requested a copy of the floor plan. If Wollongong University does not progress Kevin plans to accommodate the research staff at the Wollongong DPI office.
- Wollongong University – Discussions are being had at the Executive Director level and Kevin is trying to get a clear cut answer on this site. If staff are not housed at the university i.e relocate to Wollongong DPI a relationship with Wollongong University will still be pursued.
- Newington – no change
- SIMS – no change
- Parramatta – no change. One position will move next month.
- Ourimbah – no change
- Port Stephens – Dereck Scott will be onsite next week and will be meeting with Matt Taylor and other staff from research to progress development of the aquaria and laboratory. Matt Ives enquired about the facilities proposed for this site.

ACTION: *Kevin to provide Matt with a copy of the Port Stephens proposal*

- Coffs Harbour – Kevin expressed concern that this site is not yet finalised particularly as decision dates for staff are approaching. Assets are continuing to look for a solution but it is likely that the first round of decision dates for Coffs Harbour will be pushed back to one of the other two dates for this site.
- Orange – no change

Motor vehicles

Kevin reported that Dean Patton (Fleet Manager) has been tasked with relocating Cronulla vehicles and establishing pool cars at the new sites. Dean is starting to interrogate usage and review destination site forms to inform what vehicles are required where. Adrian added that there are also a number of marine parks vehicles at destination sites to be factored into planning.

Boats

Kevin reported that he has a few individual proposals regarding boats but that a consolidated approach from all users is required by the end of June. Adrian added that marine park vessels at destination sites were now included and being managed as part of the Fisheries NSW vessel fleet

Marine Parks and Aquatic Reserves

Kevin held a meeting with Marine Park and Aquatic Reserve staff affected by the Cronulla relocation to discuss their 'unparking' last week. At the meeting timeframes were discussed and working back from a closure date of Cronulla of January 2013, decision dates will be October which only leaves a couple of months to plan for this group. The meeting highlighted that the Aquaculture, Conservation and Marine Parks unit staff at Wollstonecraft also need to be included in planning as that site is to be sold.

2. Update from Daniel Rumbold

Daniel reported that being prepared are 5 letters for the 4 June decision date and 4 letters for the 28 May decision date. Two letters have already been sent for staff with a 21 May decision date.

Training

A superannuation seminar is being arranged for Wednesday 6 June and Daniel will follow up with Karen Herrick to distribute this information to staff once finalised.

A discussion was had about the job skills workshop and some negative feedback Daniel received from the trainer. The trainer reported to Daniel that some of the course participants were disengaged and prevented others from participating. The group agreed that further feedback on the course was required to assess the claim and improve the course.

ACTION: *Further feedback on the job seeking skills to be provided by the Working Group to Daniel to enable course improvements.*

Daniel requested that in addition to the Expression of Interest which will be sent to all staff that the Working Team Leaders identify staff in their unit who have an interest in and/or would benefit from this training to enable them to be encouraged to be included in the next course.

ACTION: *Daniel to provide a list of staff who have already participated in the job seeking course.*

ACTION: *Working Team Leaders to provide a list of staff to be canvassed for the next job seeing skills course.*

Doug asked Daniel whether some additional information could be provided on what types of training could be applied for under the relocation budget. Adrian suggested that to assist a list of the types of courses already undertaken is provided to staff and Managers.

ACTION: *Kevin and Daniel to provide some further training guidelines for the intranet.*

ACTION: *Daniel to create a summary of the type and amount of training being take up under the relocation budget.*

Severance entitlements

Peter Brown asked who qualifies for severance and what the criteria are to qualify. Daniel explained that there are two principles (i) the entitlement is given when the initiative to end employment is taken by the department before it would otherwise end, (ii) the entitlement is given when length of service is greater than three years following several contract extensions and where there is an expectation of ongoing work and comes into play where a contract is coming to a natural end. Daniel stated that anybody who has received a letter to transfer out of Sydney would be entitled to severance as this provides evidence of both ongoing work and that the decision to exit the department was made based on the department's initiative to relocate staff from Cronulla. Daniel noted that there is a small group of staff that won't qualify for example staff relocating to other Sydney sites. Daniel stressed that if people in this group are not likely to take up the transfer or if anyone is unsure about their entitlements that they should contact him and/or Kevin.

ACTION: *Daniel to develop a one pager for the intranet on severance entitlements.*

Recruitment process

Daniel explained that positions related to the relocation will only be advertised to affected Cronulla staff in the first instance. Daniel will place the information about advertised positions on the Cronulla intranet site and these positions won't be advertised in Max Express or on the Jobs NSW website. Daniel advised the working group that once approval for recruitment action has been gained, the normal paperwork for Employee Services is to be submitted to him so that he can arrange the above advertising. Daniel commented that if a position cannot be filled by an affected Cronulla staff member it will then be advertised internally.

3. Update from Working Team leaders

Andrew Goulstone, Commercial Fisheries

Andrew reported that the recruitment paperwork, including position descriptions, for two positions is being prepared.

Peter Turnell, Recreational and Indigenous Fisheries

Peter is progressing short term recruitment options in Sydney which will relocate later on. A FAD job is also to be recruited in the near future.

Adrian Toovey, Marine Parks and Aquatic Reserves

There was no update from Adrian beyond the meeting with Kevin previously discussed.

Corporate Services

Kevin to arrange a meeting of 'corporate services' staff to appoint an onsite representative.

Matthew Ives, Fisheries Research

Matt has two positions to recruit for. Matt questioned the performance of the working group against the objectives listed in the operational plan. Kevin undertook to get Matt up to date on the progress of the working group and the relocation.

4. Update from staff representatives

Peter requested that an item on the action list which outlines why each functional group is to be located where is progressed with some urgency as it is overdue.

Next meeting/s:

WG Cronulla Relocation Meeting 33 (teleconference) – Thursday 24^h May 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 33		
DATE/TIME	Thursday 24 May 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Louisa Fitzhardinge Doug Ferrell Philip Gibbs Rodney James	Peter Turnell Peter Brown Mika Malkki Karen Herrick	
APOLOGIES	Myra Milton Charles Gray Daniel Rumbold	Andrew Goulstone Adrian Toovey Tim Powys	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no change.
- Nowra – discussions with Assets and Peter Turnell regarding fit out of Nowra office is continuing. Peter is currently working out of the Berry Office.
- Wollongong DPI – discussions with Assets and building occupants is continuing.
- Wollongong University – no change.
- Newington – Kevin is meeting with Toni Hannon (Manager Property and Administration). Toni has been briefed about the non Cronulla Fisheries staff at Wollstonecraft who will also require accommodation when that site closes.
- SIMS – no change.
- Parramatta – no change.
- Ourimbah – no change.
- Port Stephens – is on schedule with the library to move late August, laboratories completed early November and aquaria fit out completed early next year. Office accommodation will be renovated as required.
- Coffs Harbour – other DPI staff to be moved to accommodate Fisheries staff at two existing sites in Coffs Harbour. Appropriate Executive Directors to be briefed. Late October move date to stand.
- Orange – no change.

Feedback from letters and staff updates

Kevin reported that there has been no major change to responses to the February letters in the past week. The responses to date from staff to the Letter of Intention sent to staff by the Director-General, Dr Richard Sheldrake, in February earlier this year are as follows:

Transfers:

- complete = 3
- underway = *
- accepted = 16
- accepted provisional = 4
- Return to Fisheries substantive position = 1

Leaving the department:

- Decline transfer (excess officer) = 13

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Transfer/return to position elsewhere in NSW Govt = 6/7
Retiree = 1
Return to non Fisheries substantive position = 1
Undecided (written response) = 15*
Other (positions not transferring) = 22*
Nil response to February letter = 57

*figures were not updates

Temporary positions

Kevin reported that the majority of temporary contracts which could be extended have been (not including Marine Parks and Aquatic Reserves staff). However Kevin highlighted that some contracts have already expired.

Kevin announced that three temporary positions have been made permanent in the new locations; two from Research and one from Commercial Fisheries.

Motor vehicles

Kevin is meeting Dean Patton (Fleet Manager) today (24 May) to discuss the relocation and reallocation of motor vehicles to the relocation sites.

ICT

Kevin met recently with David Kennedy (Chief Information Officer) regarding ICT arrangements for the new sites, in particular Nowra.

2. Update from Louisa Fitzhardinge (on behalf of Daniel Rumbold)

Louisa reported that she and Daniel are continuing to prepare letters for staff with relocation decision dates approaching. Following the 28th May and 4th June decision dates the next decision date is the 18th June. Excess officer letters are also being sent as required. Louisa noted that there are currently no responses outstanding with most staff responding quickly and well within the two week decision period.

Geoff reported on behalf of Daniel that the backlog of calls and enquiries to Daniel are being worked through and prioritised based on decision dates. Louisa informed the group that an administration officer is starting with their group shortly which should improve response times to queries.

Peter Brown asked if there was any update on when his letter to Richard Sheldrake would be responded to. Louisa advised that Daniel and Simon Kempson have been involved in preparing a response and recommended that Peter contacts Daniel when he is back in the office on Monday (28 May).

Training

Peter Brown provided feedback from staff on the last job seeking skills training, specifically that the psychology aspects of the course should be removed and an alternative trainer sort. Kevin advised the group that a consultant will replace the most recent trainer and conduct job seeking skills training in the future. Kevin stated that people who have done the most recent training will be transitioned to the new course in order to provide them access to one-on-one training. Daniel is meeting with the consultant tomorrow (25 May) to finalise the details.

3. Update from Working Team leaders

Doug Ferrel, Commercial Fisheries

Doug reported that two commercial fisheries staff have been approved for permanency in the new location. The paperwork for one vacant position has been submitted to Geoff Allan for approval to internally advertise.

Mika Malki/Peter Turnell, Recreational and Indigenous Fisheries

Mika reported that the paperwork to fill five vacant positions will be finalised and submitted to Geoff on Monday for approval to internally advertise. Mika and Peter intend to create eligibility lists to assist future recruitment action.

Rodney James, Marine Parks and Aquatic Reserves

Rodney reiterated that plans to 'unpark' this group of staff has commenced. Work on the response to the marine parks audit report is providing some clarity around the likely future work of the unit. Rodney reported that contracts for temporary staff are being progressed, that there is a strong interaction between the relocation and changes at the Wollstonecraft Office for this work unit and the team is meeting again early June to further discuss the relocation.

Phil Gibbs, Aquatic Ecosystems

Phil reported that staff due to move in September have received their letters of transfer. Phil raised concerns regarding administration resources at the Wollongong DPI site on behalf of staff relocating. Kevin reported that Administration support is part of the discussion being had with this site and the plan is to have this provided by existing resources on site. Kevin also highlighted that there will be a range of other operational issues to be worked through as the move date approaches e.g. mail, cars etc.

Corporate Services

Kevin has arranged a meeting with corporate service staff tomorrow (25th May) at 11:00am to nominate a representative and discuss lines of communication for this group.

4. Update from staff representatives

Peter Brown raised questions on behalf of staff about the Fisheries Business Service's (Recreational and Indigenous Fisheries) plan to extend business on site until the site's closure. Peter questioned how the scheduling of staff being moved is being decided. Kevin responded that staff in this group have been consulted on how the move is to be scheduled and that all staff will move at the second date (phase 2) unless they nominate to move at the first date (phase 1). Recruitment will aim to recruit staff to the new site in phase 1 of the move. Despite the potential differences in move dates Kevin reiterated that all staff will be required to make a decision whether to accept the relocation by the same date.

Next meeting/s:

WG Cronulla Relocation Meeting 34 (teleconference) – Thursday 30th May 2012, 9:30 - 11:00am



MEETING	Cronulla Relocation Working Group Meeting 34		
DATE/TIME	Thursday 31 May 2012	LOCATION	Teleconference
MEMBERS	Kevin Cooper (Chair) Alexia Lucas Louisa Fitzhardinge Daniel Rumbold Doug Ferrell Adrian Toovey Matthew Ives	Peter Turnell Peter Brown Karen Herrick Myra Milton David Truong	
APOLOGIES	Geoff Allan Charles Gray Mika Malkki	Andrew Goulstone Philip Gibbs	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Feedback from letters and staff updates

Kevin reported that there have been no major changes to responses to the February letters in the past week. There are approximately 50 staff remaining who have not provided a formal response. On Monday/Tuesday next week approximately 20 staff relocating to Port Stephens will receive their official letters to transfer and asked to respond by the week of the 18 July. This is the biggest group of staff to date to make their decisions to relocate or not to relocate.

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no change.
- Nowra – Office accommodation has been signed off and fit out will commence in about six weeks time.
- Wollongong DPI – Assets are looking at a couple of other locations in Wollongong. Kevin reported there are no problems with the DPI site and Assets are just making sure that from their point of view this site is the best fit.
- Wollongong University – no change.
- Newington – Kevin is waiting to hear back from a meeting on site which occurred on the 30th May. Feedback regarding Wollstonecraft staff is also pending.
- SIMS – no change. Update from Peter Steinberg, Director and CEO of SIMS, is that the SIMS board is waiting for SIMS Management to confirm arrangements with the Sydney Harbour Trust before they vote. Kevin is pushing for a date to be set.
- Parramatta – no change.
- Ourimbah – no change.
- Port Stephens – final designs are being finalised and are due to be presented to Geoff Allan for sign off.
- Coffs Harbour – Trade and Investment Executive Directors with staff affected by the proposal put forward by Assets (to rearrange housing across departmental offices at Coffs Harbour) are being engaged on the proposal. Kevin informed Matt Ives that there will be no laboratory facilities developed for the research staff and that they will utilise the facilities at the National Marine Science Centre. The Coffs Harbour storage site has been completed and the cages from Cronulla are likely to move to this site.
- Orange – no change

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Kevin also listed Wollstonecraft as a site to provide updates on. Kevin advised that staff at this site should follow up with their Managers as to the future of the site and their future office locations. Kevin is trying to encourage Assets to formally communicate the plans for the site. Kevin reiterated that the closure of Wollstonecraft is not within his or the Working Groups remit, however Kevin is happy to speak with staff from this site and will continue to provide updates as it impacts on the Cronulla move with some units e.g. Aquaculture, Conservation and Marine Parks having staff across both sites.

ACTION: Kevin to raise with Geoff as Executive Director of Fisheries the closure of Wollstonecraft and relocation of these staff.

Motor vehicles

Kevin tabled a list of Cronulla vehicles and trailers and informed the group that within the next month a proposal to disperse the vehicles across the sites will be developed and provided to Dean Patton (Fleet Manager). Kevin highlighted that future vehicle use is likely to be different at the new locations and that this will need to be estimated in the proposal. Kevin will arrange a meeting to start the proposal in the next week.

Records

Kevin has been in contact with Chip Howitt and Chris Martin regarding the relocation of records from Cronulla. Kevin highlighted that Working Team Leaders need to start actioning their records and deciding if they are to be TRIM'd, archived or destroyed and paper records made electronic where required. Matt Ives responded that the work ban is likely to impact on this work and enquired where response to the PSA's letter was at. Daniel responded that a response had been sent from Mark Patterson to the PSA. Kevin added that staffs right to partake in the work ban is respected and if/when it presents an impediment to the relocation an alternative solution will be sought.

Adrian raised that the Marine Park and Aquatic Reserve records still at Hurstville will also need to be relocated.

Ghant chart

Kevin tabled an updated version of the ghant chart and requested feedback from Working Team Leaders, only Adrian had provided comment to date. The working group discussed the purpose/s and usefulness of the ghant chart. Kevin reported that the chart provides all the information related to the relocation, including but not limited to dates and names and is widely used by staff.

ACTION: Kevin to provide Matt Ives with a list of names and dates in a spreadsheet.

The activities which underpin the relocation of each functional unit form the timeline of the relocation. Kevin offered to workshop these timelines with each functional group to help identify all the activities, especially those with longer lead times like stationary printing with new addresses.

ICT

David Truong informed the group that there are a number of ICT services currently hosted at Cronulla which will also need to be relocated. This includes the shared group department data (G: drive), CFIS (Commercial Fisher Information System), Trim Integration engine for CFIS, Recreational IVR license purchasing system and Acuate Reporting system. David asked the Working Team Leaders to identify their data and the systems used and to advise him where they should be relocated to. Peter Brown raised that this is an activity likely to be affected by the work ban.

ACTION: Working Team Leaders to advise David on the relocation of ICT services hosted at Cronulla

2. Update from Daniel Rumbold

Training

Daniel is awaiting a list of staff who have participated in the job seeking skills training to date from Learning and Development (L&D) to be provided to Working Team Leaders. Daniel is in the process of liaising with L&D on the next date for the course in June. The Working Group agreed that two dates should be set ie. June and early July as the demand for courses is likely to increase as people receive their official letters to transfer. Peter commented that the resolution to the training course feedback was positively received by staff.

Another Superannuation Seminar has been booked onsite at Cronulla for 6 June. It was discussed that if staff have questions they can provide them to Daniel prior to the seminar who will provide them to the seminar organiser.

Vacancies

Daniel reported that Erica is currently interviewing for the 3/4 job at Parramatta only advertised to Cronulla staff.

Daniel also reported that there is another opportunity for a job swap within the Office of Liquor Racing and Gaming.

An Expression of Interest for a position with the Catchment and Lands division of DPI will be circulated to all Cronulla affected staff and placed on the Cronulla intranet site. Daniel highlighted that positions open to affected Cronulla staff only have one week to apply. Kevin reminded Managers to alert staff to these opportunities particularly when staff work part time, are out in the field or on leave.

Myra informed Daniel that the Office of Small Business is reported to be recruiting and there are already a couple of positions advertised in Max Express. Daniel responded that if jobs are already in Max Express it is too late but that staff wanting to apply should contact himself or Kevin who can get in contact with the position contact. Myra provided Daniel with a contact for the Office of Small Business.

ACTION: Daniel to contact Office of Small Business and follow up on any future recruitment opportunities.

Other

An explanation of severance entitlements has been updated to the Cronulla intranet under the FAQ section. Working Group minutes have also been updated on the Cronulla intranet to 3 May.

Louisa provided feedback from a meeting with Payroll that staff exiting the department must submit their flexsheets and have these up to date as well as the last day of duty form in order to receive any payments like severance etc.

3. Update from Working Team leaders

Doug Ferrel, Commercial Fisheries

Doug reported that the vacant Fisheries Manager position is in the process of being approved for recruitment, but was unsure where this position currently was in the chain of approvals. Doug also reported that there are three new positions as a result of the Commercial Fisheries Review that are likely to be advertised shortly.

Peter Turnell, Recreational and Indigenous Fisheries

Peter reported that Mika is currently working on the paperwork to fill 4 vacant positions and that there are also another two in the unit being progressed. Five of the positions are currently with Peter and will go to Geoff Allan next week. Peter noted that their unit is after good people and that people should apply regardless of their professional background.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that his staff have another meeting with Kevin next week to further discuss their 'unparking'. The three temporary contract extensions are currently being discussed with Bill Talbot, and have not yet gone to Geoff. The spatial data officer position will also go to Geoff.

Adrian reported that the government's response to the Marine Parks audit is progressing but is likely to incorporate a number of other government reforms underway.

Matt Ives, Fisheries Research

Matt reported he has three vacant positions to have approved for recruitment and one recent position extension. Kevin enquired about other funding applications coming up as this will impact

the number of staff required at the new locations. Matt is meeting with staff tomorrow to discuss the relocation.

Matt again highlighted the objectives of the working group and proposed that each functional unit develop performance indicators to measure against them as he believes the group is currently failing to secure a future for NSW Fisheries. For Fisheries research Matt reported the following:

- (i) Research publications in 2011-12 as a fraction of publications in the period 2010-11: 73%
- (ii) Number of project milestones not met so far in 2011-12 : 3
- (iii) Number of species covered by internal experts for resource assessment workshop and fisheries resources status report: 40% (down from 100% in 2010-2011).

The working Group discussed risk mitigation strategies like recruitment and use of external experts etc and Kevin highlighted the need for each functional unit to identify their risks and solutions to avoid and rectify. Adrian added that business planning for Fisheries is expected in the near future and would outline the future priorities and work of Fisheries.

ACTION: *Each Working Team to identify performance measures to be reported on in future working group meetings.*

David Truong, Corporate Services

David is holding his first meeting with the 'Corporate Services' group tomorrow (1 June).

4. Update from staff representatives

Peter Brown expressed that the issues of severance for temporary staff and permanency were still contemporary issues and that he is still awaiting a response to his letter sent to the Director General of DPI. Daniel responded that the response from the DG was signed yesterday and was likely to be emailed to Peter later today.

Next meeting/s:

WG Cronulla Relocation Meeting 35 (teleconference) – Thursday 7 June 2012, 9:30 - 11:00am



MEETING	Cronulla Relocation Working Group Meeting 35		
DATE/TIME	Thursday 07 June 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Daniel Rumbold Doug Ferrell Adrian Toovey Matthew Ives	Peter Turnell Mika Malkki Peter Brown Myra Milton Karen Herrick David Truong	
APOLOGIES	Louisa Fitzhardinge Charles Gray Andrew Goulstone Philip Gibbs		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Project Manager, Kevin Cooper

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – move completed. Vehicle remains to still be moved.
- Nowra – no change.
- Wollongong DPI – no change.
- Wollongong University – no change. Geoff advised that the university is not currently interested in a partnership arrangement as proposed and the department did not support their counter-proposal of a rental agreement. Geoff will follow up with Charles Gray once he returns from leave and alternative accommodation for research staff is being sought in Wollongong. A relationship with the university will continue to be pursued but is unlikely to result in staff onsite.
- Newington – site was inspected by Assets last week and confirmed that there is suitable office accommodation available, but limited storage space onsite. Senior Managers across Fisheries and the Food Authority are being engaged to examine synergies between staff.
- SIMS – no change.
- Parramatta – One move completed, remaining two ICT positions to move early 2013.
- Ourimbah – no change.
- Port Stephens – final designs have been signed off and works confirmed to meet relocation timelines.
- Coffs Harbour – no change
- Orange – no change

Feedback from letters and staff updates

Kevin reported that there had been a couple of key changes with an additional four to five staff having accepted transfers and three staff having declined transfers in the last week. Kevin reported that the number of staff who have accepted the transfer is currently higher than the number of staff who have declined the transfer and number of no response is less than 50.

Motor vehicles

Kevin has received some feedback regarding the relocation of vehicles from staff and has had generally positive feedback to attend the scheduled vehicles meeting on 13 June (11:00am - 12:30pm, Main Conference Room Cronulla).

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2. Update from Geoff Allan

Geoff tabled the advertisement seeking public submissions on the future use of Cronulla. Alexia Lucas commented that this had not yet been distributed to the Cronulla site and Karen Herrick agreed to arrange this.

ACTION: Karen to arrange distribution of Cronulla future use advertisement to the Cronulla site.

Geoff also tabled a draft document which outlines the functions at each site and a brief description of why each function is located where. The group discussed the contents of the document and Peter Brown commented that the document needs to be as transparent, honest and open as possible. Further discussion was had about the reasons provided for different functions and the need for them to stand up to scrutiny. The working team agreed to provide feedback on the document to Geoff and Kevin by next weeks meeting.

ACTION: Working Team Leaders to provide feedback on the document which outlines the functions at each site and a brief description of why each function is located where.

It was agreed that once the document was finalised by the working group it would be provided to staff.

Matt Ives raised with Geoff the likely loss of expertise from research and the consequences of moving research away from the Sydney 'university hub'. Matt noted his concern that services will not be able to be maintained and the risk that the working group will fail in achieving this objective. Matt recommended that the working group should be tracking its performance. Geoff requested that working team leaders report on the risks to their functional areas as a result of the relocation and outline mitigation measures being taken to ensure service delivery is maintained.

ACTION: Working Team Leaders to report on risks to service delivery as a result of the relocation and mitigation measures to be undertaken.

It was noted that this is challenging in areas where it is not known which or how many staff will relocate. Geoff and Matt arranged to meet to further discuss the risks to research and solutions available as well as a number of other issues.

Adrian commented that upcoming business planning for Fisheries NSW will be a key mechanism to identify what needs to be achieved and the best way of delivering these services. Geoff stated that strategic planning for Fisheries will follow (over the next six months) the now completed DPI strategic plan. Geoff noted that there are two key drivers for Fisheries; the Independent Review of NSW Commercial Fisheries Policy, Management and Administration and the Report of the Independent Scientific Audit of Marine Parks in NSW.

Myra raised that a gap in tax services will result as a consequence of the relocation. Geoff noted that Corporate Services is caught up in broader changes occurring across the department and agreed to follow up with Myra to try and identify solutions.

3. Update from Daniel Rumbold

Training

A list of staff who have participated in the job seeking skills course to date was provided by Daniel Rumbold to Working Team Leaders in confidence. Daniel requested that Working Team Leaders encourage their staff who have not yet attended the training to attend. Two new courses are being arranged for June and July and will be run by an external consultant, Amanda Hubbard. Amanda will also provide the one on one coaching that follows the training course.

Positive feedback regarding the State Super Superannuation Seminar was received from the Working Group.

Advice to staff

Daniel noted that advice he provided to an individual had been distributed more broadly than intended. Daniel commented that this was ok as the advice provided regarding what happens if no response is received from an official letter to transfer applied generally to all staff. Daniel noted that if staff have questions to contact himself or Kevin. Peter Brown remarked that this advice and the content of the letters was also to be discussed at a staff meeting later today.

It was asked if changes are made to the original letter of offer e.g. move date changes etc. how this would be confirmed. Daniel responded that all agreed changes would be confirmed in writing to staff.

Matt asked if decision dates can be changed as some staff had expressed a need to know what other staff are doing and where functions will be located before making their decision. Geoff responded that he is willing to receive any proposal to make changes but it will be very difficult to change decision dates and would require a very good reason.

Flexsheets

In follow up to a discussion last week Myra asked whether Payroll checks if flexsheets for staff are up to date. Daniel responded that Payroll no longer follows up on flexsheets. Myra questioned this approach as staff typically provide their flexsheets to their Managers for them to submit to Payroll and that staff had limited knowledge of whether they are sent to Payroll by their Manager.

Expressions of Interest

Daniel commented that the recent EOI to Cronulla staff had been distributed to staff via email to the Cronulla site and posted on the Cronulla intranet site. As there is only a one week period for applications to be received Daniel proposed to provide a SMS notification service to ensure Cronulla staff offsite e.g. working part time, on leave or in the field etc. receive timely information about the advertised vacancies. Peter Brown suggested that a subscription based service which allows staff to register their private mobile details is most appropriate but shouldn't detract from Management's responsibility to also keep staff informed. Daniel agreed with this approach and committed to add a sentence to future EOI emails to encourage distribution of the information by Management.

ACTION: Daniel to invite Cronulla staff to receive SMS notification of EOIs.

Daniel noted there are likely to be a couple more positions advertised in the next week.

3. Update from Working Team leaders

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that his team will meet with Kevin later today to further discuss their 'unparking' and will include two staff members currently on leave.

The process to develop the government's response to the marine parks audit is continuing and providing some further clarity about future work. Adrian commented that a meeting of Fisheries Directors next week will focus on the marine parks audit.

Adrian noted that the renewal of temporary contracts can not be delayed any longer and will need to be based on 'best guess' scenarios related to how the audit response will be finalised and potential locations related to this work. Geoff supported the actioning of the temporary contract extensions.

Matt Ives, Fisheries Research

Matt reported that he has two positions awaiting approval to advertise currently with Geoff. Matt noted that to date had not had any feedback from the letters sent to staff relocating to Port Stephens. Geoff and Daniel stated they would follow up to provide Matt with this information. A position with the independent survey group is currently being held until the location is finalised. Matt noted he was waiting Charles Gray's return before progressing recruitment action for this position.

Matt questioned the decision for Sydney staff to not have their requests for permanency considered and sought confirmation from staff that this was not a reflection on them or their work. Geoff responded that permanency is an issue for the whole of the public service and that a special case had been made to be able to make staff who relocate permanent in the regions. Daniel commented that four staff to date had been made permanent and another one position was in the process of being approved. Adrian asked how permanency is being applied in the other clusters also experiencing change. Geoff responded that the other clusters were not being provided an opportunity to move with most being downsized. The working group discussed the requirements to make permanent under 'Section 31' of the Public Service Act, the related sections of the change

management plan which outlines the departments implementation of this policy and the need for employment structures to align with strategic planning at the branch level (NSW Fisheries).

Doug Ferrel, Commercial Fisheries

Doug reported that he has a permanent 9/10 resource management position at Coffs harbour close to being ready to advertise. Doug also noted he has a second position which will need to be advertised once the position description has been finalised.

Doug also reported that three new positions have been created at Coffs Harbour to deliver on the Commercial Fisheries review recommendations and outlined the key timeframes of the reforms. Doug noted he will hold an information and question and answer sessions with staff next week.

Peter Turnell, Recreational and Indigenous Fisheries

Peter reported he has two 6/8, two 5/6 and a couple of 3/4 positions in recreational and commercial licensing at Nowra ready to be advertised. Peter noted that the 3/4 positions might be advertised more generally across both recreational and commercial licensing to broaden the skill set so that staff have an understanding of both units. Shared roles would also suit the timing of the work as commercial licensing is busiest in June/July and recreational licensing busiest over the summer and the Easter period. Casual arrangements with staff, whose temporary contracts cannot be extended beyond 15 months, and want to stay onsite as long as possible are also being progressed.

Geoff initiated a discussion regarding the risk to recreational and commercial licensing as a result of the relocation and implications of the recently released Commercial Fisheries Review report. Peter noted that last time an exit grant scheme was run additional staff were hired for this process.

David Truong, Corporate Services

David noted one staff member moved to Parramatta last week and another staff member's last day of duty is tomorrow.

David received feedback from the library staff who have received their letters to relocate to Port Stephens that they will not be relocating. As such issues about the library and library staffing were raised. Geoff responded that the library will relocate to the visitors centre at Port Stephens and that staffing arrangements were still to be decided, but that he was keen to have a physical presence at Port Stephens at least part time. It was noted that library services will be taken over by Sally Anderson at the end of August and are likely to be serviced from Orange until staffing is resolved.

Myra thanked David for doing a great job and for his interest and enthusiasm in the Corporate Services group of staff.

4. Update from staff representatives

Peter informed the working group that there is a staff meeting today that will include discussions on the response he received from Richard Sheldrake to his letter. Peter questioned the involvement of Daniel and Simon Kempson in drafting this response and felt that the letter had not been independently assessed and answered. Geoff noted that Richard had sought advice from a range of people which is typical in drafting responses.

A discussion was had about the appropriateness of the department's response and policy on severance entitlements for temporary staff and requests for permanency. Geoff reiterated that these are whole of government issues and had been addressed as much as possible by the department. Daniel stated that changes to these policies can only be made by the Ministers Office and perhaps high levels of Department of Premiers and Cabinet. The discussion continued regarding the role of the PSA in pursuing the requested changes to government policies and whether individual cases for permanency had been put forward by the PSA.

Next meeting/s:

WG Cronulla Relocation Meeting 36 (teleconference) – Thursday 14 June 2012, 9:30 - 11:00am



MEETING	Cronulla Relocation Working Group Meeting 36		
DATE/TIME	Thursday 21 June 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Andrew Goulstone Doug Ferrell Rodney James	Charles Gray Peter Turnell Myra Milton Karen Herrick David Truong Joshua Alridge	
APOLOGIES	Kevin Cooper Adrian Toovey Mika Malkki Peter Brown Philip Gibbs		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Geoff Allan

Geoff provided an update on staff and sites on behalf of Kevin.

Feedback from letters and staff updates

Transfers:

- complete = 6
- underway = 1
- accepted = 16
- accepted provisional = 3
- Total = 26

Leaving the department:

- Decline transfer - excess officer / found alternative employment in NSW Govt = 28
- Undecided (written response) = 12
- Other (positions not transferring):
 - Contracts end = 10
 - Casuals end = 5

Other:

- Marine Parks Parked = 5
- Nil response to February letter = 50

Site updates

Geoff advised the following updates to sites in the last week:

- Batemans Bay – no update reported
- Nowra – keys for the office have been received. Plans for the office fit-out have been approved and are proceeding e.g. IT contractors are on site Monday. Two staff transferred currently working from the Berry office plan to move in, in the next couple of weeks. Most staff to move September to November.
- Wollongong DPI – no change, office arrangements on track.
- Wollongong University – no change.
- Newington – no update reported.
- SIMS – work is continuing on finalising contract arrangements with SIMS.
- Parramatta – no update reported.
- Ourimbah – no update reported.

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- Port Stephens – Tenders for the construction work related to the laboratory and the aquaria are to be issued soon.
- Coffs Harbour – Discussions are continuing with the National Marine Science Centre regarding office space for research staff. Letters for these staff were issued this week. Investigations are underway for accommodation in the jetty precinct for non research staff. This is likely to be across two offices, the Marine Parks building and the Crown Lands building. Negotiations with OEH to transfer staff out of the Marine Parks office has not progressed.
- Orange – no update reported.

Other sites:

- Wollstonecraft – staff from this site are likely to be relocated to Newington.

3. Update from Daniel Rumbold

Letters

Daniel informed the working group that 11 staff relocating to Coffs Harbour received their transfer letters this week. The next letters issued will be to staff relocating to Nowra, in the first week of July.

Louisa Fitzhardinge reminded the group that the letters to transfer were being sent by email and therefore the date on the attached letter may be different to the date of the email. A response is required two weeks from the date the email is received. Josh Aldridge asked whether the two week period to respond was flexible. Daniel and Louisa responded that if people are on leave, out in the field or require further information to make their decision that the timeframe for a response could be flexible. Louisa reminded the group that Managers should inform her or Daniel if they know people are on leave or in the field and are unlikely to receive the letter/email as a result. Louisa also reiterated that they will follow up with staff if they have not received a response after the two week period.

A discussion was had regarding whether Managers will be informed ahead of time of staff receiving their letters. Daniel responded that supervisors, as presented in Aurion, are currently receiving notifications of when their staff will receive letters by email the week preceding. Daniel reminded the group that the timeframes are also presented in the gantt chart for each functional area. Peter Turnell requested that Mika Malki is also informed when staff letters for Nowra are issued. It was agreed that each working team leader would advise Daniel and Louisa if there are additional people to be informed for each functional area.

ACTION: *Working Team Leaders to advise Daniel and Louisa if an additional person to listed Supervisors needs to be notified of when letters are being sent to staff.*

Expressions of Interest

Daniel noted another EOI had been distributed to Cronulla affected staff and listed on the Cronulla intranet with more expected soon. Alexia Lucas raised that some Fisheries staff at Wollstonecraft had also been included on this distribution list. Daniel stated that these staff are also undergoing change with the closure of Wollstonecraft but would follow up with Alexia offline about her concerns.

Staff questions

David Truong asked on behalf of one of the Corporate Services staff, if you accept a temporary position and your permanent substantive position relocates in this period, what happens at the conclusion of the temporary contract? Daniel responded that in this situation at the end of the temporary contract you would be made excess and would then be able to accept a voluntary redundancy (VR). Daniel agreed to provide this response to the staff member in writing.

David also asked Daniel to provide clarification of how the excess officer policy and voluntary redundancy worked. Daniel explained that government policy meant that an excess officer was a person who was no longer attached to a position and that once you were made excess then you are offered a VR. In terms of how this process works in the context of the Cronulla relocation, Daniel outlined the process to be as follows:

1. Staff are sent a letter of offer to transfer with their position to the new location i.e. the current letters being sent. Staff have a two week period to make a decision. If the transfer is declined, a date to leave the organisation is negotiated between the staff member and management.
2. Staff who decline the transfer are sent an excess officer letter to officially declare them excess. This letter will be sent approximately 28 days before the agreed exit date and a response is required within 14 days.
3. Staff officially declared excess will be issued another letter offering redeployment or voluntary redundancy. Once the decision has been made to accept a voluntary redundancy the staff member must conclude employment with the department within 14 days.

It was discussed that to ensure continuity of work and proper handover of work that there should be a cross over between people exiting the department and any new recruits. Daniel agreed and noted that this was why the decision date for most staff was well before their move date.

David requested on behalf of staff that where staff are successful in negotiating alternative move dates that this is formally communicated to them.

Karen Herrick asked a question about a couple of jobs on the jobs NSW website which had disappeared hours after having been posted. Daniel responded that he was not involved with that website or the jobs advertised but thought that these jobs may have been filled or needed to be offered to staff seeking redeployment before being more widely advertised.

Training

Daniel noted he had not received any feedback on the most recent job seeking skills training.

3. Update from Working Team leaders

Charles Gray, Fisheries Research

Geoff asked Charles to pass on his thanks to Matt Ives who was involved in the working group whilst Charles was on leave and made valuable contributions to the group during this time.

Charles stated he had a meeting with staff following the working group meeting and was looking to address the impacts staff losses are having/will have on projects. Some project milestones and project personnel may need to change and be negotiated with the funding bodies like FRDC and the Recreational Trust. Charles noted that the full impacts to projects will not be known until a better idea of who accepts/declines the transfers is known.

Doug Ferrell /Andrew Goulstone, Commercial Fisheries

Doug reported that he and Andrew had met on Tuesday (19/06/12) to discuss a strategy to fill a number of vacancies in their group. The remaining recruitment paperwork for these positions will go to Geoff in a batch soon.

Doug reiterated Charles comments of needing a better idea of who is likely to relocate and who isn't to identify and manage the risks to service delivery.

David Truong, Corporate Services

David discussed a number of staff which are or have recently exited within the Corporate Services group of staff.

David asked Geoff for an update on the library staffing situation at Port Stephens. Geoff responded that he thought some temporary staff was likely to look after the library and would follow this up with Sally Anderson (Manager Information and Library Services).

Rodney James, Marine Parks and Aquatic Reserves

Rodney reported that one of the first steps of this groups 'unparking' is to conduct a functional analysis.

Two temporary contract extensions were currently with the DG of DPI for sign off and the Marine Parks Support Officer has found another position and will be finishing up with the unit shortly.

Peter Turnell, Recreational and Indigenous Fisheries

Peter reported that he and Mika have scheduled a planning meeting for next week to work through the risks of the relocation particularly to commercial licensing. Peter noted that the consequence of this work not being done would be felt in days.

Peter noted that recruitment paperwork for a number of positions will go to Geoff shortly and will include opportunities for staff to secure permanency in the new location/s.

He also reported that he has had a number of phone calls from Crown Land staff following the announced changes to that department looking for opportunities in Fisheries.

Peter is holding a staff meeting next week.

4. Update from staff representatives

Myra asked where the document which outlined which functional areas are to be located where discussed at last weeks meeting was at. Geoff responded that he had received little feedback from the working group. It was agreed that this would be redistributed to the group for comment.

ACTION: *Alexia to redistribute the document with functional areas by location to the working group for comment.*

Next meeting/s:

WG Cronulla Relocation Meeting 37 (teleconference) – Thursday 28 June 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 37		
DATE/TIME	Thursday 28 June 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Daniel Rumbold Andrew Goulstone Doug Ferrell Adrian Toovey	Charles Gray Peter Turnell Myra Milton Karen Herrick Philip Gibbs Mathew Ives Laura Seymore	
APOLOGIES	Louisa Fitzhardinge Mika Malkki Peter Brown Myra Milton David Truong		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Kevin commenced the meeting with an update on the marine parks staff. Kevin informed the group that two temporary contracts within the group had been approved for extension and that work was continuing to 'unpark' this group including looking at Newington as a potential location.

Staff updates

Kevin noted that in the last couple of weeks a number of Cronulla affected staff have been successful in obtaining positions elsewhere. Kevin remarked that feedback has been that the job skills training and other initiatives being undertaken as a part of the relocation were helping applicants and convenors alike.

Kevin has been following up with staff who have completed transfers to obtain lessons which can be learnt to improve on future transfers. Through this process it has been identified that some clearer information around the entitlements of transferred officers is required as well as consideration of when this information is provided to staff. Kevin is undertaking to formalise post transfer interviews to help to improve the processes as staff relocate.

Kevin and Daniel will be drafting a new staff update which will include some of the above information as well as reiterating the timeframes and processes for making decisions related to the relocation. Kevin asked for any material to be included in this update to be provided to him.

ACTION: Working team leaders to provide any additional information for the staff update to Kevin.

Kevin reported that the remaining applications for permanency in the new locations have been sent to the Public Service Commission, which is the last step in the approvals process.

Kevin is continuing to receive enquiries from staff receiving their letters about additional information they require in order to make their decisions as well as requests to change their move and/or departure dates. Kevin noted that staff relocating to Nowra will receive their letters next week (week commencing 2nd July).

31

31

The number of staff members who have not provided any indication of whether they will accept or decline the transfer is 46. The number of staff who have accepted and declined transfers has both increased since last week but remains to be about equal.

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- Nowra – fit out of office space has commenced. Scheduled completion date is within one week of the first staff move dates. It is being proposed that the fit out work is staged so that part access can be achieved by this date.
- Wollongong DPI – no update reported.
- Wollongong University – no update reported.
- Newington – two options to be presented in the next two to three weeks.
- SIMS – advice was received early last week that plan A to use a building at the top of the site was no longer possible and a site visit was arranged to look at plan B. There may be some issues with storage on site but overall the feedback was good regarding facilities available and timing of the move. A MoU is being progressed between the department and SIMS.
- Parramatta – Kevin is in contact with the Director of ICT who has requested that the two positions to be located in Parramatta be moved to the city.
- Ourimbah – no update reported.
- Port Stephens – fine tuning of library fit out plans has occurred in conjunction with library staff.
- Coffs Harbour – plans for the fit out of the Crown Lands building in the jetty precinct are being drafted. There are also plans to move the library in the Marine Parks office and use this as office space. Adrian requested that the library is moved to the National Marine Science Centre (NMSC). It was noted that this is not an official library and some cataloguing is required.

ACTION: Kevin to follow up and see if the library can be moved to NMSC and progress moving the library in consultation with marine parks staff, including Adrian.

- Orange – no update reported.

Vehicles

Kevin reported that the vehicle plan is still with the Fleet Manager, Dean Patton and he is expecting to hear back from Dean next week. Kevin remarked that the number of vehicles matched well to the demand at each site.

Boats

Kevin reported that he has been working with Charles Gray on relocation of the boats and a proposal is close to being completed. Kevin noted that there may also be an opportunity to have a boat at SIMS.

ICT

The facilities and services at Cronulla have been identified for shut down and transfer, which includes relocation of the switchboard. Kevin raised that a decision about where the switchboard would be relocated to had not yet been made. Adrian suggested that an excel document of who does what would be useful for this purpose and should include all staff across all Fisheries sites.

ACTION: Karen to follow up with Dean on the switchboard as to what is currently being used and could be used as a starting point to develop a whose who in Fisheries document.

Records

Kevin reported he had emailed the Managers regarding the number of records which require action, namely whether to transfer, archive, destroy or make electronic. Kevin noted there are 23,000 TRIM records on site which are not electronic as well as a number of others which have not been TRIM'ed including the pre 2007 Commercial Records from Pymont in the records room. Doug Ferrel enquired whether there was a way to search and sort the TRIM records electronically and Kevin agreed to follow up with Chip Howitt.

ACTION: Kevin to discuss with Chip an electronic method of searching and sorting records. Research records were also discussed by the group as a number of these are not in TRIM, including all research databases. Geoff asked after records managed by Tracey and Steve Kennelly. Charles stated that Bob Crease should be responsible for resolving research records at

Cronulla. Kevin agreed to arrange a meeting regarding a stock-take of records onsite to facilitate actioning of records.

ACTION: Kevin to arrange a records stock-take meeting

Matt Ives raised that the work ban may impact on this work.

Other

Philip Gibbs raised, on behalf of the staff he represents, whether admin support arrangements had been finalised at the Wollongong DPI office and the urgency to resolve this as staff move in September. Kevin reiterated that it is likely that DPI resources already available at this site would be utilised. Kevin also noted that admin support at all locations including those which don't have any DPI resources currently e.g. Nowra and SIMS was being worked through.

Kevin reported that he has been meeting with a number of other parts of the department about upcoming relocation announcements. Kevin noted that with increasing sections of the department being affected by change that competition for jobs is likely to increase and reminded staff and the working group about the importance of informing him and Daniel about their interest in positions advertised so that contact can be made with the recruitment contact.

2. Update from Geoff Allan

Geoff informed the working group that a Parliamentary enquiry into the decentralisation of Cronulla Fisheries would occur. Geoff noted that this is an investigation into the implementation of the decision and not the decision itself and was not expected to overturn the relocation. Geoff noted that the Terms of Reference and membership of the group is available on the Parliamentary website and is due to report on 23rd October 2012.

Matt Ives questioned Geoff Allan as to whether as the head of Fisheries he thought that the relocation should be put on hold until the findings of the Parliamentary Inquiry are released given that the terms of reference included questions about whether the department could meet our legislated responsibilities to manage NSW fish stocks sustainably with such a massive loss of wild fisheries staff.

Geoff Allan said the relocation would not be put on hold pending the inquiry and that the working group was designed to manage the risks.

Geoff reported that he had not received any further feedback on the document which outlines where each functional group is to be relocated and as such it will be made available to staff.

ACTION: Kevin will place this document on the intranet and refer to it in the staff update.

3. Update from Daniel Rumbold

Letters

Daniel confirmed that ~10 staff relocating to Nowra will received their transfer letters next week.

Daniel reported that some staff had not received their letters on time due to leave and field work and that extra time to respond was being provided and/or extra information to assist staff in making their decision.

Laura Seymore raised that extra care and professionalism is required by staff sending transfer letters and Daniel agreed to follow up with PLC staff regarding this.

Daniel also reported that he will be adding information about the options and process to the content of the transfer letters, in response to feedback he has received.

Daniel noted the progress in making eligible staff permanent in the new locations under section 31. Geoff announced that the eligibility of staff relocating to Sydney locations under section 31 would now be looked at and progressed.

Expressions of Interest

Daniel has 13 positions to be advertised to Cronulla affected staff in various stages of sign off, including 9 permanent positions and 4 temporary. Daniel has sent an email to all staff inviting them

to sign up to receive notifications of EOIs via text message. Daniel noted he is relying on the Cronulla site email group in Lotus notes to distribute information and that if working group members know of any staff missing from this group to inform him.

Other

Daniel has updated the intranet with some examples of training undertaken under the relocation budget.

Matt Ives questioned Daniel about a decision for a staff member to be excluded from one on one training despite qualifying through partaking in the job skills workshop. Daniel committed to follow up why this decision was made.

4. Update from Working Team Leaders

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that two temporary contracts in his unit had been approved for extension.

Adrian noted that the role of Planning and Communications Officer being relocated to Newington was being considered as there are potential connections with the education group also being relocated there. The rest of the marine parks and aquatic reserves staff will be worked through over the coming months in line with the timeframes for the closure of the site.

Adrian informed the group that the Marine Parks Support Officer will be finishing up with the unit tomorrow and will create a gap in administration tasks. Adrian noted that a number of the marine parks have admin staff already in regional locations where staff are being relocated to e.g. Huskisson, Coffs Harbour etc. and that support services should be provided equally across all Fisheries sites.

Andrew Goulstone, Commercial Fisheries

Andy reported that letters for staff transferring to Coffs Harbour had been issued two weeks ago and the due date for responses is tomorrow.

Andy has a number of positions awaiting recruitment which are expected to be advertised by next Friday (6th July). Sequencing of advertisements has been determined.

Laura asked Andy why the Lobster FMO position was being relocated to Coffs Harbour when the lobster researchers are staying in Sydney. Andy responded that this position was not specific to lobsters and needed to provide administration assistance to the groups priority work. Andy commented that the two industry FMO positions are likely to be rolled into one position and work closely with the catch records group in Coffs Harbour.

Charles Gray, Fisheries Research

Charles is meeting with his staff to discuss risks to projects and methods to mitigate the risks following the meeting. Charles reported that he and Bob Crease had met yesterday in regard to planning for the future of Fisheries research.

Charles is awaiting the paperwork on three temporary extensions and a couple of positions are likely to be advertised soon.

Charles provided some feedback to the group on the SIMS visit and noted that laboratory facilities will need to be resolved before staff will move to this site.

Peter Turnell, Recreational and Indigenous Fisheries

Peter reported that a number of vacant positions within their group would be advertised shortly, including opportunities for staff to secure permanency in the new location/s. The group discussed that it would be ideal to advertise like positions in a block and the use of eligibility lists.

Peter is holding a meeting next week with volunteers to discuss potential impacts of the relocation on them and to address any issues.

Phil Gibbs.

Phil outlined the risks to the work of the staff he represents. He noted that support had been provided to Karen Astles by way of the extension of Justin's contract and that the project timeframes have experienced some set back as a result of the relocation. Adrian noted that the risk assessment work being undertaken by Karen is a high priority for his unit. Phil reiterated Carla's need for admin support to be resolved and raised the need for her to be able to inform her clients e.g. local governments and consultancies of any new processes and the new address as soon as possible.

5. Update from staff representatives

Matt Ives pointed out that he had been trying to push for the risks to Fisheries from the relocation to be tracked in the Working Group meetings but had seen little progress. He had brought up in earlier meetings that no performance indices were being used and had suggested some for research.

There was some discussion around this. Geoff noted that managing the risks was a core purpose of the working group and that discussions about risk had been and would continue to be held.

Next meeting/s:

WG Cronulla Relocation Meeting 38 (teleconference) – Thursday 5 July 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 38		
DATE/TIME	Thursday 05 July 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Daniel Rumbold Doug Ferrell Adrian Toovey Charles Gray Peter Turnell	Mika Malkki Myra Milton Karen Herrick Philip Gibbs Laura Seymour David Truong	
APOLOGIES	Louisa Fitzhardinge Andrew Goulstone Peter Brown		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- Nowra – no update reported
- Wollongong DPI – awaiting assets staff to return from leave.
- Wollongong University – no update reported.
- Newington – no update reported.
- SIMS – awaiting assets staff to return from leave. Geoff noted that he had received correspondence from Peter Steinberg which was positive from the SIMS board and Sydney Harbour Foreshore Trust. Geoff stated that whilst work still needed to be done on this site he was confident it would be positively resolved. Charles Gray requested to attend the next SIMS visit and Geoff and Charles are to arrange a teleconference to update staff relocating to SIMS.

ACTION: Geoff and Charles to arrange a teleconference to update staff relocating to SIMS

- Parramatta – no update reported.
- Ourimbah – no update reported.
- Port Stephens – no update reported.
- Coffs Harbour – progressing but no significant development to report.
- Orange – no update reported.

Staff updates

Kevin reported that about 10 staff relocating to Nowra received their transfer letters this week. Kevin noted that the move date on the letters had been changed to the second move date scheduled for this site.

Kevin remarked that a number of Cronulla staff are continuing to be successful in securing other jobs.

Kevin reported that a further 2 people have declined the transfer, 4-6 staff have had their decision dates delayed and are waiting on further information in order to make their decisions.

Vehicles

Kevin is still awaiting feedback on the vehicle proposal from the Fleet Manager, Dean Patton, who is investigating current use of vehicles at the site.

Records

Discussions between Kevin and Chip Howitt regarding the relocation of records are progressing.

Philip Gibbs suggested that two spreadsheet of the records to be relocated be drafted. One would contain all the records currently in TRIM and the other records not in TRIM, both should be able to be searched by individual and by functional group. The records in the spreadsheets could then be reviewed and assigned an action e.g. relocate, archive, destroy or make electronic etc.

ACTION: Kevin to work with Chip Howitt to create two spreadsheets of TRIM and non TRIM records to be considered for relocation.

IT

David Truong informed the group that of the 12 sites earmarked for relocation IT have identified 5 sites which will require new or upgraded IT infrastructure. These sites are Nowra, SIMS, Newington, Coffs NMSC and Coffs Jetty. The remaining sites have sufficient existing infrastructure.

David will organise a meeting with Peter Brown (when he returns from leave), Mika Malkki and Matt Ives to discuss relocation of services in the Cronulla computer room and an email will be sent out this week to all Cronulla staff regarding data ownership of the Cronulla G: (groups) drive and where the data is to be relocated to.

Timelines

Kevin encouraged working team leaders to work with their staff to develop timelines for the relocation of each functional area. Timelines will need to include everything from recruitment action to redirection of post. Kevin advised the working group that he required these by next month.

2. Update from Geoff Allan

Geoff updated the group about the Parliamentary Inquiry into the Closure of Cronulla, including details about the submission process and closing date for submissions of 30 July 2012. Geoff asked that Working Team Leaders update their staff and let them know how submissions can be made. It was agreed that this information would be uploaded to the intranet site, circulated to the working group for distribution to staff and included in the staff update currently being drafted by Kevin and Daniel.

ACTION: Parliamentary Inquiry information to be distributed to staff and uploaded to the Cronulla intranet site.

3. Update from Daniel Rumbold

Letters

Daniel confirmed 10 letters were issued to staff relocating to Nowra on Monday 2nd July. Daniel reported that the next batch of letters issued will go to seven staff relocating to Wollongong and will be sent next week.

Daniel informed the group that he has updated the letters to include more information about the decision making process including clarifying:

- That a response is required from the date the email is received and not the date of the letter attached.
- That if no response is received, Louisa or Daniel will make contact with the staff member to discuss what other information or support is required to make a decision.
- That the decision to decline the offer to transfer does not mean that departure is immediate and the process of negotiating departure dates.
- The process of negotiating staff preferred date to relocate or exit.

Expressions of Interest

Daniel commented that a number of positions are currently being advertised and have been added to the Cronulla intranet site.

Daniel noted that as a number of positions are being advertised as permanent positions a small number of temporary staff on site, with less than two years service are ineligible to apply. However Daniel has requested that these staff still apply regardless of their length of service and in the case where no eligible staff apply, placement into one of these positions can be arranged on a temporary basis. Daniel has provided this advice directly to affected staff.

It was confirmed that if a position is relocating from Cronulla it will be advertised to Cronulla affected staff in the first instance. New positions, for example those arriving from a new funding grant or the three Commercial Fisheries review positions will follow normal recruitment procedures.

Other

David Truong followed up with Daniel about some advice he was to provide to a staff member in writing as discussed in WG meeting 36.

4. Update from Working Team Leaders

Phil Gibbs, Aquatic Ecosystems

No update reported.

Doug Ferrel, Commercial Fisheries

Doug reported that they are continuing to focus on staffing and a number of requests for approval to advertise are close to being finalised.

Mika Malki, Recreational and Indigenous Fisheries

Mika reported that a number of the positions currently being advertised belong to this unit and close 10 July. Mika noted that a couple more are expected to go to Geoff Allan next week. Mika stated that with a number of staff transferring they will need to continue to focus on recruitment.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian confirmed that two temporary contracts in his unit have been extended with both staff members receiving their letter of offer this week.

Adrian is going to progress backfilling the policy and communications position as well as seek approval to recruit for the spatial data position, which will be relocated to Port Stephens. Adrian reinforced that his unit needed to ensure it was suitably resourced to assist in the development of the government's response to the NSW Marine Parks Audit.

Charles Gray, Fisheries Research

Charles noted that there are two positions currently advertised in Fisheries Research. Charles questioned some of the details of the positions and committed to following up with Daniel regarding changes to position status and job swap opportunities.

David Truong/Karen Herrick, Corporate Services

David outlined some recent staff departures in the Corporate Services area.

David followed up with Geoff about the library position at Port Stephens. Geoff responded that he had been unable to reach Sally Anderson and would follow up with Chris Martin.

Karen raised that morale of staff continued to be poor. Geoff and Daniel outlined the support services available and the information about supporting staff currently on the Cronulla intranet site.

5. Update from staff representatives

Laura asked Daniel whether it was possible for some follow up one on one job skills training to be made available for staff. Daniel agreed to follow up with Natalie May regarding this.

ACTION: Daniel to follow up with Natalie May regarding provision of follow up job seeking skills training.

Laura enquired whether there was a dollar limit order per staff member for training and who pays for training. Geoff responded that there is no financial limit per person and that approval for training was based on an assessment of the training course and should be discussed and approved by line Managers. It was noted that there is an allocation in the relocation budget to pay for training for staff to assist them in their current role or placement in a new role.

Next meeting/s:

WG Cronulla Relocation Meeting 39 (teleconference) – Thursday 12 July 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 39		
DATE/TIME	Thursday 12 July 2012	LOCATION	Teleconference
MEMBERS	Kevin Cooper (Chair) Alexia Lucas Daniel Rumbold Louisa Fitzhardinge Doug Ferrell Adrian Toovey Charles Gray	Mika Malkki Myra Milton Karen Herrick Laura Seymour	
APOLOGIES	Geoff Allan Peter Brown Andrew Goulstone Peter Turnell Philip Gibbs David Truong		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Charles Gray opened the meeting with a formal request from his staff that, due to the Parliamentary Inquiry, all actions relating to the relocation of Cronulla staff and the closure of the site be placed on hold until the findings of the inquiry are released. Kevin responded by reiterating Geoff's advice provided at last weeks meeting that the relocation is not being placed on hold and that there is no change to the relocation process. Kevin explained that this message had been received from both the Minister's office and the Director General.

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- Nowra – fit out is proceeding with an end date of 10th September. Kevin commented that he is trying to bring this date forward.
- Wollongong DPI – Assets are working through the different networks at the two DPI sites in Wollongong to identify their preferred network.
- Wollongong University – no update reported.
- Newington – Toni Hannon is progressing the lay out and redesign of clusters at this site with an architect.
- SIMS – no update reported.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- Port Stephens – the library will move to this site in the next 5-6 weeks, including some shelving and compactuses.
- Coffs Harbour – no update reported.
- Orange – no update reported.

Staff updates

Kevin reported the following staff updates:

- 27 – accepted the transfer (includes completed, underway and provisional acceptances)
- 25 – declined the transfer
- 11/12 – been successful securing positions elsewhere

- 6 – undecided (have received letter but require further information to make their decisions)
- ~36 – still to receive their letters

Kevin advised that of the 138 Cronulla staff affected there is clarity around more than 80 staff and their positions.

Records

Kevin discussed an email he sent to the working group which contained the 'State Records Authority of New South Wales Functional Retention and Disposal Authority' document. It was noted that whilst this document is lengthy it contains good advice regarding the sentencing of records for the different business units.

Kevin stated that the relocation of records has progressed for some groups and that he has a contact for a company which can undertake the conversion of records to electronic.

The records meeting, Kevin is to arrange, will include some training on actioning records.

Vehicles and boats

Kevin tabled the car and boat proposal. Kevin explained that the wishes of staff, current use of vehicles and predicted future use of vehicles had informed the car proposal. Kevin noted that there are a few vehicles to still be followed up on including a 4x4 for Batemans Bay for use with the boat located there, less cars at Newington as current cars at this site are under utilised and issues with Coffs Harbour where the Fisheries vehicles are not currently being managed as a fleet. Kevin explained that the moving of vehicles will coincide with staff moving off site as to not interfere with usage history or change in demand.

Charles commented that SIMS only needs one 4x4 not two and that the additional vehicle could go to Batemans Bay. Charles also relayed feedback from Bob Crease that Port Stephens should have another 4x4. Kevin responded that Dean Patton had reviewed Port Stephens and concluded that there were sufficient vehicles at this site. Karen Herrick committed to follow up with Bob and Dean regarding vehicles at this site.

ACTION: *Karen Herrick to follow up with Bob Crease and Dean Patton regarding vehicles at Port Stephens.*

Kevin stated that the boat proposal is close to what was requested by staff with the only variation being that the 'blue boat' will go to Nowra to allow for its use by staff at multiple sites, namely Nowra, Batemans Bay and Sydney if required. It was noted that no boats are due to go to Port Stephens and that there is a surplus of one boat. Kevin requested any feedback to go to him by next week. The next step is for Bob Crease to table the boat proposal at the next boat committee meeting.

ACTION: *Feedback on the boat proposal to go to Kevin by next week.*

Mail arrangements

Kevin tabled the email he distributed regarding management of mail during and post the relocation. Kevin stated there needs to be consideration of mailboxes for each of the receiving sites and lead times are required to print new stationary etc. The library will be one of the first areas to be considered as they move first. Karen and Kevin will work together to consider mail and other admin requirements during and post the moves.

ACTION: *Karen and Kevin to discuss mail and other admin services to be considered in the relocation.*

Kevin also raised that there are a number of admin support staff leaving the site and that admin support for the site needs to be considered. Karen responded that a number of admin tasks can and will be serviced from Port Stephens. It was noted that as these changes occur staff will need to be kept informed about them e.g. where to book and collect pool cars etc.

Draft Newsletter/staff communications

Kevin and Daniel have drafted the next staff newsletter and will distribute it to the working group for consideration at the next meeting.

ACTION: Draft newsletter to be distributed to the working group for consideration

Wollstonecraft visit

Kevin informed the group that he and Geoff are visiting Wollstonecraft tomorrow (13/07/12) to look to progress the movement of these staff. A meeting with Fisheries staff has been arranged.

Printers and copiers etc.

Kevin noted that consideration of where common printer and copiers should be relocated had commenced. Kevin remarked that this equipment will need to move progressively as staff move and will ultimately be decided by ICT (Peter Mackie).

2. Update from Daniel Rumbold
Expressions of Interest

Daniel reported that EOIs are continuing to be progressed. The feedback from a meeting with the PSA in which they suggested that 1 week for EOIs was not enough and suggested two weeks would be more useful was discussed. Daniel explained that one week was originally chosen to help ensure quick access to positions and decisions to be made for staff. The working group members agreed that any new EOIs for Cronulla only staff will be advertised for two weeks and the EOIs just ended on the 10th July would accept late submissions at the discretion of the convenor.

ACTION: Louisa to email staff regarding the acceptance of late submissions for current EOIS and change of two week application period for new EOIs.

Charles requested clarity on who is eligible to apply for Cronulla only positions. Daniel responded that this is to be decided by the convenor but that Cronulla only positions are available for Cronulla affected staff meaning, staff who are required to relocate their positions as a result of the decision to close Cronulla. Daniel stated that this includes all staff on site at Cronulla and some staff at Wollstonecraft. Charles added that some staff are arguing that they are affected by Cronulla through the change in access to the aquaria and colleagues from Cronulla. Kevin noted that he needs to know about these other impacts of the relocation. Adrian highlighted that the gantt chart is one easy way to establish if staff are eligible or not. Daniel stated he is happy to provide advice to managers and/or staff on this issue. It was agreed that this information should be communicated in the staff newsletter.

Doug noted that concerns from his staff had arisen from the information provided last week regarding eligibility of temporary staff with less than 2 years service to apply for permanent positions. It was agreed that this information should also be communicated in the staff newsletter. Mika requested that the eligibility and arrangements for casual staff is clarified in the newsletter as well.

ACTION: Staff newsletter to include information about the eligibility of staff applying for Cronulla only positions including who is deemed affected staff, temporary staff and casual staff.

Kevin highlighted that staff applying for positions regardless of whether they are internal or external should be taking the opportunity to speak with the convenor prior to applying.

Letters

Daniel reported that there is only one transfer letter being sent next week, to one staff transferring to Coffs Harbour. There are ~9 letters being issued to staff transferring to Newington and Nowra the following week.

Daniel confirmed the extra information discussed last week has been added to the transfer letters. Kevin noted that it is important that if staff decline the offer to transfer that they provide an indication of their preferred last day of duty. If this is not received it is assumed to be the scheduled move date. Louisa noted that approximately six weeks lead time is required to process permanent staff exiting the department so advisement of departure date should ideally be provided at least six weeks in advance.

Job Seeking Skills Training

Daniel reminded the group that there is another job seeking skills course running on Monday (16/07/12). Myra Milton enquired whether another course will be run. The working group agreed

that another course should be run about mid August. Kevin stated this would be a good time as most staff will have received their letters by this date. If attendee numbers are low there may be interest across the broader agency.

ACTION: Daniel to arrange a job seeking skills course for mid August.

In follow up to last weeks discussion Daniel stated that extra one on one job skills coaching sessions can be provided as approved by Kevin. Once approved, Daniel will arrange with PLC staff for the extra coaching to be delivered.

4. Update from Working Team Leaders

Mika Malki, Recreational and Indigenous Fisheries

Mika reported that a number of the positions advertised and closed 10th July were in this unit and he and Peter Turnell are awaiting the applications from employee services. Mika commented that additional positions are expected to be submitted for approval early next week.

Mika discussed a job swap opportunity which was being progressed with the Office of Liquor, Gaming and Racing. This position is limited to permanent staff and is a 3/4 grading. It was noted that further opportunities for job swaps are likely with this agency as well as others as they progress their change plans. Kevin reminded the group to keep talking to their staff and if staff have a regional preference that this should be communicated to Kevin to allow for these types of opportunities to be further explored.

Doug Ferrel, Commercial Fisheries

Doug reported that Geoff has received a package of their EOIs for approval. Doug noted that there are also a few more to come. It was discussed that some of these positions are available to Cronulla only staff but that there are also three new positions which will be advertised internally and one externally. Daniel requested that information about all jobs be provided to him so that he can sms and email Cronulla staff regardless of the method of advertisement.

Karen Herrick, Corporate Services

Karen stated that approval has been granted for an admin assistant in the Assets branch at Port Stephens. Karen is continuing to keep the Cronulla site functioning in terms of administration services and it was noted that some consideration of Wollstonecraft will also be required as the relocation progresses.

A discussion was had about the switch board and 1300 number and the need for updated staff information to be provided to ensure the right phone calls go to the right people during and post the relocation.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian noted that his group have not met again to progress their 'unparking' due to staff on leave.

The Audit response is continuing to progress with another meeting of the Executive Steering Committee next week. Adrian commented that the submission period on the audit has now closed and the public submissions are being processed and published to the audit website.

Charles Gray, Fisheries Research

In response to an email sent by IT regarding ownership of data in the G drive, Charles stated that his staff are unable to respond when they don't know what the set up will be at receiving sites e.g. is there to be a server at SIMS?. Alexia noted that in last weeks meeting David Truong provided an update to the group about which receiving locations will require new and updated servers. Charles commented that the high level folders will need to be split across numerous sites. Kevin responded that staff should articulate what they need in terms of delivery and performance. Kevin noted that it is the job of IT to identify how the required services should best be delivered.

Mika reminded the group that David Truong will be arranging a meeting regarding relocation of IT services from Cronulla on Peter Brown's return next week.

5. Update from staff representatives

Laura asked Mika about the senior FMO position (5/6) advertised and whether this was a new or existing position. Mika responded that it was a new position with a focus on audit and debt collection.

Next meeting/s:

WG Cronulla Relocation Meeting 40 (teleconference) – Thursday 19 July 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 40		
DATE/TIME	Thursday 19 July 2012	LOCATION	Teleconference
MEMBERS	Kevin Cooper (Chair) Louisa Fitzhardinge Adrian Toovey Peter Turnell Doug Ferrell Philip Gibbs	Karen Herrick David Truong Myra Milton Peter Brown	
APOLOGIES	Geoff Allan Alexia Lucas Daniel Rumbold Charles Gray Mika Malkki Andrew Goulstone		
PREPARED BY	Karen Herrick (4916 3861 or 0428 680 467)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- Wollongong DPI – no change.
- Newington – is now underway.
- SIMS – no change still under discussion.
- Port Stephens – renovations have now started. The library will move to this site in the next 5 to 6 weeks. Including shelving and compactus.
- Coffs Harbour – Kevin has recently had contact with David Makin. Assets will meet mid October 2012 regarding moving, relocation and fitting out new building.
- Orange – no change.
- Parramatta – no change.
- Wollstonecraft – includes 8 or 9 Fisheries staff. Timeframe same as Cronulla. Staff staying at Wollstonecraft.

Staff updates

Kevin reported the following staff updates:

- 8 - staff moving on to new jobs
- 26 - accepted the transfer
- 30 - declined the transfer
- 20 - retiree's, casuals not moving and contracts expiring
- 13 - internal transfers
- 4 - marine parks
- 7 - undecided / pending
- 35 - waiting for letters, letters will go out within a month

Mail

Kevin prepared a table regarding mail management for transfer from Cronulla V1. Corporate Services to start ASAP and implement the transfer of all mail. In the first instance general mail to be diverted to Port Stephen's and all external and internal clients to be notified of this change.

Records

Kevin advised records are in progress. He has engaged a company to assist with the conversion of physical files to electronic files.

Relocation of PC's

A list of all PC's located at Cronulla site has now been distributed to all working group members to start sorting out destinations for all PC's and start moving PC's off site. Computers may transfer with the staff member where IT is compatible with the department they are moving to. Where the PC is not compatible and PC is not required please phone Peter Mackie to have computer returned or passed on to another branch (WBS).

Printers

Printers are to go with the functional area they belong to. All assets to be treated as normal and asset forms must be completed. Printers that are non assets are to be treated the same way and information noted on form. See Dario or Srinath from IT for advice if needed.

Other assets, resources and equipment

Email regarding other assets, resources and equipment was sent to Cronulla site by Kevin Cooper, on the 18 July 2012. All assets, resources and equipment must be identified by each function/group if your group requires this equipment please notify Kevin Cooper, who will provide tags to assist with identifying what goes where.

Cages currently located at Cronulla will be shared between Nowra and Coffs Harbour.

Nowra Office – Kevin advised that there is a storage warehouse located down the road from Nowra office.

Engineers will be on site to investigate and examine the Generator's to decide if they are worth relocating.

Security

Kevin spoke about security at the Cronulla site. With less and less staff around the site it is important that all staff play a role in keeping the site safe. All staff members must be responsible and continue to have a safe working environment for all.

Secure all personal items e.g. handbags and other personal items, ensure your work area is locked and safe at all times. Doors should not be kept open or ajar and the site should be kept safe by locking doors. Our working environment must remain a high priority. Staff should ensure all visitor's have some ID and if they see someone without please challenge them as you have the right to ask questions. Remember if you are the last person leaving your work area please lock the door/s behind you.

Work Health and Safety

Kevin noted that people's well being is a high priority at all times, some new hazards will appear with less and less staff on site.

Action: Kevin to put out a notification regarding security.

Newsletter

Kevin to complete. HR will have information in Newsletter reminding all supervisor's and manager's to have all paper work in order when staff are leaving.

Vehicles and Boats

Vehicle relocations in progress, with Dean Patton to complete transfers. Boats are also in progress some have already moved from the Cronulla site. All remaining boats will come under the boat committee, contact for committee is Bob Creese.

Parliamentary Inquiry

All staff are encouraged to complete and forward submissions.

Enquiries made by a number of staff at Cronulla site to have relocation put on hold until inquiry complete. Answer is there is no change to the relocation.

Library

Librarian finishes up on the 20 August 2012. To date no decision how this position will be filled

2. Update from Louisa Fitzhardinge

Louisa informed the group that on the 23 July 2012 8 letters will be sent to staff transferring. The following week (30 July 2012) a further 10 letters will be sent to staff transferring.

There are currently 8 approvals with the Public Service Commission relating to the permanent appointment of long term temporary staff.

4. Update from Working Team Leaders

Peter Turnel, Recreational and Indigenous Fisheries

Peter reported he will have keys to warehouse located at Nowra next week. Peter is organizing new postal account.

Doug Ferrel, Commercial Fisheries

No change from last week.

David Truong, Corporate Services

David reported that a couple of corporate services staff finish up this week.

Adrian Toovey, Marine Parks and Aquatic Reserves

Coffs Harbour Jetty, changes happening. Assets section to provide information on changes. Adrian to communicate with the assets group.

5. Update from staff representatives

Myra Milton

Kevin commented that Myra had sought clarification from Terry Burgess (as an independent staff member not as a PSA rep) regarding the situation with temps returning to work for the department after accepting severance. Kevin informed the group that Terry had advised that after receiving severance pay temporary staff can be reemployed but permanent staff cannot.

Peter Brown

Peter Brown commented on the update on temporary staff being made permanent. He noted that if approvals under section 31 were being done because they meet criteria, why were they initially knocked back?

Peter noted that no resolution had been reached on severance/voluntary redundancy entitlements for temporary staff. It was noted this affects 12 or 13 staff.

Next meeting/s:

WG Cronulla Relocation Meeting 41 (teleconference) – Thursday 26 July 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 41		
DATE/TIME	Thursday 26 July 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Louisa Fitzhardinge Rodney James Andrew Goulstone Doug Ferrell Charles Gray	Peter Turnell Mika Malkki Philip Gibbs David Truong Karen Herrick Peter Brown	
APOLOGIES	Daniel Rumbold Adrian Toovey Myra Milton		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

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Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- **Nowra** – original stage 1 move date revised to 24 September to allow fit out to be completed.
- **Wollongong DPI** – address has been confirmed for this office and will be the State and Regional Development Office on Crown Street. Staff moving to this site have been informed and Carla Ganassin appointed to be site representative. A site visit is being arranged for staff to review the office space and facilities available, including storage.
- Wollongong University – no update reported.
- Newington – no update reported.
- **SIMS** – Peter Steinberg from SIMS is to visit Cronulla to review the facilities on site and staff needs at SIMS. A site visit to SIMS is to be arranged for Charles Gray before this.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- Port Stephens – no updated reported.
- Coffs Harbour – no update reported.
- Orange – no update reported.

Boats

Kevin confirmed that Bob Creese will take the boat proposal to the next boat committee meeting. FAD boat and trailer have been moved.

Records

Quotes have been obtained for making records in the catch records unit electronic. Learning and development records are also about to be processed.

Library

The library will be moved in a month's time and will include moving the compactus. Library staff are working hard to meet this deadline. Kevin is talking to removalist companies to obtain quotes and choose the provider.

35.

ICT

There was a teleconference last week with ICT Managers and staff, with Kevin to confirm the sites, relocation dates and user requirements at each relocation location. SIMS was notable and Wollstonecraft was also included in the discussions. Wollstonecraft will require the ICT resources to be moved from the top of the site to the bottom. It was acknowledged that the facilities at the National Marine Science Centre at Coffs Harbour are currently inadequate and both the voice and data resources will be upgraded as part of the relocation. The Crown lands office in Coffs Harbour will also have its' ICT looked at as part of the fit out of this office.

Kevin reported that the voice (switchboard) and data ICT resources will be salvaged following the closure of the site for redeployment elsewhere. Kevin remarked that this will fit with the proposal that ICT staff are one of the last to leave the site.

Removalists

EOI paperwork for the removalists contract has been commenced as per the relocation schedule.

Staff updates

Kevin reported the following staff updates:

- 28 – accepted the transfer (includes 8 completed (7 regional, 1 Sydney), underway and provisional acceptances)
- 31 – exiting (includes retiring, 11 already departed and 5 to provide last day of duty advice)
- 15 – successful securing positions elsewhere
- 19 – casuals or temporary contracts ending
- 7 – undecided (have received letter but require further information to make their decisions)
- 5 – 'parked' Marine Park and Aquatic Reserves staff
- ~34 – still to receive their letters (largely corporate services staff who will be last offsite and SIMS staff pending finalisation of the site arrangements)

It was clarified that whilst only 8 staff have relocated from the site that a total of more than 36 staff have left the site to date.

Kevin commented that the majority of the moves will occur between September and November.

Security

A meeting last week between Kevin, Peter Blore, Karen Herrick and Grieg Ashworth discussed security on site including a proposal to close the gate earlier than the current practice of 6:00pm. The working group supported closing the gate earlier at 5:30pm and Charles Gray remarked that staff may need to update their access and security passes if working outside of these hours.

The meeting also discussed that the offices of exiting staff will be locked upon their departure and Greig is to discuss with the security guard about checking windows and doors are locked at the end of each day. Peter Brown raised that a security guard at the front gate may be required once more staff move offsite.

It was confirmed that Karen is the acting Site Manager at Cronulla and staff should raise any related issues with the site to Karen and/or Greig.

2. Update from Geoff Allan

Geoff stated that the inquiry into the closure of Cronulla is progressing and reminded the working group that submissions close 30th July. Information regarding the inquiry and submissions can be found on the Cronulla intranet page.

Peter Brown reported that a unanimous resolution was passed by staff who attended a staff meeting on 24 July to formally request the relocation is placed on hold until the findings of the inquiry are known. As such Peter informed the working group that he has written to the Premier, Minister Hodgkinson and the Chair of the Inquiry, Fred Nile.

Geoff responded that the advice he has been provided suggests the relocation will continue and that he can not place the relocation on hold. A discussion was had about placing the relocation on

hold and whether the inquiry is likely to overturn the decision or not. Peter raised the difficult situation staff are in making decisions whilst the inquiry is undertaken and the outcome unknown. Geoff expressed his sympathy but said staff should make their decision based on the relocation going ahead unless told otherwise. Kevin reminded the group that the inquiry can only make recommendations and can not overturn the decision. Geoff reiterated that the advice from the Ministers office and reports from the opposition leader through the media is that the relocation will stand. As such the department is continuing with the relocation and continuing to progress the closure of the site and relocation of staff according to this plan.

Peter inquired whether works to decommission the site, this is movement of infrastructure or facilities would impact on reinstating the site if the relocation decision is overturned. Kevin responded that it would not.

3. Update from Louisa Fitzhardinge

Letters

Louisa reported that nine transfer letters will be sent on Monday (30 July). The next set of letters to be sent will be in August.

Louisa remarked that there are couple of staff due to respond and that these staff have/will be contacted to assist them with any further information needed to respond.

EOIs

Charles Gray raised some concerns about how the EOI process has been running, including some applications not reaching the convenor and incorrect TRIM numbers being provided. Charles requested that staff submitting an application be provided with written acknowledgement of receipt and reminded the group that staff should contact the convenor directly as well. Louisa was unaware of these issues. Louisa noted that the EOI process is being managed by Employee Services but that if there are any problems she or Daniel should be notified. Louisa committed to follow up with Employee Services about these issues.

Charles again sought clarification on who is eligible to apply for positions as Cronulla affected staff. Some advice has been received from staff that all of Fisheries is technically affected by Cronulla as the closure of the site impacts all staff in one way or another. This is reportedly being advised by the PSA. It was agreed that affected staff are those listed in the Gantt chart and that the eligibility of staff to these positions is well documented in previous WG minutes, the latest staff update and the change management plan. Louisa noted that discussions with the PSA are ongoing and they are well briefed on the EOI policy and processes being followed.

Peter Brown reported that according to the change management plan the order is Cronulla only, DTIRIS excess officers, NSW government excess officers, internal, external advertisement. The working group discussed what positions should be advertised as Cronulla only. Geoff stated that existing Cronulla positions or positions which would have been based at Cronulla should be run as Cronulla only in the first instance and that new positions or positions which come up as a matter of course will follow normal recruitment processes. Where this is less clear e.g. some research positions they will be assessed on a case by case basis.

4. Update from Working Team Leaders

Peter Turnell and Mika Malki, Recreational and Indigenous Fisheries

Peter reported that the leased storage facility in Nowra will be accessible from 1 August.

Mika reported that applications were received for all positions advertised and that interviews will take place in about two weeks time.

Mika noted there are also a couple of other positions in Coffs Harbour to be progressed for recruitment.

Andrew Goulstone, Commercial Fisheries

Andrew reported that there are nine positions to be advertised shortly and that these will be put up in a batch. A number of other positions are also being progressed for recruitment.

Rodney James, Marine Parks and Aquatic Reserves

Rodney stated that affected Marine Parks and Aquatic Reserves staff remain 'parked' pending the government response to the marine parks audit.

Philip Gibbs, Aquatic Ecosystems

Philip reported that staff moving to Wollongong are in direct contact with Toni Hannan from Assets.

Philip commented that following the staff meeting on 24 July staff are in a quandary with the work ban, desire to support other staff and a need to visit the Wollongong site and ensure facilities etc. are adequate. Peter Brown responded that the intention of the work ban is not to make staff's lives difficult but a mechanism to have a number of concerns dealt with by the department. A discussion was had about the impacts of the work ban and the need for both staff participating and staff not participating to respect each others decision.

Phil noted that records for staff in this group were being worked through as well as the provision of admin support in Wollongong.

David Truong, Corporate Services and ICT

David reported that corporate services staff continue to depart and that the group had halved since the announcement of the sites closure in September 2011.

David asked Geoff if there was any update about the librarian position at Port Stephens. Geoff responded that he had spoke with Chris Martin earlier in the week and that whilst no decision has been formalised, it is possible for a part time position to be recruited.

Charles Gray, Fisheries Research

Charles informed the group he will be holding a staff meeting following this WG meeting.

Karen Herrick, Corporate Services

Karen commented that her and Greig's focus is to continue to provide admin support for the site and are developing a plan to ensure this occurs as the relocation progresses.

5. Update from staff representatives

No update reported.

Next meeting/s:

WG Cronulla Relocation Meeting 42 (teleconference) – Thursday 02 August 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 42		
DATE/TIME	Thursday 02 August 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Alexia Lucas Andrew Goulstone Doug Ferrell	Peter Turnell Mika Malkki David Truong Peter Brown Myra Milton	
APOLOGIES	Daniel Rumbold Louisa Fitzhardinge Philip Gibbs Adrian Toovey Charles Gray Karen Herrick		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

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Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

Kevin advised the following updates to sites in the last week:

- Batemans Bay – no update reported.
- **Nowra** – construction completion dates have been confirmed and move dates will not be delayed, the scheduled September date will stand.
- **Wollongong DPI** – staff inspected the SRD Wollongong office and have provided a report to Kevin and will be discussed with Assets to resolve issues and concerns.
- Wollongong University – no update reported.
- Newington – no update reported.
- **SIMS** – Peter Steinberg to visit Cronulla week after next to discuss facilities required at SIMS with research staff.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- Port Stephens – no updated reported.
- Coffs Harbour – no update reported.
- Orange – no update reported.

Assets and resources

Kevin reported that the expressions of interest for the contractor to make records electronic close tomorrow (03/08/12).

Printer/PC stock take is proceeding and room auditing/labelling is underway with photographs taken of room contents and door labels by Kevin.

Kevin noted a 4WD vehicle will move to Batemans Bay next week.

Kevin also informed the group that Greig Ashworth has followed up with security and the Cronulla gate will now close at 5:35pm. Staff access cards should be updated where required. Kevin also noted that a large number of doors are continuing to be left open, including after hours. Kevin reminded the group that doors should be left closed and staff leaving the site should carry their access passes.

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Kevin reported that the air conditioning in building 16 has been repaired.

Staff updates

Kevin reported the following staff updates:

138 – staff affected by the closure of Cronulla

Staff exiting

17 – staff to exit Fisheries (1 August, 1 September, 6 December, 6 January, 3 TBA)

13 – staff already exited Fisheries

14 – staff transferred to other NSW government positions

1 – staff retired

Total of 36 – staff have already left the site (this includes staff already exited Fisheries, staff transferred to other NSW government positions, staff retired and staff relocated (9).

Staff accepting

21 – staff have accepted the transfer

9 – staff have moved (including two to regional locations)

Other staff

19 – casuals or temporary contracts ending

6 – pending a response (have received letter but require further information to make their decisions)

5 – 'parked' Marine Park and Aquatic Reserves staff (including 1 LWOP, 1 Mat leave)

~24 – still to receive their letters

2. Update from Geoff Allan

Geoff reported that the Parliamentary Inquiry is progressing and that the committee will visit Cronulla on Monday 6 August. There will also be a public hearing Monday afternoon and further public sessions are scheduled for the 3rd and 10th of September. Further information is available at the NSW Parliament website.

Peter Brown asked what the position on staff attending the public sessions was and whether staff are able to attend on work time. Kevin responded that he had spoken with Daniel Rumbold about this and the approach discussed was that if staff are presenting information at the inquiry then they're attendance is classed as work time. If however staff are attending for their own information they will need to attend in their own time and have leave approved where this occurs inside of work hours.

ACTION: *Daniel to confirm policy for staff attending the public sessions for the Inquiry*

Geoff announced that the eight recent applications for permanency have all been approved. These positions are largely staff remaining in Sydney and are in addition to the previous approvals for permanency achieved for staff relocating to regional locations (~20). Geoff commented that the department had delivered on its obligations to long term temporary staff in the new locations and now staff remaining in Sydney. Kevin noted that individuals are unlikely to have received formal notification and paperwork.

Peter asked whether all the applications for permanency had been progressed. Geoff responded that not every case has been fixed but that a large number have been resolved. Myra commented that progress on permanent appointments was a result of the staff and unions raising pursuing issue. Geoff stated that the Sydney positions had been progressed in this way but that permanency for staff transferring to regional locations is the result of commitments made by the Director General at the announcement of the closure. Peter commented that Fisheries has long standing issues in denying staff rights to permanency.

Geoff informed the group that he and Kevin had met with the Minister's Office staff and updated them on the relocation, including the number of staff who have left the site and progress on destination sites.

Geoff asked Kevin whether organised sites visits are needed for staff to visit destination sites. Kevin responded that most sites have been viewed by individuals including the most recent visit by staff to Wollongong. Kevin noted that the Newington site is most in demand and a collective visit should be arranged once assets have progressed the layout with the architect.

Peter commented that site visits at this stage is too little too late. Geoff responded that site visits have been discussed multiple times and offered to staff for the last six months. Kevin noted that a steady stream of staff have also been visiting Coffs Harbour, a visit to SIMS has occurred and that opportunities to visit Nowra as a group have been deferred by staff. Kevin commented that site visits to Nowra may become necessary as recruitment to this site progresses.

4. Update from Working Team Leaders

Peter Turnell and Mika Malki, Recreational and Indigenous Fisheries

Peter reported that he has received the keys to the Nowra storage facility but the building is dirty with a wax like substance on the floor. Peter will conduct a risk assessment of the building but is unsure it will currently comply. Peter will follow up with Assets/State Property Authority, including how the above impacts on the lease agreement.

Mika reported that three more positions at Coffs Harbour have been approved for recruitment and will likely be advertised next week. Positions include one 5/6 and two 3/4 positions. Interviews for the previously advertised positions will be held on 10 August. Mika commented that a number of staff from the Business Services Unit will be moving on shortly and they will need to continue to focus on this group.

Andrew Goulstone and Doug Ferrel, Commercial Fisheries

Andrew reported that work is continuing on position descriptions, although had slowed due to other priorities.

Doug is continuing to progress the visit by Peter Steinberg to Cronulla to discuss existing facilities and required facilities at SIMS.

David Truong, Corporate Services and ICT

David had no update to provide on staffing.

David reported that ICT will be holding weekly meetings between ICT and Assets to discuss the relocation. A new ICT Project Manager (Eric Tung, Manager Operations Support IT) has been appointed to manage the ICT changes.

David informed the group that the work ban is affecting the relocation of services from Cronulla. Kevin commented that he had been advised by key stakeholders and Management that services would be relocated to Parramatta.

David will send a reminder to staff about the Cronulla G drive material. The spreadsheet distributed to the Cronulla site is about 25% complete. David will contact Managers who have completed the spreadsheet to confirm timeframes.

ACTION: *David to send out a reminder email about the Cronulla G drive and completion of spreadsheet by staff including timeframes.*

5. Update from staff representatives

Myra Milton commented on the number of positions in Sydney being advertised in Max Express and questioned how they fitted into the Government's policy of decentralisation.

Peter Brown asked Geoff whether the letters he sent to the Minister, Premier and Chair of the Inquiry had been discussed in his meeting with the Minister's Office staff. Geoff responded that it was discussed in passing and that a response is being prepared. Peter asked what the response was likely to be and Geoff commented that he not received any advice that the relocation was not to continue or would be placed on hold. A discussion was had about putting the relocation on hold, the progress of the relocation as well as ensuring the site is left in good operating condition as it is being decommissioned.

Kevin reminded the working group that the Terms of Reference of the group is to deliver on the relocation. Peter responded that his primary responsibility is to represent the views and concerns of staff and that it is unfair to expect them to make decisions whilst the inquiry is underway and the outcome unknown. Geoff noted staff are concerned about the implications of the inquiry but that at this time the relocation is continuing and staff need to continue to make decisions as such and the work group to manage the risk associated. Geoff stated that they (Kevin/Daniel) will continue to work with individuals to negotiate their move and decision dates.

Next meeting/s:

WG Cronulla Relocation Meeting 43 (teleconference) – Thursday 09 August 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 43		
DATE/TIME	Thursday 16 August 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Daniel Rumbold Louisa Fitzhardinge Alexia Lucas Andrew Goulstone	Peter Turnell Mika Malkki Karen Herrick Peter Brown Myra Milton	
APOLOGIES	Kevin Cooper Philip Gibbs Adrian Toovey Charles Gray David Truong		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

Geoff opened the meeting and apologised for the cancellation of last weeks meeting. Geoff also made an apology on behalf of Kevin who was unable to attend today's working group meeting. Geoff noted the site and staff update provided by Kevin earlier in the week and provided the additional information below.

1. Update from Geoff Allan on behalf of Kevin Cooper, Project Manager

Site updates

The following update to sites was advised:

- **Batemans Bay** – vehicle transfer completed last week.
- **Nowra** – fit out continuing, scheduled for completion in September 2012. Staff who have accepted stage 1 transfer will move in September. Stage 2 moves will be in late January.
- **Wollongong T&I** – Concerns regarding the site are being worked through with Kevin. Additional cabling will be laid as well as ICT upgrades. Field stores for this site will be kept at Nowra. Accepted transfers on schedule for move mid September and delayed move date/s negotiated.
- Wollongong University – no update reported.
- **Newington** – waiting on final layout drawings. Site visit for staff to be arranged once layouts etc are finalised. Some ICT changes are also required at this site.
- **SIMS** – Peter Steinberg met with research staff on site this week. Geoff is confident that the office accommodation and shared lab facilities onsite are sufficient. Still to be resolved are the wet labs and field storage.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- **Port Stephens** – library fit out is being completed including flooring engineering. Quotes currently being processed to complete the August move. Aquaria and labs on schedule for completion Feb/March 2013 and Nov 2012 respectively.
- **Coffs Harbour** – fine tuning fit out. Andrew Goulstone provided comments to Kevin which included improved access to bathroom facilities and removal of reception area and replacement with a meeting room. Site changes also include ICT upgrades. On schedule for completion and staff moves in October (stage 1) and January (stage 2). Discussions with National Marine Science Centre are also positive and will continue to progress once numbers are finalised.
- Orange – no update reported.

Staff updates

The following staff updates were reported:

138 – staff affected by the closure of Cronulla
37 – staff have left the Cronulla sites (Based on advice from staff this number will increase to 55 by October as staff complete their indicated actions to transfer or exit. This figure does not include 19 nil transfer action which takes this total figure to 74.)
97- staff with actions known (This figure doesn't take into account those staff with recruitment action pending or those who have indicated their intended actions verbally but not in writing.)

Staff exiting = 45

16 - pending
14 - complete
1 – retiring
14 – transfer

Staff accepting = 33

24 – pending
9 – staff moved (including two to regional locations)

Nil transfer action = 19

5 – casuals
9 – temporary contracts ending
5 – projects ending

Action yet to be completed

1 – LWOP
13 – formal letter sent
5 – advice pending
18 – letter yet to be sent (to be sent between now and Dec)
4 - TBA

2. Update from Geoff Allan

Geoff stated that the Inquiry into the Cronulla Fisheries closure is continuing and further information is available on the parliamentary website. Geoff reported that answers to a series of questions are being worked through for the committee.

3. Update from Daniel Rumbold and Louisa Fitzhardinge

Daniel reported that EOI's continue to be advertised as approvals are finalised.

Daniel noted that only a small number of formal letters are yet to be sent and the majority will be sent by the end of October. It was noted that Daniel is awaiting a few responses to the formal letters, Daniel explained that if staff don't respond then they are being contacted to discuss what further information or support they require to enable them to make their decision.

The next job seeking skills training course is scheduled for 27th August, Louisa has sent an email to the Cronulla site. The one on one coaching including requested additional sessions are continuing well.

Daniel reported that he is updating a Q&A document to clarify some questions asked about severance for temporary staff. Peter Brown noted that it is important this information is out there in a prominent way. Daniel responded that he will send an all site email which highlights the updated information and includes the updated Q&A and links to the intranet. The working group discussed what the issue was and Daniel explained that he was asked by several staff 'would a temporary staff member have to pay back severance if reemployed by a different agency within the period covered by the severance payment?' Advice sought from the Public Service Commission (PSC) stated they would not need to pay back the severance. The PSC have recently provided conflicting advice that any reemployment would require payback of the severance amount on a

proportionate basis depending on how much of the period that the severance covered remains at the time of reemployment.

It was noted that in the case of some staff being rehired as casuals at Cronulla following the expiration of their temporary contracts they will not be affected as they are not entitled to severance. Daniel noted that he and Louisa have investigated whether any staff have been reemployed having been paid severance and are not aware of anyone. Daniel also noted that the advice originally provided to several individuals advice based on their personal circumstances and was not designed to cover circumstances of other people who have been re-engaged by the department as casuals. Geoff stated that this highlights why it is important for staff to seek advice on an individual basis according to their own personal circumstances.

4. Update from Working Team Leaders

Andrew Goulstone, Commercial Fisheries

Andy reported that he has been given approval to advertise one of the new positions which has come out of the Commercial Fisheries Review. Andy also noted that he has a number of other position descriptions to be finalised.

Peter Turnell and Mika Malki, Recreational and Indigenous Fisheries

Peter has been working with the State Property Authority to renegotiate the warehouse settlement after the cleaning of the site was unacceptable. Peter has also been progressing a number of other logistical site issues including the IT work with Telstra, contractor inspections, Australia post account and ongoing cleaning arrangements for the office.

Mika reported that interviews for the Nowra positions recently advertised have been conducted and that the convenor is checking references and offers are expected to be finalised and sent to Geoff for approval soon.

Karen Herrick, Corporate Services

Karen reported that admin and finance staff onsite at Cronulla have been moved into one building. There are a number of tasks in the process of being moved to Port Stephens for example processing of cheques. Karen is on site next week and will meet with corporate services staff then.

5. Update from staff representatives

Peter Brown discussed the correspondence he received from the Ministers Office in response to his letter. He also informed the group that the select committee for the inquiry had passed a resolution to support the Cronulla staff request to place the relocation on hold until the findings of the inquiry are known. Peter explained that the Chair of the Committee had communicated this resolution to the Minister the day after the response was received and that a further response from the Minister is pending. Geoff responded that the decision to put the relocation on hold lies with the Minister and that the advice to date is that the relocation is continuing.

Next meeting/s:

WG Cronulla Relocation Meeting 44 (teleconference) – Thursday 23 August 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 44		
DATE/TIME	Thursday 23 August 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Louisa Fitzhardinge Alexia Lucas Andrew Goulstone Peter Turnell Mika Malkki	Charles Gray Adrian Toovey David Truong Karen Herrick Peter Brown Myra Milton	
APOLOGIES	Daniel Rumbold Philip Gibbs		
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

The following update to sites was advised:

- Batemans Bay – No update reported.
- **Nowra** – contract for fit out has been let and is to be completed late September/early October. Storage warehouse still undergoing clean up to rectify floors. Kevin circulated the office floor plans last week and has received no feedback.
- **Wollongong T&I** – work with staff is continuing to address their issues and concerns.
- Wollongong University – no update reported.
- Newington – no update reported.
- **SIMS** – Inquiry committee will visit on 31st August.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- **Port Stephens** – Inquiry committee will visit on 28th September. The contract for the laboratory extension has been let. Library move is underway with the compactus in building 16 currently being dismantled. Library items will be progressively removed off site from Friday and through to next week. Library staff are involved in the move and Work Health and Safety has been discussed with both the staff and the contractors at both sites. The library at Cronulla will be emptied by 7th September.
- **Coffs Harbour** – Assets has not approved removing the reception area from the jetty office restructure as this is a part of their standard office fit out and Crown Lands staff remaining in the building require reception facilities. Fit out is on schedule however ICT may be a bit late depending on how difficult it is to establish connectivity between the two Fisheries offices in the jetty precinct. National Marine Science Centre (NMSC) is also on the ICT list. Site needs and requirements are needed for NMSC.

ACTION: Kevin to discuss with Charles Gray and Matt Broadhurst the facilities required at the National Marine Science Centre.

Geoff reported he had received reports that the Coffs storage facility is getting crowded and questions asked about how much space is required for catch records etc. Kevin responded that this space had been arranged for the relocating functions which hadn't occurred yet and non relocation storage items will need to be rearranged if space is an issue. Kevin remarked that the FAD gear (truck load) is likely to leave Cronulla next week to go to the Coffs storage site.

ACTION: Kevin to discuss the Coffs Harbour storage site and relocating items to be stored at this location with Ian Stockton

38

38.

Adrian noted that his staff at the Coffs jetty need to be hooked into the Trade and Investment network and provided with departmental computers. It was requested that if computers are becoming available that they be allocated to this group who are still working off OEH computers. Kevin responded that he will raise the computer issue with Peter Mackie and that access to the network will happen as part of the new server at this site. Kevin also noted that Greg from ICT will be on the ground at Coffs collecting ICT information.

ACTION: *Kevin to discuss computer requirements of Marine Parks staff at Coffs with Peter Mackie*

- Orange – no update reported.

Staff updates

The following staff updates were reported:

- 138 – staff affected by the closure of Cronulla
- 38 – total number of staff who have left the Cronulla site
- 100 – total number for whom action relating to transfer is known

Staff exiting = 46

- 16 - pending
- 14 - complete
- 1 – retiring
- 15 – transfer

Staff accepted transfer = 36

- 27 – pending
- 9 – staff moved (including two to regional locations)

Nil transfer action = 18

- 5 – casuals
- 8 – short term contracts
- 5 – project ends before Feb 2013

Action yet to be completed = 38

- 1 – LWOP
- 4 – formal transfer offer sent in last 2 weeks and return advice from staff pending
- 9 – advice pending, response on hold as agreed with each individual
- 7 – letter sent with no reply
- 13 – formal transfer letter yet to be sent
- 4 – action be advised, no transfer option currently on offer (Marine Parks and Aquatic Reserves)

Job seeking skills training

Kevin reported that despite only a small number of staff registering for the upcoming job seeking skills training course that it will still go ahead.

Security

Kevin reminded the working group that a number of contractors will be onsite over the next couple of weeks and that staff need to remain vigilante about security and work health and safety. Kevin noted that all contractors will be undergoing a site induction and unknown persons should be challenged if they are not wearing a visitor's badge. Karen Herrick commented that Grieg Ashworth is in charge of security on site and a number of changes have been made to ensure the site is safe including bringing the gate closure time forward an hour, increased security patrols and increased visitor signage.

2. Update from Geoff Allan

Geoff confirmed that the Select Inquiry Committee will visit SIMS on 31st August and Port Stephens on the 28th September. Geoff acknowledged the tension on site and reminded staff of their duty to treat others fairly and the need for consideration regardless of people's view on the relocation and/or participation in the work ban.

3. Update from Louisa Fitzhardinge

Louisa reported that no letters have been sent since last week's meeting. One letter will be sent next week and then letters come to a lull until October.

Louisa provided an update on how the Cronulla Expressions of Interests (EOI) have been progressing:

- 17 – positions have been advertised to Cronulla staff
- 6 – advertised positions have been filled by Cronulla staff
- 9 – positions are still in the recruitment process (2 are still being advertised and 7 in the process of interviewing or short listing)
- 2 – advertised positions were unable to be filled and have been listed for advertising internally

Louisa reminded the group to keep any positions to be advertised coming in a timely manner to allow staff on site to apply for positions before their contracts come to an end. Louisa noted some staff have been asking what happens to these position if the inquiry changes the decision, she has responded that staff can accept a position on the condition that the relocation proceeds.

Charles Gray asked Louisa 'if a staff member declines the offer of a position are they are retained on the eligibility list for future positions?' Louisa agreed to follow up with a response and Peter Turnell commented that it may depend on the position applied for.

ACTION: *Louisa to find out whether staff will be retained on an eligibility list if they decline a position offered to them.*

Kevin commented that people from across the broader Trade agency like Crown Lands and Water are making enquiries about positions available as a result of significant change in their departments. Enquiries are expected to increase as further departmental changes are announced.

4. Update from Working Team Leaders

Karen Herrick, Corporate Services

No update reported.

Andrew Goulstone, Commercial Fisheries

Andrew noted that the Fisheries Management Officer (FMO) EOI had been advertised with a qualifier that only permanent staff or staff with at least 2 years service can apply. Andrew requested this be changed as the position is a temporary role which should be open to permanent and temporary Cronulla staff.

ACTION: *Louisa to correct FMO EOI and provide this advice to Cronulla staff.*

Charles Gray, Fisheries Research

No update reported.

Adrian Toovey, Marine Parks and Aquatic Reserves

Adrian reported that one long term temporary staff member (currently on maternity leave) has been offered permanency in a new location. The remaining four staff, which includes one staff member on leave without pay, look to be formally 'unparked' later this year once the government's response to the marine parks audit is determined. Adrian also noted that his team has fallen to three from seven at the beginning of the year.

Peter Turnell and Mika Malki, Recreational and Indigenous Fisheries

Peter reported that work on the Nowra warehouse floor continues and that the bathroom facilities are currently in poor condition.

Mika noted that four of the six positions advertised in this section have been filled and that the remaining two will be progressed through internal recruitment. Applications for the Coffs Harbour positions are also currently being reviewed.

David Truong, ICT/Corporate Services

David reported the following ICT updates:

Coffs Harbour jetty – new server has been ordered, network link to be upgraded and options to connect the two offices in the jetty precinct being explored. Worst case a separate network link will need to be established for each building. Works expected to be completed mid/late October.

National Marine Science Centre, Coffs Harbour – services ordered, expected to be completed mid/late October.

Wollongong – new server ordered, expected to be completed mid September.

Nowra – services ordered, expected to be completed 1st week of October

A few other sites are awaiting further information before the scope and timing of works are scheduled.

5. Update from staff representatives

Peter Brown asked on behalf of staff in catch records whether their contracts can be extended rather than being offered the same position a casual basis. Peter highlighted that this would enable them to retain their entitlements including leave, service history, severance etc. and provide further opportunity for them to apply for other positions. Kevin responded that he met with the same group of staff yesterday and is in discussion with Daniel Rumbold to see what can be done. Kevin noted that the affected staff have different service histories and that any resolution is likely to be done on a case by case basis.

Next meeting/s:

WG Cronulla Relocation Meeting 45 (teleconference) – Thursday 30 August 2012, 9:30 - 11:00am

MEETING	Cronulla Relocation Working Group Meeting 45		
DATE/TIME	Thursday 30 August 2012	LOCATION	Teleconference
MEMBERS	Geoff Allan (Chair) Kevin Cooper Louisa Fitzhardinge Alexia Lucas Peter Turnell	Mika Malkki David Truong Peter Brown Myra Milton	
APOLOGIES	Andrew Goulstone Daniel Rumbold Philip Gibbs Karen Herrick	Adrian Toovey Charles Gray Doug Ferrell	
PREPARED BY	Alexia Lucas (8437 4914 or 0419 611 032)		

Outcome notes

1. Update from Kevin Cooper, Project Manager

Site updates

The following update to sites was advised:

- Batemans Bay – No update reported.
- **Nowra** – office fit out works are underway. Warehouse floors have been cleaned and are now acceptable to take on the lease.
- **Wollongong T&I** – work with staff is continuing to address their issues and concerns, a meeting will be held this week with Kevin.
- Wollongong University – no update reported.
- Newington – no update reported.
- **SIMS** – a visit to SIMS for relevant staff is being arranged for either 6th September (after 11:00am) or 11th September (not between 1:00-3:00pm), dates to be confirmed shortly.
- Parramatta – no update reported.
- Ourimbah – no update reported.
- **Port Stephens** – laboratory construction underway. Contract for aquaria is due. Library transfer commenced last week and another truck will leave Friday (31st) and next week. A librarian for the library will be arranged once the relocation of the library has been completed.
- **Coffs Harbour** – fit out of jetty office is underway. A truck load of FAD equipment moved to last week and another is due to go in the coming weeks.
- Orange – no update reported.

Staff updates

The following staff updates were reported:

- 138 – staff affected by the closure of Cronulla
- 38 – total number of staff who have left the Cronulla site
- 102 – total number for whom action relating to transfer is known (increased by 2)

Staff exiting = 48

- 18 – pending (increased by 2)
- 14 - complete
- 1 – retiring
- 15 – transfer

Staff accepted transfer = 36

- 27 – pending

9 – staff moved (including two to regional locations)

Nil transfer action = 18

- 5 – casuals
- 8 – short term contracts
- 5 – project ends before Feb 2013

Action yet to be completed = 36

- 1 – LWOP
- 2 – formal transfer offer sent in last 2 weeks and return advice from staff pending (decreased by 2)
- 9 – advice pending, response on hold as agreed with each individual
- 7 – letter sent with no reply
- 13 – formal transfer letter yet to be sent
- 4 – action be advised, no transfer option currently on offer (Marine Parks and Aquatic Reserves)

2. Update from Geoff Allan

Geoff confirmed that the Select Inquiry Committee will visit SIMS tomorrow (Friday 31st August). Geoff also reported that the agenda for the September 3 Public Hearing/Public Forum and September 10 Public Hearing are available on the Parliamentary website. The Minister is scheduled to appear on September 10.

Geoff noted the draft stakeholder report which was circulated to the working group. Geoff determined that it is not quite the right time to send this correspondence but requested it be kept on the action list for consideration in the future.

3. Update from Louisa Fitzhardinge

Louisa reported that one transfer letter will be sent on Monday (03 September) and that there are no further letters to be sent until October.

Louisa reported on an action item from last week where she was asked 'if staff decline a position offered are they able to be retained on the eligibility list?' Louisa reported that if the recruitment was part of normal recruitment processes that staff would not be retained on eligibility lists following declining a position. However as the 'Cronulla only' recruitment process is slightly different it allows for some flexibility and staff can be retained on eligibility list for similar positions only. Louisa explained that staff can not be offered the same position once declined and that staff need to request to stay on the eligibility list when they decline the offer. The group discussed that the convenor, ESS and staff need to be aware of this change to normal procedures and have a joint responsibility to ensure that the opportunity to stay on the eligibility list is offered to staff who decline a position.

ACTION: *Louisa to follow up with ESS to see whether a question about eligibility lists can be included in their processes for offering positions.*

Louisa noted that she had followed up with Charles Gray who asked this question on behalf of staff.

4. Update from Working Team Leaders

Peter Turnell and Mika Malki, Recreational and Indigenous Fisheries

Peter reported that contact had been made with the Regional Manager for Lands about giving a presentation on who the Recreational and Indigenous Fisheries group are and what they do. This is likely to occur in the next couple of weeks, once the current recruitment processes underway are completed.

Kevin commented that this was a good idea as a number of the other departments are undergoing change and are not necessarily aware of the opportunities likely to come from internally advertised positions etc.

Mika reported that recruitment for a number of positions is still underway and that a few positions have recently been advertised internally. Geoff commented that, as requested, he has signed off on a number of contract extensions.

Geoff asked whether any section was at risk of not meeting its business needs. Mika responded that the risks are being managed by trying to get people into positions as quickly as possible to enable them to learn the job before the moves occur.

David Truong, ICT/Corporate Services

No update reported.

5. Update from staff representatives*

Peter Brown raised an issue of widespread concern among the staff relating to an incident where two staff members were asked to a meeting with the Executive Director, their Director and senior manager about an incident involving use of "all-staff" emails. The staff members found the meeting intimidating. Geoff responded that it was made clear at the meeting with the staff members that it was not a formal disciplinary interview but an informal discussion about the use of email.

Myra supported Peter that three to one was perceived as being intimidating and that perhaps Geoff could have sent an all site email instead to remind staff that they are not to use the Cronulla site email address.

ACTION: *Geoff to send an email to the Cronulla site about the use of the Cronulla site email address.*

Myra provided positive feedback from the recent job seeking skills course. Myra reported that the trainer announced at the training course that the one on one coaching sessions will not be continuing. Louisa and Kevin both remarked this was the first they had heard about the normal processes changing.

ACTION: *Louisa to confirm the status of the one on one job coaching sessions.*

Next meeting/s:

WG Cronulla Relocation Meeting 46 (teleconference) – Thursday 6 September 2012, 9:30 - 11:00am

** Agreement could not be reached on this section of the minutes*