

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 |

CRONULLA NEWS

17 October 2011



Department of
Primary Industries

| | |
|---------|---|
| TO | Cronulla staff members |
| FROM | Cronulla Relocation Working Group |
| DATE | 17 October 2011 |
| SUBJECT | Cronulla relocation newsletter update 2 Intranet site and staff meeting 20 October 11:00am – 12:00pm |

Dear Colleagues,

Welcome to the second newsletter update for the relocations of functions from Cronulla. Late last week an intranet site <http://intranet.trade.nsw.gov.au/cronulla> dedicated to the Cronulla relocation went live. The site 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, Staff Relocation Plan and Risk Assessment
- Information from People Learning and Culture
- A list of contacts for further information

Intranet updates coming soon: new 'Question & Answer' document from People Learning and Culture (PLC) addressing some of your human resources related questions.

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.

A staff meeting is scheduled for next Thursday 20 October at 11:00am in the Main Conference Room at Cronulla.

The plan for this meeting is:

Introduction - Project Sponsor, Geoff Allan

Cronulla Relocation Project Update - Project Manager, Kevin Cooper

Human Resources information, advice and support available - PLC, Daniel Rumbold

Open forum - staff questions and answers

Staff are reminded that they should speak to their Managers, People Learning and Culture Branch and Project Manager Kevin Cooper for information, advice and support. The Employment Assistance Program ph 1800 337 068 is also there for those who we need that service

All staff are encouraged to participate in the process to ensure the best outcome can be achieved for you, the organisation and NSW fisheries stakeholders.

ADMIN MATTERS

CHRISTMAS PARTY

Yes, it is approaching that time of year again. Please mark Friday 16 December on your calendar for the best ever Christmas Party. More details soon...

FRIDAY 16 December 2011



PETTY CASH

Petty cash will be available from Poliina Ciralo on Monday, Tuesday and Wednesday each week.

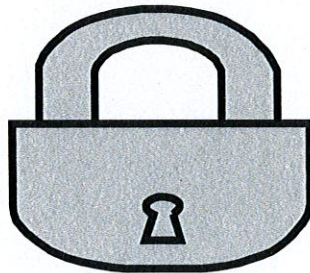
HEALTH & SAFETY

SECURITY

The safety of staff is extremely important. When working alone please make sure that the doors are secured to reduce the possibility of unauthorised entry.

When working after dark make sure your vehicle is parked in a well lit position and that you have quick access to the vehicle.

If you are the last person to leave your office at the end of the day please make sure the windows and doors are closed and locked.



HELP IS AT HAND

Did you know the department provides a counselling service to assist you and your family with personal and workplace issues, including post incident counselling?



The department's Employee Assistance Program through Converge International, provides you and your immediate family members with access to confidential counselling and support for workplace and personal issues.

The first three sessions are free.

Do you need assistance or advice with any of the following?

- | | |
|--|---|
| Work Issues | Personal Issues |
| <ul style="list-style-type: none">• Work Involvement• Career Counselling• Conflict Resolution• Bullying, Harassment | <ul style="list-style-type: none">• Relationships• Stress, Depression, Anxiety• Substance Abuse, Alcoholism, Gambling• Debt, Visa, Immigration |

Converge International, your Employer's Employee Assistance Program, offers confidential professional support, advice and counselling to all employees. Talk now to a counsellor, who is free of charge, available at 1 800 337 068.

Converge International is a leading provider of Employee Assistance Programs (EAP) and is a member of the International Association of Employee Assistance Professionals (IAEAP).

Sessions are confidential, so the department doesn't know who has used the service, or know details about issues discussed. Appointments with Converge counsellors can be arranged by calling 1800 337 068. You can arrange to talk over the phone or face to face at a location convenient to you.



Safety is everyone's responsibility!

"GREEN THUMBS"

WORKING BEE
SATURDAY 29 October 2011
8.30am – 1.00pm



A joint application with Sutherland Shire Council (SSC) and I&I NSW, for a grant from the Sydney Metropolitan Catchment Management Authority for the "Restoration and protection of coastal reserves of Cronulla Peninsula" was successful (Oct 2010). This project provides an extension to the successful 'Rehabilitation of Littoral Rainforest on Hungry Point' project.

As part of the Project we are holding a "working bee" on Saturday 29 October 2011. Staff from the Sutherland Shire Council's Bushcare Program and Bushland Unit will be here together with local bushcare volunteers. You are invited to volunteer and join in the fun, lend a hand and make a difference.

Council will provide tools, refreshments and staff to supervise and advise volunteers. If you are able to help out, please email me and I will gladly add your name to the VIP Volunteer List.

Site Manager – Debbie Highton

Site Director – Prof Steve Kennelly

CRONULLA NEWS

22 November 2011

RELOCATION INFORMATION



Department of
Primary Industries

| | |
|---------|--|
| TO | All Cronulla staff |
| FROM | Cronulla Relocation Working Group |
| DATE | 22 November 2011 |
| SUBJECT | Cronulla relocation newsletter update 3 Staff meeting 25 November 9:00 – 11:00 am |

Dear Colleagues,

As we reach our end of November deadline it is timely for us all to meet again. We're calling a meeting for all staff this **Friday 25 November at 9:00am**. At this meeting more detailed information will be presented to you about where each function and position is proposed to be relocated and the broad timetable for the next 12 months. Other information relating to the relocation, including updates to the *Operations plan*, the *Risk management plan* and the draft *Change management plan* will also be discussed.

As explained in Section 15 of the draft *Change management plan*, staff will continue to have opportunities to discuss new locations for positions with their managers and Kevin Cooper, the Relocation Project Manager. We will continue to consider other location options, based on improved business delivery outcomes or exceptional circumstances.

You're invited to a meeting for all staff this Friday 25 November at 9:00 am in the Main Conference Room at Cronulla.

The plan for this meeting is:

Introduction - Geoff Allan

Draft *Change management plan* - Daniel Rumbold

Operations plan - Kevin Cooper

Broad timetable for the next 12 months - Kevin Cooper

Proposed locations for functions (Gantt chart) - Kevin Cooper and Geoff Allan

Open forum - staff questions and answers

If you need further information, advice and support, speak to:

- your managers
- Daniel Rumbold from People Learning & Culture, and
- relocation Project Manager Kevin Cooper.

Confidential free counselling is available through the Employee Assistance Program (call 1800 337 068) for you and your immediate family members.

We encourage you to participate in the process to ensure the best outcome can be achieved for you, and for NSW fisheries stakeholders.

ADMIN MATTERS

PHOTOS

Melbourne Cup Day

G:\CFRC\2011 MELBOURNE cup\MELBOURNE CUP DAY

Site Staff Group Photo

On 16/12/2011 we will assemble for a site staff photo well before Party time. More details closer to the day.

CHRISTMAS PARTY

Please let Lisa Lean know if you will be attending this year's Christmas Party.

FRIDAY 16 December 2011



Cost: \$20
Pay: Lisa Lean from now until Friday 9 December 2011.
Theme: Hillbilly, Redneck or Bogan

HEALTH & SAFETY

HELP IS AT HAND

Did you know the department provides a counselling service to assist you and your family with personal and workplace issues, including post incident counselling?



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The first three sessions are free.

Sessions are confidential, so the department doesn't know who has used the service, or know details about issues discussed. Appointments with Converge counsellors can be arranged by calling 1800 337 068. You can arrange to talk over the phone or face to face at a location convenient to you.

Do you need assistance or advice with any of the following?

| | |
|---|---|
| Work Issues | Personal Issues |
| <ul style="list-style-type: none">• Work Relationships• Career Counselling• Conflict Resolution• Bullying Harassment | <ul style="list-style-type: none">• Relationships• Stress, Depression, Anxiety• Substance Abuse, Addiction, Gambling• Self-Harm, Bereavement |

Converge International provides Employee Assistance Programs (EAP) services that offer confidential, confidential, and confidential services to employees. For more information, visit our website at www.convergeinternational.com or call 1800 337 068.

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Team at 1800 337 068
www.convergeinternational.com

Safety is everyone's responsibility!

THANK YOU - "GREEN THUMBS"



Thank you to Colleen Bennett-Milbourne and Jackie Gerard who joined me and the bushcare team on Saturday 29 October 2011 for the working bee. Weeds were cleared, mulch spread and 100 seedlings planted in the area below the recreational fishing building. Thanks to Dave Barker for a very informative aquaria tour that delighted the bushcare volunteers.





Your questions answered

Relocation of Cronulla Fisheries Centre
Answers for staff to HR-related questions

Issue 1, 14 October 2011

Answers on-the-record

You understandably have asked us many HR-related questions about the closure of the Cronulla Fisheries Centre.

This first issue of *Your questions answered* will begin to put answers to some of those questions on-the-record. It:

- allows you to access and read a central record of answers we've given to questions that you have asked
- prompts you to ask further questions you may have.

There are some questions we just don't have answers to, and some answers that will probably not provide you with the reassurance you want.

Nevertheless the goal is to give you and your colleagues the best information we have, as we have it.

Can't see your question?

If you've got a question that isn't answered here, email daniel.rumbold@industry.nsw.gov.au.

We'll publish further issues of *Your questions answered* on a regular basis, as the project unfolds and you raise further questions.

Confidential counseling

You and members of your immediate family can access confidential counselling services with Converge International on 1800 337 068.

This can be face-to-face or over the phone, on-site or off-site.

We'll also organise a counsellor to be on site at Cronulla from time to time during this process. Please don't hesitate to tell us if you require something that isn't being provided.

Getting clear answers

1. *Why can't you give us straight answers to many of our questions?*

We acknowledge we don't have clear answers to many of your questions at this time. We recognise that this is frustrating and increases the uncertainty you are experiencing.

We're working towards answering all your questions and, as the planning and decision making process continues, the certainty will increase. Don't forget we're also using the working group and working teams to allow you to have input into the planning and decisions. This consultation naturally slows up the pace of planning and increases uncertainty to a degree. But we hope it will help to get the best outcome for you and your colleagues, and for fisheries.

We will try to be open when we don't have clear answers. It would not be fair to you if we gave you answers or assurances that we are not in a position to give.

New locations

2. *When will we know what our proposed new location is?*

By November a draft relocation plan will have been compiled detailing where functions are likely to be located. When draft plan is ready we will write to you and lay out the possible places that your position may be relocated to.

In February 2012 we are planning to provide you with a formal letter of offer for your position in a new location.

3. How are you working out where we'll be relocated?

The relocation is being managed through a Working Group. This is made up of the Branch Managers of each of the functions on site, staff reps, Geoff Allan, Kevin Cooper as project Manager and HR resources from the People Learning and Culture branch.

The Working Group is supported by Working Teams put together for each function currently on site at Cronulla. These Working Teams are made up of people from each of the functional areas. They are exploring and developing proposals for where to relocate the different functions and people. You, or colleagues you work closely with, may already be part of one of a Working Team.

We'd encourage you to participate in the discussions these teams are having, and to provide information to them. Alternatively, you may wish to discuss issues directly with Kevin Cooper, the project manager for the relocation. This will make sure that your voice is heard, and help us develop a good understanding of the issues associated with the transfer of functions from Cronulla.

4. When will we be given a formal offer to relocate?

We're planning to send you a formal letter of offer in February 2012 for a position in a new location.

Job swaps

5. Can I swap my job with someone else from Cronulla if I don't want to relocate to my proposed new location?

When everyone has been offered a position in a new location, we'll run a job swap process. You will be able to register your desire to be considered for a job swap, and to express your interest in swapping jobs with other people who also want to swap.

We can't guarantee you will get a job swap if you want one. But we will consider each proposed job swap on its merits.

Temporary staff

6. I am a temporary staff member. What will happen to me?

It is very difficult to give a general answer to this question. This is because your circumstances are naturally unique, and what happens to you will depend on:

- how long you've been a temporary staff member, including how long you've been in your current position
- whether you have a substantive position elsewhere
- whether you were appointed to your current position by merit selection
- where your funding comes from, and whether it's likely to be ongoing
- what the proposed new structure and location of your work-group is and
- whether the work you are doing is likely to be needed for the longer-term.

Nevertheless, here are some principles we will apply:

1. if you are a long-term temporary staff member (greater than 2 years in similar positions), we will make you permanent wherever possible—this means wherever there is an ongoing funded business need, and there are no legal or government policy impediments to appointing you permanently
2. you will be able to apply for vacant positions in the new locations, although your colleagues who are permanent, and other excess employees, will have first call on those positions
3. if you move with your position to the new proposed location, you will be eligible for transferred employee entitlements as specified in the *Crown Employees (Transferred Employees Compensation) Award*.

7. I am a temporary staff member. What can I do to help clarify what might happen to my position?

The best thing you can do is:

1. talk to your manager about your circumstances and what opportunities there are for you in the realignment and relocation of your work group. Take opportunities to contribute to the working team that is developing the realigned structure and locations for your work group
2. contact *People, Learning & Culture* (see contact details below) to talk through your personal circumstances and how they might be handled.

Voluntary redundancies now

8. If I don't want to move and I find another job now and leave can I get a VR now?

We cannot promise you a VR if you find a job now and want to leave straight away. You will only be offered a VR if you have been formally declared excess and become an excess officer.

Given that it will be some time before anyone will be physically relocated, and that there will be ongoing work and operations during the relocation project, it is unlikely that anyone will be declared excess before June 2012 at the earliest.

Compassionate considerations

9. My circumstances need to be dealt with on compassionate grounds. What should I do?

Wherever possible, we will take your personal circumstances into account. If there are compassionate reasons that make you unable to relocate we will consider your case and the options available for you on an individual basis.

Contact Daniel Rumbold, Erica Stafford or your manager as soon as possible to discuss your needs. We will treat anything you tell us confidentially.

10. Will others be told about my individual circumstances?

We will only share information with others with your permission. There will be cases in which information needs to be shared with selected people in order to make sure you get the assistance you need.

Moving locations early

11. I want to move to the new location earlier, for example in time for my children to start the new school year. Can I do that?

This may be possible. We can't promise that we will be able to meet every request, but the earlier you discuss your needs with your manager and with us, the more likely it is that we will be able to accommodate you.

Relocation grants

12. Would I be eligible for the NSW government's Regional Relocation Home Buyers Grant if I relocate?

It is quite possible you might be. The Regional Relocation (Home Buyers Grant) Act 2011 provides applicants with a one-off payment of \$7,000 to assist them with the cost of relocating from their metropolitan home to a regional home.

You can find more information about the grant online at: <http://www.osr.nsw.gov.au/benefits/rrg/>

Key contacts

13. I need to talk to someone in person about my circumstances. Who can I contact for more information?

Kevin Cooper is the Project Manager for the relocation of Cronulla Fisheries Centre. Kevin is on site approximately 3 days a week. Kevin is working closely with part of the Working Group, and is working closely with all the Working Teams planning the relocation. He is available to answer questions you might have about the planning and progress of the relocation.

His contact details are:

Kevin Cooper
4640 6467 or 0412 139 267
kevin.cooper@industry.nsw.gov.au

Daniel Rumbold and **Erica Stafford** from the *People, Learning & Culture* branch are available to answer specific questions you may have around your entitlements and conditions.

Their contact details are:

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

Erica Stafford
8838 7573 or 0411 140 418
erica.stafford@water.nsw.gov.au

Transferred employees compensation

Summary of award provisions and advice for transferred employees

Updated 15 November 2011

Note: this summary should be read in conjunction with the Crown Employees (Transferred Employees Compensation) Award 2009 (Award). To the extent of any inconsistency between this summary and the Award, the Award shall prevail.

General

Notification of transfer

Staff will receive confirmation within their letter of offer/transfer as to their eligibility for assistance under the Award. The intent of this award is to provide reimbursement towards expenses of staff members transferred to work in a new location which, by necessity of that transfer, requires them to relocate their principal place of residence.

Claims

Claims for reimbursement of transfer costs must be submitted to the Corporate Operations Branch, Shared Services Unit, Orange, Head Office. Claims are to be submitted on a memo indicating what is being claimed and the costs associated with each item. The appropriate tax invoice for each item being claimed must accompany the memo, and refer to the Purchase & Sale checklists for the required documents to be presented.

Claims can be sent to:
payrollcentre@industry.nsw.gov.au

Staff members who cohabit and relocate together

Where staff members cohabit and are relocated to the same location, the assistance payable under this Award will be paid to one staff member only. Where applicable however, both staff members may claim the leave concessions under clause 6 of the Award.

Leave (Clause 6)

Special leave of up to five working days to cover any of the following activities:

- visit the new location to obtain accommodation
- prepare and pack personal/household prior to removal
- arrange storage
- travel to the new location for the purpose of commencing duty
- clean the premises being vacated
- occupy and settle into the new premises.

The Department Head may grant additional special leave, when necessary, if the above activities can not be completed within 5 working days.

Travelling & meal expenses (clause 7)

A transferred employee shall be entitled to an economy air fare or reimbursement for the use of a private vehicle paid at the casual rate for motor vehicle allowances as set out in the Crown Employees (Public Service Conditions of Employment) Award 2009, on the following basis:

- For the transferred employee and one member of the household to travel to the new location to seek accommodation.
- For the transferred employee and all members of the household to travel to the new location to commence duty. Where the members of the household do not travel with the transferred employee to commence duty the cost of their personal transport will be deferred until such time as they travel to take up residence at the new location.

- For the transferred employee proceeding on special leave under subclauses 6.3 and 6.4 of clause 6, Leave of the Award.

Transferred employees travelling to the new location to commence duty who elect to use a private vehicle shall be paid at the official business rate.

When a transferred employee, travels to the new location to seek new accommodation he or she will be reimbursed for overnight accommodation and meals for the journey to and from the new location for two people under clause 26, Travelling Compensation of the Crown Employees (Public Service Conditions of Employment) Award 2009.

Temporary accommodation (clause 8 & 9)

Temporary accommodation benefits will be reimbursed for a period of up to four weeks to transferred employees who are relocated and use commercially provided accommodation such as a hotel. Such benefits are available in three forms:

1. Transferred employees without dependant relatives will be reimbursed up to 50% of the cost of accommodation provided that the total amount to be reimbursed does not exceed \$254 per week.
2. Transferred employees with dependant relatives will be reimbursed up to a maximum of \$254 per week plus an additional \$27 for each dependant child 6 years and over (max. contribution \$54 per week). See table in clause 8 of the Award.
3. A transferred employee required to move to the new location ahead of the dependants will be reimbursed up to a maximum of \$254 per week, providing the cost of accommodation is in excess of \$51 per week.

Where a transferred employee secures privately rented accommodation (e.g. a private house) at his or her new location and incurs excess rent then the transferred employee shall receive assistance as follows:

- Officer with 2 or more dependant children \$68 per week
- Officer with 1 dependant child \$59 per week
- Officer without dependant children \$51 per week

A formula for excess rent is set out in the Award, which takes into account the staff member's substantive salary is set out at cl.9.2 of the Award. The Department may require evidence of difficulties in obtaining cheaper private accommodation. The Department may extend excess rent payments beyond six months in areas of acute shortage of housing or extremely high rents.

Removal & storage (clause 10)

The removal of your personal/household effects is arranged by Move Dynamics and costs are met by the Department, subject to the provisions of clause 10 of the Award.

You will need to advise the Shared Services Unit (Payroll) of your contact details, addresses for removal and delivery (if known). These details will be entered into the Move Dynamics website. Move Dynamics will then contact you directly. Please note that a minimum of 2-3 weeks notice is required prior to moving.

Move Dynamics can be contacted on:

Tel: (02) 9645 7744, Fax: (02) 9645 7755, (02) 9645 7779 or <http://www.movedynamics.com.au>

When your private vehicle is used for official business, and you need to move another car, you can claim the following for the second car:

- Cost of transport by road or rail; or
- If vehicle driven, car allowance at Casual Rate.

Some items are not automatically removed by the contractors. You will need to make separate arrangements for the removal of the following items and other items of like nature:

- vehicles, except as provided for under Clause 8;
- dog kennels;
- plants in boxes and pots;
- wood and coal;
- horses, harness, etc, except when required for official use;
- aviaries;
- livestock.

Removal includes insurance of furniture and effects whilst in transit up to an insured value of \$38,000. Insurance of furniture and effects valued in excess of \$38,000 may be approved subject to conditions.

If you are unable to secure suitable accommodation at the new location, the costs of storage of furniture, insurance up to \$38,000 and cartage to the store and from the store to your new residence, when secured, can be reimbursed.

A transferred employee shall be entitled to reimbursement for the cost of expenses reasonably incurred by transferred employees and their families for meals and accommodation during the course of the journey.

Depreciation and disturbance allowance (clause 11)

Subject to the approval of the Department head, you are entitled to an allowance of \$1,126 for depreciation and disturbance of furniture, furnishings and fittings if the value of the items moved to your new location is greater than \$7,037, or pro-rata if the value is less. The claim form, which is available on the intranet, is required for the payment of the Depreciation and Disturbance Allowance.

The Australian Taxation Office has ruled that this allowance is to be treated as assessable income. It will be included as part of earnings and will be taxed.

Education of children (Clause 12)

A transferred employee will be reimbursed for accommodation expenses exceeding \$27 per week, up to a maximum of \$56 per week, for each dependant child undertaking Year 12 where the elected subjects are not available at a school in the transferred employee's new location. The transferred employee will be required to provide a certificate from the Department of Education and Training confirming that the elected subjects are not available at the transferred employee's new location.

A transferred employee will be reimbursed costs for the replacement of essential school clothing and ancillary items for each dependant child required to change schools as a result of the staff member's transfer from the former location to the new location subject to advice from the new school.

If you are seeking reimbursement of school uniform costs, a memo should be completed outlining which items have been purchased for which child. Tax invoices should be attached to the memo and a payment voucher completed.

Transaction expenses (Clause 13)

Purchase and sale of a residence

If, as a result of your transfer, you sell your principal place of residence (ie not another property such as an investment property) at your former location and purchase a residence or land upon which to erect a residence at your new location, you are entitled to apply for the reimbursement of transaction expenses.

Conditions to qualify for transaction expenses' assistance are:

- Complete the sale and purchase transactions within 2 years of the date of transfer;
- Other than Stamp Duty, the maximum property value of \$520,000 per property for sale and purchase will determine the limit of Transaction Expenses paid to an employee.
- Stamp duty will be paid in full where occupation of the residence occurs within 15 months. Where occupation occurs after 15 months but within 2 years of transfer, reimbursement of stamp duty will not exceed the property value of \$520,000.
- The Department Head may consider payment of transaction expenses on a sale and/or purchase of a residence more than two years after relocation, if satisfied there is good reason.
- Not be moving residence within the Sydney metropolitan area, defined as being the area bounded by the Illawarra line as far as Wollongong to the south, or the western line as far as Mt Victoria to the west, and on the northern line as far as Gosford to the north.

Reimbursement will be provided for the following:

1. Professional costs and disbursements of a private solicitor or registered conveyance company;
2. Stamp duty on the purchase;

3. Real estate agent commission on the sale of the former residence. Please note that advertising costs are not reimbursed
4. Registration fees on transfers and mortgages on the residence, or the land and house erected on the land;
5. Stamp Duty paid in respect of any mortgage entered into or the discharge of mortgage in connection with transactions for the sale and purchase.

Purchase of a residence only

If you do not sell your principal place of residence at the former location, some assistance is still available if you:

- Buy and occupied a residence within 15 months of transfer; or
- Buy land upon which to build a residence and occupied within 15 months of transfer.

Any house and/or land purchased at your new location must be in your name and/or the name of your spouse or cohabiter. To receive assistance you will be required to produce a copy of the stamped and dated Contract of Sale and the original receipt for Stamp Duty.

Reimbursement will be provided for the following:

1. Professional costs and disbursements of a solicitor or registered conveyance company;
2. Registration fees on transfers and mortgages on the residence, or the land and a house erected on the land;
3. Stamp Duty paid on any mortgage entered into in connection with transactions for purchase.

Incidental costs (Clause 14)

The transferred employee will receive reimbursement for the following incidental costs of relocation:

- Council rates or charges levied upon unsold former residence for any period during which it remains untenanted to allow the sale of the property of the relocating transferred employee;
- Gas and electricity connection costs to the new residence and telephone connection provided the telephone was connected at the transferred employee's former residence;
- Survey certificates and pest certificates for the new residence; and

- Mail re-direction from the former residence to the new residence for 1 month.

Relocation on retirement and death (Clause 15)

If you retire from the Public Service (this does NOT INCLUDE leaving the public service via voluntary redundancy) at a location other than your original place of recruitment, assistance with removal and storage expenses in accord with clause 10 to a location of your choice, provided that the relocation is effected within 12 months.

In the event the transferred employee dies, the partner and dependant children or relatives, will receive assistance with removal expenses for relocation to a single place of their choice within NSW. Claims may be made up to 12 months after the death of the transferred employee.

Note that the maximum amount payable for retirement and death is limited to that payable had the transferred employee moved to the place of original recruitment to the NSW Public Service.

It should be noted that the depreciation and disturbance allowance in clause 11 is not payable in this circumstance.

Key contacts

Daniel Rumbold and **Erica Stafford** from the *People, Learning & Culture* branch are available to answer specific questions you may have around your entitlements and conditions.

Their contact details are:

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

Erica Stafford
8838 7573 or 0411 140 418
erica.stafford@water.nsw.gov.au

Responses to Cronulla Staff Questions

Introductory note

Change management plan

Many of the responses to questions in this document refer to other documents. In particular many responses refer to the *Change management plan* for the Cronulla relocation, which has been provided in draft to staff, and which will be provided again when it is finalised and approved by the Director General of Trade & Investment NSW.

Operational project planning documents

Many responses also refer to the operational project planning documents—including:

- the latest version of the *Operations plan*
- the *Communications plan*
- the *Staff relocation plan* (Gantt chart)
- the project *Risk management plan* and
- other operational project planning documents.

By their very nature these documents are dynamic, being continually amended and updated as the project work unfolds.

Most recent versions of the *Operations plan*, the *Communications plan* and the *Staff relocation plan* (Gantt chart) can be found on the Cronulla relocation intranet site at: <http://intranet.trade.nsw.gov.au/cronulla>

Staff relocation plan (Gantt chart)

The *Staff relocation plan* details the new work location and scheduled commencement date for the relocated function(s), position(s) and person in each position. The commencement date based on factors such as seasonality of the workload, inclusion in overall move schedule, department/project needs and staff needs.

Table of questions and responses

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|---|---|--------------------------------------|-------------------|--------------|--------|
| 1 | Can staff be given a minimum of 12 months written notice of relocation/redundancy specifying full details of proposed work location, work classification, employment status, relocation benefits and redundancy benefits personalised to the circumstances of the individuals involved so that informed decisions can be made? | 30/09/2011 | No. The timetable of implementation is contained within Section 15 of the <i>Change management plan</i> and the <i>Staff relocation plan</i> (Gantt chart), which can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla | HR to identify positions under s7 HR to prepare WG to endorse Union's Consulted DG to approve | Sections 7, 8, 9, 10, 11, 13, 14, 16 | HR | 24/10/2011 | OPEN |
| 3 | Will all staff be offered redundancy provisions as an alternative to relocation including staff on temporary employment contracts? | 30/09/2011 | Only permanent staff who decline an offer to transfer with their position to a new location outside the Sydney metropolitan area will have the option of accepting a redundancy payment. Refer to Section 9 of the <i>Change management plan</i> . In this case the Sydney metropolitan area will be the Central Coast on the Northern Line as far as Gosford, the area on the Western Line as far as Mt Victoria and on the Illawarra Line as far as Wollongong. Temporary staff may be entitled to a severance payment. Refer to Section 9 of the <i>Change management plan</i> . | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 9, 13, 14 | HR | 24/10/2011 | OPEN |
| 4 | Will staff, upon notification to the Department of intention to take redundancy, be entitled to remain in existing positions at the Cronulla site unless and until the Cronulla Centre is closed to all DTRIS staff? Whilst the centre remains open, will staff be entitled to remain in existing jobs at Cronulla? | 30/09/2011 | These situations will need to be individually assessed & ultimately will be dependant upon operational planning. Operational planning will be documented in the operational project planning documents—including: • the latest version of the <i>Operations plan</i> (updated regularly) • the <i>Communications plan</i> • the <i>Staff relocation plan</i> (Gantt chart) | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 9, 13, 14, 16 | HR | 24/10/2011 | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|---|-------------|---|--|---------------------------|-------------------|--------------|--------|
| 5 | Upon notification to the Department of intention to take redundancy, will staff be entitled to exit the organisation at a mutually agreed date prior to the final closure of the site and retain full redundancy benefits? | 30/09/2011 | <ul style="list-style-type: none"> the project <i>Risk management plan</i> and other operational project planning documents. By their very nature these documents are dynamic, being continually amended and updated as the project work unfolds. Most recent versions of the <i>Operations plan</i> , the <i>Communications plan</i> and the <i>Staff relocation plan</i> (Gantt chart) can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla The Staff relocation plan details the new work location and scheduled commencement date for the relocated function(s), position(s) and person in each position. The commencement date based on factors such as seasonality of the workload, inclusion in overall move schedule, department/project needs and staff needs. These situations will need to be individually assessed & will be dependant upon the operational project planning documents (see <i>explanation included in the Introductory note</i>). Ultimately exit dates will be determined by the department. Staff should leave no later than their scheduled commencement date at their new work location. These commencement dates will be documented on the <i>Staff relocation plan</i> (see <i>explanation included in the Introductory note</i>). | HR to prepare WG to endorse Union's Consulted DG to approve | Section 9 | HR | 24/10/2011 | OPEN |
| 6 | Can the Department facilitate "job swaps" with any other NSW public servant including DTRRS public servants so staff wishing to stay in Sydney can swap with another person interested in relocating to a regional centre? | 30/09/2011 | The option of 'job swap' is covered in Section 6 of the <i>Change management plan</i> . | HR to prepare WG to endorse Union's Consulted DG to approve | Section 13 | HR | 24/10/2011 | OPEN |
| 7 | Will all staff in temporary positions be made permanent without delay and prior to any notices of relocation being issued? | 30/09/2011 | No, however temporary staff will have various options available. Refer to Section 14 of the <i>Change management plan</i> . | WT to identify positions under s7 HR to prepare WG to advise and endorse Union's Consulted DG to approve | Section 7, 8, 14, 16 | HR | 24/10/2011 | OPEN |
| 8 | Will relocating staff be given the option to work at any new location regardless of the location specified for their work unit? Alternatively, can staff be provided alternate employment at current grade and salary with a work unit at their preferred location? | 30/09/2011 | No, however all situations will be reviewed & where possible flexibility will be considered in order to try & meet both the business needs of the government policy, department & the personal needs of the employee. Such flexibility will be reflective of the content & outcomes associated with the operational project planning documents (see <i>explanation included in the Introductory note</i>). Every effort is being made to match staff skills and abilities, needs, and position details at new work locations that meet the department requirements and government policy. Only employees covered under the Managing Excess Employees Policy for redundancy or severance payments. | HR to prepare WG to advise and endorse Union's Consulted DG to approve | Sections 7, 8, 13, 14, 16 | HR | 24/10/2011 | OPEN |
| 9 | Will spouses of relocating staff who are forced to leave employment be entitled to redundancy provisions or equivalent to compensate them for their lost employment and provide financial support whilst they re-establish their careers? | 30/09/2011 | No, all forms of recruitment action are conducted in accordance with Government Policy & the principles of merit selection. | HR to prepare WG to endorse Union's Consulted DG to approve | Section 4, 6 | HR | 24/10/2011 | OPEN |
| 10 | Will spouses of relocating staff be entitled to preferential treatment when applying for vacant positions in the new locations? | 30/09/2011 | The only assistance available is in accordance with the <i>Transferred Employees Compensation Award</i> A summary of the <i>Transferred Employees Compensation Award</i> provisions can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla | HR to prepare WG to endorse Union's Consulted DG to approve | Section 4, 6 | HR | 24/10/2011 | OPEN |
| 11 | Is the department able to offer low interest loans to overcome relocation related expenses and disruption to family income? | 30/09/2011 | All corporate service positions will either be relocated to Parramatta, Orange or other locations as defined in the Operational project planning documents (see <i>explanation included in the Introductory note</i>). | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 7 | HR | 24/10/2011 | OPEN |
| 12 | Will corporate services positions remain in Sydney? | 30/09/2011 | | | | | | |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|--|---|----------------------------|-------------------|--------------|--------|
| 13 | Will Sydney based positions remain at the Cronulla site unless and until the site is closed to all DTTIRIS Staff? | 30/09/2011 | Not necessarily but such decisions will be considered & identified in the Operational project planning documents (see explanation included in the Introductory note) See Response to question 4. | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 7, 16 | HR | 24/10/2011 | OPEN |
| 14 | Can Sydney based staff be provided office space at a location not more than 30 minutes peak hour travel time from the Cronulla location? | 30/09/2011 | This outcome is unlikely but all relocations will be considered & covered in the Operational project planning documents (see explanation included in the Introductory note) The site for work to remain in Sydney metro area will meet department and government policy and requirements. These sites will be named on the Staff relocation plan (see explanation included in the Introductory note). No, refer to Section 9 of the Change management plan. | HR to prepare WG to endorse Union's Consulted DG to approve | Section 9, 13 | HR | 24/10/2011 | OPEN |
| 15 | Will Sydney based staff forced to work at an office more than 30 minutes travel time from the Cronulla location be entitled to redundancy as an alternative to relocation? | 30/09/2011 | Generally no, but each situation will be judged on its individual merits. | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 9, 10, 11, 13, 16 | HR | 24/10/2011 | OPEN |
| 16 | If a staff member decides to relocate are they able to change their mind at a later date and take a redundancy instead? For example, there may be difficulties with the sale of the family home. | 4/10/2011 | This is covered within the operational project planning documents (see explanation included in the Introductory note). The operational project planning documents (see explanation included in the Introductory note) in particular the Staff relocation plan (Gantt Chart) will show the new work locations for the functions, positions and staff and the scheduled dates to commence work at the new location. Yes, there are provisions within the Transferred Employees Compensation Award, refer to Section 4 of the Change Management Plan. A summary of the Transferred Employees Compensation Award provisions can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla | HR to prepare WG to endorse Union's Consulted DG to approve ** Possibly needs to be addressed outside the CM Plan or a non standard section added to the plan. | Sections 4, 6, 11 | HR | 24/10/2011 | OPEN |
| 17 | Can the Department provide a table showing where each of all of the current Cronulla positions is being assigned. | 4/10/2011 | Refer to Section 11 of the Change management plan. | WT to prepare WG to endorse Union's Consulted DG to approve | Section 7 | WT/WG/HR | 24/10/2011 | OPEN |
| 18 | If an officer is being transferred to one of the regional centres (eg Nowra, Coffs Harbour or Port Stephens) and their spouse is not moving, will the transferred officer be provided with assistance (possibly outside the Translocated Officers award) for example a, stamp duty and legal costs etc in buying a home at the new centre without having to sell a Sydney home? b. If an officer has caring responsibilities for aged parents or infirm family members what allowances will be made available (eg for the family member, access to specialists etc) | 4/10/2011 | Line management must authorise all absences from the workplace. Positions within the Public Sector allow staff to be considered as on duty when preparing for & attending interviews. Roles outside the Public Sector require leave to be taken eg flex, recreation, extended leave etc. | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 4, 13 | HR | 24/10/2011 | OPEN |
| 19 | Given that many officers are now actively seeking alternate employment will the Department provide officers with additional leave for matters such as job applications, interviews etc. (including whether the Department authorises such activities during work time regardless as to who the application is lodged with) | 4/10/2011 | The specifics of individual services & research to be relocated will be covered in the operational project planning documents (see explanation included in the Introductory note). These plans include names of work locations for functions and positions transferred from Cronulla. The business needs of the department and government will drive such decisions. | GA to advise HR to prepare WG to endorse Union's Consulted DG to approve | Section 6 | HR | 24/10/2011 | OPEN |
| 20 | In her reply to emails re the relocation of Cronulla Fisheries Research Centre, Minister Katrina Hodgkinson states: The NSW Government intends to maintain the current level of services and research currently provided by the Cronulla Fisheries Research Centre. Indeed, the functions and services undertaken at the Cronulla site will be replicated at the regional locations (Email dated 5th October, 2011 from Office of Hon Katrina Hodgkinson) | 6/10/2011 | | | | | | |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|---|-------------|---|---|--|-------------------|--------------|--------|
| | As such, will ALL staff that do not re-locate be replaced to ensure a service from a facility that is currently being provided from Cronulla is provided from elsewhere? | | | | | | | |
| 21 | For people who may consider relocating as an extreme last case scenario, but don't want to put their hand up now (in fear of not being given an option to change their minds), when is it too late to talk about the possibility of relocating to an area other than where their section is told they are going (i.e. move to Nowra instead of CoFs). Once the letters of offer come out in February and we find out what's actually happening, is it too late then? | 6/10/2011 | Staff can advise management of any change in circumstances however the sooner staff can confirm their individual decisions the better placed both the department & the staff member will be in managing this relocation. Staff will be asked to advise of their intentions no less than 3 months before their scheduled commencement date at their new work location as laid out in the Staff relocation plan (Gantt chart) (see explanation included in the Introductory note). Given all this, for many it may not be too late in February to talk about the possibility of relocating to an area other than where their section is told they are going. | HR to prepare WG to endorse Union's Consulted DG to approve | Sections 9, 10, 11, 13, 16 | HR | 24/10/2011 | OPEN |
| 22 | Will the department fund the provision of services to help staff prepare resumes and provide counselling/services around presentation skills and identifying career options? | 6/10/2011 | Yes, the Department will provide these services. Refer to Section 4 of the Change management plan. | HR to prepare WG to advise and endorse Union's Consulted DG to approve ** Staff have expressed a desire for one-on-one consulting services. | Sections | HR | 24/10/2011 | OPEN |
| 23 | 1a) Even accepting the principle of decentralisation it still must be acknowledged that Sydney is the place where the majority of Fisheries stakeholders reside. There must be some Fisheries representation left in the State's capital. After relocating most services to the bush, what Fisheries services are to remain in Sydney? 1b) After you have identified which services are to remain in Sydney where are these locations to be? 1c) If you have left some services in Sydney wouldn't it make economic sense to have the remaining Sydney services placed at Cronulla? | 6/10/2011 | Yes, some staff will remain in the Sydney area at a small number of sites. Potential new locations are still to be assessed including preliminary discussions with SIMS for research and management positions. Existing department locations are likely for some Corporate Services staff. The Staff relocation plan (Gantt chart, see explanation included in the Introductory note) will detail the work locations in Sydney. Cronulla Fisheries Centre will be closed. | WT, WG to advise. | Sections 1, 6, 7 | GA | 24/10/2011 | OPEN |
| 24 | What is the justification for relocating services to Nowra over other locations? E.g. Wollongong would have a greater case for relocating services there rather than Nowra -it would boost jobs in a depressed area and be close to the majority of stakeholders. Do you have any economic and social modelling to justify this Nowra decision? | 6/10/2011 | Decentralisation is a government priority. No specific comprehensive socio-economic modelling has been done for the Cronulla relocation. | May need to be addressed outside of the CM Plan. | Sections 1, 12 | GA | 24/10/2011 | OPEN |
| 25 | Have you done any economic/social/environmental modelling to justify ANY of the relocation options? | 6/10/2011 | No comprehensive socio-economic modelling has been done. | May need to be addressed outside of the CM Plan. | Sections 1, 13 | GA | 24/10/2011 | OPEN |
| 26 | Have you canvassed the opinions of employees before deciding to relocate services? This may have been a helpful option to your process. And if not, when will we have the opportunity to open dialogue between the proponents of this move and the employees? | 6/10/2011 | Staff were the first to be told of the decision but were not consulted beforehand. All staff have had, and continue to have, plenty of opportunity to discuss their views about the relocation and their needs. | May need to be addressed outside of the CM Plan. | Sections 3, 5 | GA | 24/10/2011 | OPEN |
| 27 | With past relocations of Government Departments that arrangements had been made for staff to visit the area/town to make informed decisions about relocation. Representatives of the local councils/business/real estate etc were available to discuss with the staff the various | 7/10/2011 | This process is currently being developed. Refer to Section 4 of the Change management plan. Reference should also be made to the operational project planning documents (see explanation included in the Introductory note). | GA, WG, WT to advise and endorse | Sections 4, 6, 7, 10, 11, 12, 16 | HR | 24/10/2011 | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|--|--------------------|------------------|-------------------|--------------|--------|
| 28 | <p>aspects such as services, pros & cons etc of living in the town. The relocation from Cronulla is rushing along with a shortened deadline of February 2012 to indicate if staff are accepting a move in July (?). The Minister has stated that relocation is to happen -12 to 18 months - Why isn't DPI providing that option to its much valued staff prior to asking to indicate if they will relocate? It is understood that visits were arranged to see where their exact employment location would be. None have been chosen for Fisheries staff</p> <p>1) Apart from decentralising Cronulla staff to >3 locations, is there any intention to expand Fisheries functions and staffing? 2) For staff whose positions are focussed on the Sydney Region, will close proximity to stakeholders be maintained by establishing a 'southern Sydney' office with admin and record keeping support? 3) The Cronulla site is often considered by the general public and stakeholders to be the 'head office' of 'Fisheries'. What strategies will be put in place to inform stakeholder of the alternative to this first point of contact?</p> | 7/10/2011 | <p>Fisheries services will be maintained or enhanced. There are no plans to establish a southern Sydney office. Stakeholders are being kept informed of the relocation through information summaries and formal and informal briefings. The operational project planning documents (see explanation included in the <i>Introductory note</i>) include a <i>Communications plan</i> for both internal and external stakeholders. This plan is under regular review.</p> | | Sections 1, 6, 7 | GA | 24/10/2011 | OPEN |
| 29 | <p>If an officer is not relocating will that position be filled in time to train the replacement before that officer leaves?</p> | 10/10/2011 | <p>Each situation will be reviewed as it occurs & business continuity issues will be addressed in the operational project planning documents (see explanation included in the <i>Introductory note</i>). The operational project planning documents (see explanation included in the <i>Introductory note</i>) allow for recruitment to support the transfer of functions from Cronulla to the new work location. Refer also to Section 6 of the <i>Change management plan</i>. An external working group to discuss future use and management of the site and buildings will be established by the Minister's Office.</p> | | Section 6, 8, 16 | HR | 24/10/2011 | OPEN |
| 30 | <p>Has any decision be made regarding the future use & continued maintenance of the heritage listed CFRRC Aquaria facility?</p> | 10/10/2011 | <p>This issue has been addressed and a detailed response provided to staff. The volume and quality of water at PSFI is adequate for research currently conducted at Cronulla. Additional facilities will be supplied if needed. Engineering solutions will be important in the development of the new aquaria facilities.</p> | | N/A | GA | 24/10/2011 | OPEN |
| 31 | <p>Although it has been suggested that PSFRC be the new location for research branch & the CFRRC Aquaria facilities it is virtually impossible to relocate or replicate some of the facilities, nor is it possible to provide these with the quality & volume of flow through water available at the Cronulla site. 2.1 What research has been done to investigate the possibility and cost of such replication. 2.2 Have other sites & other locations been investigated that may offer better water quality & replication of facilities and services to researchers. How does the department anticipate it will provide the large amount of high quality flow through water presently used at Cronulla at PSFRC?</p> | 10/10/2011 | <p>The future use of the Cronulla site and facilities has yet to be decided. However, providing facilities at PSFI is not expected to be prohibitive and it is very unlikely that research in aquaria facilities will continue at Cronulla.</p> | | Sections 1, 6 | GA | 24/10/2011 | OPEN |
| 32 | <p>If the cost of establishing the CFRRC Aquaria facilities is unachievable at PSFRC or at any other location currently held by the NSW government would consideration be given to continuing the CFRRC Aquaria. This decision should be made whilst considering the facts that this facility is heritage listed and has historical significance as a research Aquaria. The relocation cost of this particular unit is extremely high and difficult to achieve. The facility is central to researchers and close to a greater number of</p> | 10/10/2011 | | | Sections 1, 6 | GA | 24/10/2011 | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|---|-------------|--|--------------------|----------------------|-------------------|--------------|--------|
| 33 | If the decision to relocate Aquaria projects to another facility such as the PSFRC is maintained, has consideration been made to preserve the present infrastructure of the CFRC Aquaria and continue research at the facility under another regime, such as providing an aquatic research centre for our universities. 4.1.If such a decision was made would the DPI continue its Aquaria staff to maintain the facility and provide research assistance and advice to students. | 10/10/2011 | No. The future use of the Cronulla site and facilities has yet to be decided but it is highly unlikely that DPI will continue to support any facilities once the relocation is complete. | | Sections 1, 6 | GA | 24/10/2011 | OPEN |
| 34 | On transfer to a new work location would management consider more flexible working arrangements such as: working the same hours but not 5 days every week and working from home for part of the week? For example: staff may wish to maintain a residence in Sydney whilst working in the regional location. | 10/10/2011 | Staff, with approval from their line management can utilise the full provisions of their Flexible Working Hours Agreement and the <i>Crown Employees (Public Service Conditions of Employment) Award 2009</i> . This Award and the <i>Crown Employees (NSW/Department of Primary Industries) Fisheries Staff Award</i> can be found on the DPI Intranet at: http://intranet.dpi.nsw.gov.au/admin/hr/conditions | | Section 6 | WG | 24/10/2011 | OPEN |
| 35 | Given that many officers are now actively seeking alternate employment and many positions are likely to be vacated during the next 12 months, will such vacancies be advertised and recruited at the new sites, (potentially without infrastructure, training or support) ? and if not, will remaining staff at Cronulla be expected to cover them? | 10/10/2011 | All staff should continue to work in accordance with their position requirements and department policies. Staff should discuss their workloads with their managers. Each situation will be reviewed as it occurs & business continuity issues will be addressed in the operational project planning documents (see explanation included in the <i>Introductory note</i>). Refer also to Section 6 of the <i>Change management plan</i> . Staff are not expected nor required to work beyond their grade, function or skill level. | | Section 6 | HR | 24/10/2011 | OPEN |
| 36 | What does the department propose to do to assist casual staff adjust to this decision? Will Cronulla casual staff be given first preference (before advertising the position at all, internally within the department and externally) to fill a permanent position if someone does not take up their position in one of the regional offices? | 10/10/2011 | The department will fill positions in order of priority as referenced in Section 8 of the <i>Change management plan</i> . | | Section 8 | HR | 24/10/2011 | OPEN |
| 37 | Is the relocation process consistent with the premiers agency change management guidelines attached. If not why? | 10/10/2011 | Yes, the department is following Government Policy as outlined in M2011-11 'Agency Change Management Guidelines', M2011-11 'Case Management and Redeployment Guidelines' and M2011-11 'Managing Excess Employees' | | ALL | GA | 24/10/2011 | OPEN |
| 38 | Can we be given a copy of the change management plan for the proposed organisational change which was prepared for approval by the DG? When was it approved and when was Ministerial approval obtained? | 10/10/2011 | When approved by the Director General all staff will have access to the <i>Change management plan</i> document. | | ALL | GA | 24/10/2011 | OPEN |
| 39 | Why has a change been approved which is not consistent with section 4.1.1 which indicates that "Employees within Sydney metropolitan area may be transferred to suitable available positions elsewhere in the metropolitan area" and secondly "Employees should not be relocated if they have a valid reason for refusing a transfer" | 10/10/2011 | The department will always make decisions in accordance with the provisions contained within the Public Sector Employment Management & Act 2002. Compassionate needs of staff are being assessed as part of the transfer of functions and positions from Cronulla, consistent with department and government policy. | | Sections 6, 7, 8, 13 | GA | 24/10/2011 | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|---|--------------------------|-----------------------|-------------------|--------------|--------|
| 40 | Given that advance notice is available of the impending redeployment can all employees at Cronulla be treated as affected employees (with respect to DPC Agency Change Management Guidelines) on a no obligation basis in advance of receiving formal notification? This includes giving staff access to Case Management and Redeployment services such as: Job matching and priority assessment processes Career transition assistance including programs to upgrade existing skills or acquire new skills and assistance with job placement. | 11/10/2011 | No, the department must follow Government Policy as contained in the Managing Excess Employees Policy. Reference should also be made to Sections 7, 8 & 9 of the Change management plan. | If so, what?, when? How? | n/a | HR | 24/10/2011 | OPEN |
| 41 | Temporary staff that are in a permanent position i.e. a position that is ongoing, should they choose to decline an offer to transfer can they too be declared excess and managed according to the Managing Excess Employees policy? | 17/10/2011 | Only permanent staff can be declared excess. Temporary staff will be managed in accordance with Section 9 of the Change management plan. | | Section 7, 13, 14 | HR | 24/10/2011 | OPEN |
| 42 | Currently, staff are told a, they will receive notice of their relocation option in February 2012 b, they will have 2 weeks to accept the offer or be declared excess c, relocation will take place in September 2012. Staff at fisheries often have very specialised qualifications, which make it difficult for them to find employment outside fisheries. (1) So, can staff be given the option delaying their decision until closer to September 2012 to allow time to find alternate employment within the public service, with commutable distance of their current home? 2a Can staff be offered retraining to qualify them for other jobs within the public service? Can there be a job placement programme for these retrained staff to be placed into vacant positions within the public service? 2b Alternatively, where vacant positions occur in the public service, can staff who do not wish to relocate be offered these positions and offered retraining to enable them to perform the duties of their new positions? | 17/10/2011 | The timetable of implementation is covered in Section 15 of the Change management plan. 1. Each situation will be individually assessed, reviewed & managed. This will be covered in the operational project planning documents (see explanation included in the Introductory note). All relocated functions and positions have a new work location and commencement date shown in the Staff relocation plan (Gantt chart: see explanation included in the Introductory note). 2a. Yes. This is covered in Section 4 of the Change management plan. 2b. The department will consider any requests for lateral transfers in order to facilitate staff into vacant positions. Appropriate retraining options will form part of any endorsed approval process. | | Sections 16 | HR | 24/10/2011 | OPEN |
| 43 | The "Plan" seems to indicate that job swap/ redeployment process will only run within the Cronulla group. Can you clarify this and suggest that they run a program across the whole of DTRIS. No reason we can't find out if there is someone at another office in Sydney, with a similar job, who is interested in a VR. | 20/10/2011 | The 'Job Swap' concept is covered in Section 6 of the Change management Plan. | | Section 9, 13, 14, 16 | HR | 24/10/2011 | OPEN |
| 44 | Because of the difference between a voluntary and forced redundancy under the DPC "Managing Excess Employees" policy staff who cannot relocate, but who wish to remain employed in the public service are asked to gamble over 30 weeks of salary on the hope of redeployment within a three month period. Can staff be supplied with information on the rate of successful redeployment within 3 months based on previous experience of relocations in DPI and other Departments. Information on trends in NSW public service Job advertisements is also needed to properly evaluate the decision. This information should be provided separately for each grade so that staff have the information needed to assess the likelihood that they will be successfully redeployed. | 24/10/2011 | The likelihood of redeployment is not high. | | Section 13 | HR | 24/10/2011 | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|---|---|---------|-------------------|--------------|--------|
| 45 | What is the purpose of the relocation | 24/10/2011 | The relocation is part of the Government's "Decade of Decentralisation" policy. The intention is to invigorate regional communities. | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 46 | What are the potential impacts on employees in regard to housing, transport, re-establishment cost and other costs? | 24/10/2011 | The <i>Transferred Employees Compensation Award</i> provisions will assist staff with some of these costs. Refer also to Section 4 of the <i>Change management plan</i> . A summary of the <i>Transferred Employees Compensation Award</i> provisions can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 47 | What are the social impacts on employee's families, including education, medical facilities, job prospects and other such responsibilities? | 24/10/2011 | Refer to Section 4 of the <i>Change management plan</i> . Information packs will be prepared for the Port Stephens, Nowra and Coffs Harbour locations. These will provide starting point on information such as schools, hospitals, property market etc. | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 48 | Ways to manage any disproportionately higher impact on: female employees, employees with disabilities, employees caring for elderly or sick relatives, or any other people with special needs or responsibilities. | 24/10/2011 | Employees special needs are being considered in the course of operational planning. Compassionate needs of staff are being assessed as part of the transfer of functions and positions from Cronulla, consistent with department and government policy. Refer to Sections 10 & 11 of the <i>Change management plan</i> . | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 49 | What is the likely impact of losing key employees as a result of the proposed relocation. | 24/10/2011 | The intention and desire is to minimise losses of staff and expertise. That is why all staff have been invited to contribute to planning the details of the relocation. Efforts are being made to develop relocation options that maximise the relocation of all staff in accordance with department requirements and government policy. | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 50 | What is the likely impact of the proposed relocation on employee's prospects for career and personal development? | 24/10/2011 | Career and personal development is the responsibility of each person with support from the department. The transfers from Cronulla will provide opportunities for enhanced career and personal development for some employees. Employees will need to avail themselves of those opportunities. By involving staff in detailed planning, the intention is to minimise disruption to staff and stakeholders. | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 51 | Will employees have access to support facilities and services at the proposed relocation areas? | 24/10/2011 | Yes. There will be infrastructure and corporate support services such as IT at all new locations. There will also be other support services such as EAP and other supports as outlined in Section 4 of the <i>Change management plan</i> . | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 52 | Has sufficient information been collected to satisfactorily assess the impact of the proposed relocation, including the state of the property market? | 24/10/2011 | There is a planning process that involves collecting information about the impact on staff by involving them in the planning process through the working teams, and giving them the ability to raise personal needs with the Project Manager and with PLC. See also sections 4, 10 and 11 of the <i>Change management plan</i> . The cost of housing and/or rent is likely to be less in the new locations, and the <i>Transferred Employees Compensation Award</i> provides support for the costs associated with transferring residences. A summary of the <i>Transferred Employees Compensation Award</i> provisions can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 53 | What is the overall cost/benefit of the relocation? | 24/10/2011 | Detailed cost/benefit analysis has not been completed. | As per s4.1.1.2 of the Premiers Directive | | GA | 24/10/2011 | OPEN |
| 54 | For Cronulla staff that are to be relocated to Parramatta many of us will spend between 2 1/2 to 3/14 hours a day travelling to and from work. Whilst this won't be compensated what provisions will the department make for the extra \$70 and more that local staff will now have to | 24/10/2011 | There are currently no assistance provisions available within Government Policy. Staff with approval from their line management can utilise the full provisions of their Flexible Working Hours Agreement and the <i>Crown Employees (Public Service Conditions of Employment) Award 2009</i> . This Award and the <i>Crown</i> | | | HR | | OPEN |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|--|-------------|---|--------------------|---------|-------------------|--------------|--------|
| 55 | spend post-tax per fortnight just to get to this fabulous new location. Also, are there provisions for working our 35 hrs per week over say 4 days to lessen this expense and wasted time in travel? | 24/10/2011 | <p>Employees (NSW/Department of Primary Industries) Fisheries Staff Award can be found on the DPI Intranet at: http://intranet.dpi.nsw.gov.au/admin/hr/conditions</p> | | | | | |
| 56 | Will staff within 2-5 years of retirement be allowed to finish their careers in Sydney within commutable distance of their current home? Or be offered compensation to retire early? | 24/10/2011 | <p>No. The timetable of implementation is covered in the Operational project planning documents (see explanation included in the Introductory note) & Section 15 of the <i>Change management plan</i>. The only compensation available for staff should they choose not to relocate will either be redundancy or severance payments as defined in Section 9 of the <i>Change management plan</i>. There is no provision within the <i>Transferred Employees Compensation Award</i> for payment. Refer Section 4 of the <i>Change management plan</i>. There is no provision within the <i>Transferred Employees Compensation Award</i> for this reimbursement. However there may be eligible taxation deductions available. A summary of the <i>Transferred Employees Compensation Award</i> provisions can be found on the Cronulla relocation intranet site at: http://intranet.dpi.nsw.gov.au/cronulla Refer also to Section 4 of the <i>Change management plan</i>.</p> | | | | | |
| 57 | A transferred employee who sells a residence at the former location and buys a residence (or land upon which to build a residence), as a result of the transfer to the new location, will be reimbursed for Transaction Expenses. Such Transaction Expenses will include: Stamp duty on the purchase. Staff may not wish to sell their current residence, but choose to rent at their new location (relates to item 3 below). Instead of Stamp Duty reimbursement, can staff be offered reimbursement for rental bond money on for a rental property at their new location? And reimbursement for other expenses related to both renting out their current home and renting at their relocated location? | 24/10/2011 | <p>Refer to Section 6 of the <i>Change management plan</i>. 3(a) Any situation that arises will be included in the operational project planning documents (see explanation included in the Introductory note). All staff should continue to work in accordance with their position requirements and department policies. Staff should discuss their workloads with their managers. Each situation will be reviewed as it occurs & business continuity issues will be addressed in the operational project planning documents (see explanation included in the Introductory note). Refer also to Section 6 of the <i>Change management plan</i>. Staff are not expected nor required to work beyond their grade, function or skill level. The operational project planning documents will describe the arrangements to transfer the work from Cronulla to the new work locations. All transferred positions and those at the new work locations must be in accordance with department and government policy. This includes grading etc. Where it is established that the duties of the position are not aligned with the grading of the role the department will utilise the established job evaluation process in an effort to resolve the situation. Managers must also be involved in the management of the transferred work to ensure it is in accordance with department and government policy. 3(b) Section 4 of the <i>Change management plan</i>. 3(c) Will be driven by department requirements and government policy need (3d) See Section 6 of the <i>Change management plan</i>. a) External contractors/service providers will be engaged as part of the relocations from Cronulla if this is required. The transfer of functions from Cronulla will require a mix of approaches to ensure the success of the moves. b) Overtime will only be paid if the operational requirements make it necessary to do so. Any overtime payments will be made in accordance with normal Award provisions.</p> | | | | | |
| | The Change Management Plan states: "Planning will include: Knowledge transfer programs to capture as much corporate knowledge as possible from staff who are exiting. I suggest there may be some problems selecting recipients for this "captured corporate knowledge". (3a) Will selected recipients of this "corporate knowledge" be given a new job description and higher grading if they are required to take on duties/knowledge of exiting staff? (3b) If extra training is required for the recipients to use this "captured corporate knowledge", will the department pay for this? (3c). How will relocating staff be matched to exiting staff for Knowledge Transfer, given that with such a small group with specialised qualifications, there is little overlap in qualifications PLUS experience? (3d) How will captured corporate knowledge be retained after relocation, given that some people are only taking up a position in Port Stephens as they are unlikely to be able to find a suitable job before relocation? (Re item 42 on your RelocationIssues2011-10-24.pdf document, re sp experience/qualifications). | 24/10/2011 | | | | | | |
| | To maintain services during the relocation period will (a) extra casual/interim staff be employed or (b) existing staff be paid overtime to make up for time lost during the relocation period? e.g. time lost at meetings, reading "Relocation Issues", writing this email, etc. | 24/10/2011 | | | | | | |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|----|---|-------------|---|--------------------|---------|--------------------|--------------|--------|
| 58 | Re item 34 on your RelocationIssues2011-1-10-24.pdf document. On transfer to a new work location would management consider more flexible working arrangements such as; working the same hours but not 5 days every week and working from home for part of the week? For example, staff may wish to maintain a residence in Sydney whilst working in the regional location. Can more flexible working arrangements include being allowed to work weekends, as though they were a week day? The current award allows 5 days flex leave every 4 weeks, which (with the allowed bandwidth) could translate to 2 BY 3 day weeks and 2 BY 4 days weeks every month. But what may suit people better is being allowed to work weekends, as though they were a week day. This would allow them even more flexibility, e.g. 10 days working in a region, 10 days at home | 24/10/2011 | Staff, with approval from their line management can utilise the full provisions of their Flexible Working Hours Agreement and the Crown Employees (Public Service Conditions of Employment) Award 2009. This Award and the Crown Employees (NSW Department of Primary Industries) Fisheries Staff Award can be found on the DPI intranet at: http://intranet.dpi.nsw.gov.au/admin/hr/conditions Working from home is a flexible work hour's initiative that is conditional upon operational needs & requirements including approval from the delegated authority. The department will not approve staff to substitute working days (that is week days from Monday to Friday) with work done on Saturday and/or Sunday. | | | | | |
| 58 | If a customer wants to make a personal visit to resolve some issues or questions with Licensing, management and research officers now they can come to Cronulla. They could even speak to an officer about their concerns with a development application likely to affect their fishery. How much further and extra time would it take that customer to complete the same face to face inquiries under the proposed relocation? | 25/10/2011 | All attempts will be made to reduce disruption to stakeholders. For many regionally based customers, the new locations will reduce the time and effort involved in face-to-face consultation with Fisheries NSW staff. Typically stakeholders who currently use face to face have other options available to them that they should otherwise use as part of normal business. | | n/a | GA | | OPEN |
| 59 | If a customer wants to make a personal visit to resolve some issues or questions with Licensing, management and research officers now they can come to Cronulla. They could even speak to an officer about their concerns with a development application likely to affect their fishery. How much further and extra time would it take that customer to complete the same face to face inquiries under the proposed relocation? | 25/10/2011 | Same as above. | | n/a | GA | | OPEN |
| 60 | Given the specialised nature of the work performed by the majority of staff employed at Cronulla and the longevity of employment in many cases, will the department offer any payments to assist staff cover the cost of retraining for new employment? | 25/10/2011 | The job assist program no longer exists as part of government policy. Where the department believes that retraining is required for a departmental position then this will be funded accordingly. | | | | | |
| 61 | A question regarding postgrad students (who are not paid) would be welcome, i.e. how does the government intend to support us when our place of research is closed, our supervisors become unemployed and our research is not transferable to other cities in NSW (i.e. Port Stephens)? This is in addition to the fact that the government has given us significant amounts of money to conduct our research, potentially without the means to spend it in an efficient way if the centre closes. | 26/10/2011 | This issue will need to be canvassed and managed by scientists (and their line management) who supervise students in the process of planning for the transition to the new locations. The plans for managing each circumstance may vary, with plans captured in the operational project planning documents, in particular in the project <i>Risk management plan</i> (as updated regularly), and the <i>Communications plan</i> (as updated regularly). | | | GA Research WIT | | |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|------|---|-------------|---|---|---------|-------------------|--------------|------------|
| 62 | The planned relocation is in November 2012. This is coming up to the peak holiday season, when temporary accommodation will be scarce (especially at Port Stephens and Coffs Harbour). As everyone is relocating about the same time, there will be a Que for accommodation, so starting with temporary accommodation may be the preferred option for some. My preference (if I am transferred to Port Stephens) is to start in temporary accommodation until I have had a look around the place before signing up for a longer term rental. By just delaying the relocation a couple of months, people could relocate at a time well clear of any holidays. In addition, relocating just prior to the Christmas holidays is probably an issue in itself. Apart from being a busy time of the year, I am sure many people would like that one extra Christmas in their current homes before their relocation. | 15/11/2011 | See section 15 of the <i>Change management plan</i> . The times at which teams and individuals relocate will be staggered according to operational needs. This is covered in the <i>Staff relocation plan</i> (Gantt Chart) which will show the new work locations for the functions, positions and staff and the scheduled dates to commence work at the new location. | | | | | |
| 63 | Are you working on a project re skills loss that will go with the relocation? | | See section 6 of the <i>Change management plan</i> . | | | | | |
| 2 | I have received the following questions raised in response to the Ministers statements to the press as reported in the Coffs Coast Advocate today (30 September, 2011) that has caused immediate concern for many staff and needs more urgent attention. It would be appreciated if you could respond to these questions at your earliest convenience. In this article Primary Industry Minister Katrina Hodgkinson has announced that "I anticipate 16 commercial fisheries positions will be relocated here to Coffs Harbour from the Cronulla Fisheries Research Centre over the next 12 to 18 months". Could you please provide me with the following information regarding this announcement: | 30/09/2011 | | email sent to Geoff Allan on 30/9/2011. Response below. | | | 4/10/2011 | CLOS ED |
| 2.1 | 1. Which 16 positions will be moving from Cronulla Fisheries Research Centre to Coffs Harbour? | 30/09/2011 | The operational project planning documents (in particular the <i>Staff relocation plan</i> —see explanation included in the <i>Introductory note</i>) will detail the new work locations and commencement dates for functions, positions and staff from Cronulla. | 1. The Minister was reported as saying she anticipated 16 positions ... As you know from the working group meeting yesterday, that our role on the working group is to determine the best functions and positions to base in the new locations. We want and need staff input to make sure the best decisions are made within the principles of the relocation. For some stakeholder meetings, costs to hold meetings in Port Stephens or Coffs Harbour will be less than costs for holding the meetings in Sydney. We already hold many meetings in Port Stephens and Coffs Harbour. | | | 4/10/2011 | CLOS ED |
| 2.10 | Firstly, by remote location we are referring to Coffs Harbour. If a MAC or other stakeholder meeting is to take place in Coffs Harbour there would be considerable additional costs and travel time involved in getting stakeholders together for this meeting. Will budgets be expanded to accommodate these additional | 4/10/2011 | | | | | 4/10/2011 | CLOS ED |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated | Status |
|------|---|-------------|----------|--|---------|-------------------|--------------|------------|
| 2.11 | costs so that staff can function at their current levels. Furthermore, these additional costs will not only be incurred by the department but also by our stakeholders who will be required to take additional days off work to make these meetings in this remote location. As small business owners they can ill afford no-income days. Will some form of compensation be offered to these stakeholders? If instead such meetings are to be held in Sydney, as it is a transportation hub, we must question why we are being moved to Coffs Harbour? Secondly, what if any are the savings that will come from such a move? We assume you don't mean savings due to staff not being able to move. | 4/10/2011 | | Stakeholder meetings will continue to be held in the location that makes the most sense from an operational and budget perspective. For commercial fisheries, the independent review currently underway will provide recommendations on stakeholder consultation, and other aspects of commercial fisheries management. All commercial fisheries have been invited to contribute to that review. Our response to the recommendations regarding stakeholder consultation will take account of cost and stakeholder views. | | | 4/10/2011 | CLOS ED |
| 2.11 | The article also states that department recreational fisheries positions will be moved to Port Stephens and policy positions move to Nowra. This is different to what we were originally told. Has the Minister just announced a new revised plan that the staff has not been informed about? What are the details of this new plan? | 4/10/2011 | | Our guiding principles for the relocation are decentralisation and closure of Cronulla. The main new locations for the positions from Cronulla are Coffs Harbour, Port Stephens and Nowra. Our working teams and the working group are preparing plans for the location of positions and we seek input from staff to get the best outcome for the agency and individuals. The best way of doing this is to talk with the leaders of the working teams. Our timeline is to identify the new locations of positions by end November. | | | 4/10/2011 | CLOS ED |
| 2.12 | What is the vast majority of work Minister Hodgkinson referring to that makes sense to relocate NSW Fisheries' specialists? | 4/10/2011 | | Much of the work we do impacts on regional coastal communities. Having staff in Coffs Harbour and Port Stephens has already been useful (as has having staff in other locations such as Batemans Bay). We will continue to make sure we listen to our stakeholders. | | | 4/10/2011 | CLOS ED |
| 2.13 | What is the benefit to coastal economics given that Cronulla is also on the coast? | 4/10/2011 | | The benefits of decentralisation in our case are to regional coastal economies. | | | 4/10/2011 | CLOS ED |
| 2.2 | 2. When exactly will these staff be moving? | 30/09/2011 | | 2. Objective is to complete relocation by September 2012. Some staff are likely to move earlier and a few may move later. Again, this will be finalised with staff in out through the working group. | | | 4/10/2011 | CLOS ED |
| 2.3 | 3. What support infrastructure and staffing will be provided for these positions? | 30/09/2011 | | 3. Support infrastructure will be provided to ensure relocated functions operate. Not sure what you mean by staffing to support these positions. | | | 4/10/2011 | CLOS ED |
| 2.4 | 4. What moving assistance will be provided to staff in moving to this new location? | 30/09/2011 | | 4. Translocated officers' award will be available to approved officers. Full details have been provided to staff through Erica Starford (upon request) and we will put more | | | 4/10/2011 | CLOS ED |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments details on the website next week. | CM Plan | Responsible Party | Last Updated | Status |
|-----|--|-------------|---|--|---------|----------------------|--------------|------------|
| 2.5 | 5. Will the department budget be expanded to enable these staff to continue to function at their current levels in this remote location, in particular the costs in time and travel costs for meetings with stakeholders? | 30/09/2011 | | 5. What remote location are you referring to? There will be added expenses plus some savings in the move. We will continue to service our stakeholders within the budget available. I hope that helps. Happy to discuss. My goal is to make this relocation work for the agency and for as many people as possible. I know that some (maybe many) people will not be able to move. I really regret that and will try to do what I can to make that number as small as possible and to consider individual circumstances where ever possible. | | | 4/10/2011 | CLOS ED |
| 2.6 | Regarding additional points made in the article could you also explain the following? 1. What is the vast majority of work Minister Hodgkinson referring to that makes sense to relocate NSW Fisheries' specialists? 2. What is the benefit to coastal economics given that Cronulla is also on the coast? | 30/09/2011 | | | | | 4/10/2011 | CLOS ED |
| 2.7 | We are led to understand by the department that facilities have not yet been secured at Coffs Harbour for these staff or for functions that may be held by the staff at this location. What arrangements have been made regarding working space for these staff? | 4/10/2011 | | 4/10/11 -Follow questions and answers to email re Coffs Harbour Advocate article. Geoff Allan responses follow. There are several options for space for staff including the USC North Coast Marine Science Centre plus a number of government office buildings in Coffs Harbour. The final position will depend to some extent on the functions and positions that we relocate and we are being guided on that decision by the working teams. | | | 4/10/2011 | CLOS ED |
| 2.8 | By support staff we are referring to ITC and Admin staff that administer the site assets and equipment, accounts, phones, computers, internet, connection, etc. We assume that moving an additional 16 staff members to a new location will require support staff to maintain their day-to-day operations. | 4/10/2011 | | We will endeavour to ensure all support services are available. | | | 4/10/2011 | CLOS ED |
| 2.9 | What moving assistance will be provided to temporary staff that are forced to relocate? | 4/10/2011 | The Transferred Employees Compensation Award provisions apply. A summary of the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla Refer to Section 4 of the Change management plan. | For most long-term temporary (e.g. > 2 yrs) staff, where there is ongoing funding for their position, similar rights to permanent staff will apply in terms of access to the transferred officers award. For shorter-term temporary staff, individual circumstances will need to be considered, including length of service, ongoing funding for their position, etc. For all positions, staff can check their individual entitlements. If anyone would like to enquire on a "no obligations basis", | | | 4/10/2011 | CLOS ED |

Responses to Cronulla Staff Questions

| ID | Issue | Date Raised | Response | Staff rep comments | CM Plan | Responsible Party | Last Updated Status |
|----|-------|-------------|----------|--|---------|-------------------|---------------------|
| | | | | Please see Erica Stafford or Daniel Rumbold. Staff can make appointments whenever they are ready to do so. | | | |

DRAFT



Job Seeking Skills Program

Program Objective

This program promotes taking a proactive approach to your career and job search and gives you practical assistance with career management in the changing world of work.

Job Seeking Skills Workshop

This interactive group workshop will help you to:

- Think about your career management plan
- Review your transferable skills, core business interests and values
- Apply strategies for networking and marketing your professional skills
- Develop cover letters, resumes and selection criteria responses
- Understand and prepare for the interview process.

Individual Career Coaching

These one to one sessions will be led by an external consultant. A key element of the coaching on offer is to help you to make informed practical decisions about your career and job search in an atmosphere of empathy and trust. The sessions will be customised to suit your specific requirements, and could include:-

- Career goal setting and developing an effective job search strategy
- Responding to advertised jobs and tapping into a network of contacts to uncover the "hidden" job market
- Assistance and advice in preparing an up to date resume, cover letter and responses to selection criteria
- Practising interview techniques and articulating transferrable skills and achievements.

Who should attend

This program has been designed to address the needs of staff who have been affected by internal restructuring or those wishing to take a proactive approach to managing their career in today's world of work. **Staff must attend the one day workshop and complete post program career self assessment, including the preparation of a draft resume prior to attending the career coaching sessions.**

Dates & Venues

This program will commence towards the end of January and run through February. Dates and venues will be advised once they are confirmed.

Program Details

Job Seeking Skills Workshop: 1 day

Career Coaching: Two x one hour sessions

To book a place on this program please contact Joshua Sherman on:

Telephone: (02) 9872 0560

Email: Joshua.sherman@business.nsw.gov.au

4

4.

Your questions answered

Relocation of Cronulla Fisheries Centre
Answers for staff to HR-related questions

Issue 2, 23 December 2011

Voluntary redundancies and timing of relocations

1. When will VRs be offered? I heard that people may be declared excess in February.

You will be offered a VR if you have been formally (in writing) asked to transfer with your permanent position to a new location outside of the Sydney metropolitan area, and you have declined to move.

We will write to you and formally request that you transfer approximately 3 months before your position is planned to be moved to the proposed new location. The timing will vary—different positions and functions are planned to move at different times next year. You can see when your position is currently planned to move to the new location by looking at the current version of the *Staff relocation plan (Gantt chart)* on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>.

2. I am not intending to relocate. How long can I remain in my position remain at Cronulla?

This will vary. Generally speaking you can remain in your position at Cronulla until such time as it is planned to be moved to a new location—you can see when your position is currently planned to move to a new location by looking at the current version of the *Staff relocation plan (Gantt chart)* on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>.

This may be varied though depending on business needs. If you have questions about this you should talk with your manager and Kevin Cooper.

3. I am intending to relocate. When exactly will I be required to move?

We will write to you and formally request that you transfer approximately 3 months before your position is planned to be moved to the proposed new location. As different positions and functions are planned to move at different times next year, the timing will vary. You can see when your position is currently planned to move to the new location by looking at the current version of the *Staff relocation plan (Gantt chart)* on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>.

4. How can I find out how much I would get if I was offered a VR?

As a starting point, you can use the VR calculator on the Department of Premier and Cabinet website: <http://hrexpert.dpc.nsw.gov.au/hrx.asp>

You need to be aware that this calculator will provide you with an estimate. Your actual payout could be different for a number of reasons, including changes in your leave balances or your last day of service. You should also be aware that the tax rates on this calculator are currently out of date so the amount of tax you pay will probably be under-estimated.

Nevertheless the calculator will provide you with a useful ball-park figure. If and when you are offered a VR, payroll will provide you with an estimate of the VR payout you would be eligible to receive.

5. My contracted weekly hours have varied over the years of my service. How will my VR payment be calculated?

There are four parts to a VR payment:

1. accrued entitlements
2. a payment in lieu of notice
3. a payment based on your years of service and
4. an incentive payment.

Parts 2 and 4 above will be paid based on the contracted hours you are working at your last day of service.

This is based on the idea that these components of the VR payment compensate you for a period of time, as if you had continued working under your current work contract for that period.

The payment for Part 3 above can be influenced by various factors, including variations in contracted hours. You should contact Daniel Rumbold to discuss your circumstances.

You can use the VR payout estimator on the Department of Premier and Cabinet website (<http://hrexpert.dpc.nsw.gov.au/hrx.asp>) to get an estimate of how much a VR payment may be to you (see also the answer to Question 4 above for more details). This calculator takes into account variations into contracted hours over the length of your service.

Severance payments for temporary staff

6. My contracted weekly hours have varied over the number of temporary contracts I have had. How will a severance payment for me be calculated?

There are two parts to a severance payment:

1. accrued entitlements
2. a payment based on your years of service.

You should contact Daniel Rumbold to discuss your circumstances, and how part 2 above may be calculated for you.

Entitlement to be paid out extended leave

7. I am not intending to relocate. Will I be paid out my extended leave?

The *Public Sector Employment and Management Act Schedule 3, Part 3*, provides that if you have more than 5 years service you will be entitled to be paid out your accrued extended leave if the department terminates your employment (other than for misconduct). You can look up the Act at the following address: http://www.austlii.edu.au/au/legis/nsw/consol_act/pseama2002379/sch3.html

If you have questions about this don't hesitate to call Daniel Rumbold.

Casual staff

8. I am a casual. Will I be given the opportunity to move to one of the new locations?

If you want to move to one of the new locations, you should contact your manager, and Kevin Cooper, to discuss what opportunities there might be for you to relocate.

9. I am a casual. Will I be entitled to a severance payment?

No.

10. I am a casual. Will I be able to apply for vacant permanent or temporary jobs at the new locations?

You will only be able to apply for jobs that are advertised externally—that is advertised on www.jobs.nsw.gov.au. You will not be able to apply for jobs advertised internally only.

Letters in February

11. What will be in the letter that I will receive in February?

The letter you'll receive in February will be designed to give you as much information as possible about the plans for your position, to help you make informed decisions about whether or not to relocate.

The letter will specifically:

- Confirm the position that is available for you at a new location, including the title, grade and status (permanent or temporary) of that position
- Confirm who your position will report to at the new location
- Confirm what division, branch and unit your relocated position will be in
- Confirm the proposed location for your relocated position, including the town and street address if possible
- Record the date at which your position is required at the new location

- Confirm that three months before the position is required at the new location, we will provide you with a letter advising you that the position will be transferred to the location, and offering you the opportunity to transfer with the position to that new location.

The letter will also encourage you to contact us if you want to either:

1. relocate earlier than the proposed date
2. leave the department earlier than the proposed date.

Visiting the new sites

12. I want to go and visit the proposed location for my position and take my family. What travel and accommodation expenses will the department cover?

Dual-purpose work trip: If your manager approves, you can combine an official trip for work with a visit to your proposed new location with your family. In these cases you will be reimbursed at the casual rate for using your own private vehicle, and can use your sustenance and camping allowance for the approved work trip to help cover the cost of travelling with your family.

If you want to do this, you should discuss the possibility of a trip with your manager, and submit a travel request through the TAPS system. If you use your own vehicle and claim the casual rate, you will need to submit a copy of your comprehensive vehicle insurance to the TAPS administrator before you put the trip into TAPS. You can contact the TAPS administrator by calling the Finance helpdesk 6391 3310.

If you have questions about this don't hesitate to contact Daniel Rumbold.

Group visits: In the New Year we intend to organise group visits to some of the new locations. These visits will be organised and paid for by the Department, and will be open to your immediate family members. We'll let you know about these visits as soon as they are organised.

Award compensation: There is also compensation for some travel and accommodation entitlements for you in the *Crown Employees (Transferred Employees Compensation) Award 2009*, if you choose to relocate. A summary of this Award is currently available on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>.

Key contacts

Kevin Cooper

4640 6467 or 0412 139 267

kevin.cooper@industry.nsw.gov.au

Daniel Rumbold from the *People, Learning & Culture* branch is available to answer specific questions you may have around your entitlements and conditions.

63913128 or 0428 644 246

daniel.rumbold@industry.nsw.gov.au

Severance

Entitlements explained for temporary staff at Cronulla

Created 30 May 2012

Updated 16 August 2012

What is severance?

Severance is compensation that is paid to an employee to compensate them for the loss of their job. It is paid to an employee when they had a reasonable expectation of ongoing work, but the department makes a business decision that results in their job becoming redundant.

Temporary staff who choose to resign of their own free will are not entitled to severance.

The NSW government's policy on the amount of severance payable to temporary staff can be found in the footnote on page 5 of its Managing Excess Employees policy directive. This footnote reads as follows:

This policy does not apply to temporary employees. In limited circumstances, a temporary employee whose employment is terminated may be entitled to a severance payment based on the NSW Employment Protection Regulation 2001.

Are you entitled to severance?

Positions relocated outside Sydney metro

If you have been sent a letter indicating that the plan is to relocate your position outside the Sydney metropolitan area, then you are entitled to severance if you decide not to relocate with your position, and you leave employment with the NSW government as a result.

This is based on the fact that:

1. the department's decision to relocate your position may lead you to leave your job and
2. your employment would have continued if the department had not relocated the position.

Positions relocated inside Sydney metro

If your position is being relocated by the department inside the Sydney metropolitan area (for example the Sydney Institute of Marine Science or to Newington), then you are not entitled to severance if you decide not to relocate with your position.

This is based on the fact that although your position is being relocated, it continues in a location that you should notionally still be able to travel to for work.

Contracts that are finishing up at Cronulla

You may also be entitled to severance if your current temporary contract comes to an end at Cronulla and is not renewed. In this case you may be entitled to severance if you:

- have been employed for more than two years and
- have up till now had a reasonable expectation of ongoing work, evidenced by several contract extensions or renewals.

If you have any questions about whether you may be entitled to severance or not, please contact Daniel Rumbold (see contact details on the next page).

Re-employment following severance

If you are paid a severance payment, you cannot be re-employed in any capacity in the NSW Public Sector (including with a State Owned Corporation, or with a company contracting to the NSW Government) within the period that the severance payment covers, without repaying the balance of the severance payment. It would be the responsibility of the re-employing government agency to recoup the balance in these circumstances.

This means, for example, that the department cannot pay you severance and then immediately re-engage you as a casual.

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If you win a job elsewhere within the department or the NSW Public Sector while you are still employed by the department, then you will be able to transfer your accrued entitlements, including your leave and your years of service, to your new position. In this case no severance is payable, as your employment has not ended, but is instead continuing in a new position in the NSW Public Sector.

If you have any questions about this please contact Daniel Rumbold (see contact details on the next page).

Key contacts

Daniel Rumbold from *People, Learning & Culture* branch is available to answer your specific questions:

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

How much is severance?

Severance for temporary staff is based on the following table from Schedule 1 of the *Employment Protection Regulation 2001*:

| Length of continuous service | Rate for calculation of amount of severance payment | |
|--|---|-----------------|
| | If under 45 | If 45 or more |
| Less than 1 year | Nil | Nil |
| 1 year and more but less than 2 years | 4 weeks' pay | 5 weeks' pay |
| 2 years and more but less than 3 years | 7 weeks' pay | 8.75 weeks' pay |
| 3 years and more but less than 4 years | 10 weeks' pay | 12.5 weeks' pay |
| 4 years and more but less than 5 years | 12 weeks' pay | 15 weeks' pay |
| 5 years and more but less than 6 years | 14 weeks' pay | 17.5 weeks' pay |
| 6 years or more | 16 weeks' pay | 20 weeks' pay |

Recreational leave

You will also be entitled to be paid any outstanding accrued recreational leave entitlements.

Extended leave

You will also be entitled to be paid any outstanding accrued extended leave entitlements if you have more than five years continuous service with the department.

This entitlement is based on *Schedule 3* of the *Public Sector Employment and Management Act 2002*.

Operations Plan for Regionalisation of Cronulla Fisheries Institute version 1

| | |
|-----------------|-------------------------------------|
| Location | Operational Period |
| Cronulla | From 26 Sept 11 To 10 Oct 11 |

| | |
|---|--|
| <p>1.0 SITUATION Disease, community, environment</p> <p>PROMPTS: Weather, disease trends, Resources, Hazards & safety</p> <p>REFERENCE: Maps, weather reports, Sitreps, appreciation, warnings, alerts</p> | <p>CURRENT</p> <ul style="list-style-type: none"> • On 8 September 2011, the Deputy-Premier and the Minister for Primary Industries announced the closure of Cronulla Fisheries Centre and the relocation of staff as part of the "Decade of Decentralisation" policy. • A Working Group has been established to oversee the transfers. • Representatives from HR have provided on going contact with staff on site. • Preliminary work has been undertaken to validate staff, their functions and assets • A Communications Plan has been drafted. This will deliver information to both internal and external stakeholders. • A Business Case is being developed and will be complete within the month. • The activities at Cronulla will be primarily transferred to Coffs Harbour, Nowra, and Port Stephens, with a small of activities directly associated with the Sydney Basin staying in the Basin. Corporate Services functions may go to sites other than those sites listed here. |
| | <p>PREDICTED</p> <ul style="list-style-type: none"> • By late 2011 a robust plan will be in place to transfer the activities from Cronulla to the designated sites. • By Nov 11 options will have been developed for most staff at Cronulla. • The transfer plan will include the identification and development of facilities including construction at Port Stephens. • The plan will recognise the opportunities for matching personnel to functions during the transfers. |
| <p>2.0 OBJECTIVES (or MISSION)</p> <p>PROMPTS: Time & space</p> <p>REFERENCE: Appreciation – control options, courses open to disease</p> | <p>CURRENT</p> <p>Aim Transfer the activities at Fisheries Institute Cronulla to designated sites at Coffs Harbour, Nowra and Port Stephens by late 2012.</p> <p>Objectives</p> <ul style="list-style-type: none"> • The essential work of Fisheries NSW is maintained or enhanced during and following the relocation. • The circumstances of staff are acknowledged and accommodated within the scope of the transfer of activities. • Projects are completed and/or meeting their milestone schedules • Service delivery to stakeholders is maintained. • Business processes are maintained or enhanced. • Zero injuries incl. well being and fatalities • Respect is shown for the Cronulla site and its significant features. |
| | <p>ALTERNATE</p> <p>The project does not include any sites other than those described here. Further sites may be considered to accommodate local and or</p> |

| | |
|---|---|
| | special/compassionate needs. |
| 3.0 EXECUTION add safety information as appropriate | |
| GENERAL OUTLINE PROMPTS: Strategies & tactics (current/proposed/alternate) REFERENCE: Appreciation, Control Options | <p>The transfers are being overseen by a Working Group that includes the Senior Managers for all the workgroups and functions being transferred from Cronulla. The Working Group is lead by The Acting Executive Director Fisheries, and the Group includes the Project Manager Kevin Cooper, Human Resources expertise and 2 staff representatives.</p> <p>The senior managers are leading Working Teams comprised of staff from their everyday teams.</p> <p>The Teams have the responsibility of recommending what positions should go where, identifying critical issues that affect the ability of individuals to relocate and helping to identify critical projects and activities that are at risk of non-completion of delayed delivery and how to minimise those risks.</p> <p>The Teams also have responsibility to collect and collate information related to their activities/functions. This information will be part of that used to select/build suitable facilities at the receiving sites.</p> <p>Overall coordination of the activity transfer will be by the Project Coordinator. Corporate Services will provide support for selection and occupancy of suitable fatalities as well as construction at Port Stephens.</p> |
| GROUPINGS | <p>The transfers are being completed with the functions and staff in the everyday teams of</p> <ul style="list-style-type: none"> • Recreational and Indigenous Fisheries • Fisheries Research • Commercial Fisheries • Marine Parks • Corporate Services <p>Designated staff at Port Stephens will be identified to liaise with staff transferring to that site.</p> |
| TASKS For this operational period | <p>Current tasks are:</p> <ul style="list-style-type: none"> • Validate staff and their working relationships • Consolidate lists of equipment, assets and collections • Consolidate records • Assess the facilities likely to be needed at the receiving sites • Develop an understanding of the issues associated with the on going management of the Cronulla site. |
| 4.0 ADMINISTRATION | |
| SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available | <ul style="list-style-type: none"> • Normal arrangements are to apply for any purchasing and acquisitions for everyday use. • All acquisitions relating to the actual transfer of resources etc must be |

| | |
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| | <p>endorsed by the Project Manager.</p> <ul style="list-style-type: none"> • Where functions are nearing their transfer date(s), consideration should be given to delivery of materials to the receiving site rather than Cronulla. • |
| GROUND SUPPORT Transport of personnel, traffic mgt, refuelling, mechanical repair/maintenance | <ul style="list-style-type: none"> • Develop & complete EOI for removalist • Disposal options for excess equipment, furniture etc. |
| ICT Installation, maintenance, technical advice | <ul style="list-style-type: none"> • Normal arrangements apply for everyday use. • Special arrangements will be made for the re-direction etc of lines and the like from Cronulla to receiving sites. These transfer arrangements will re-direct Cronulla in bound calls to receiving sites for a specified period post the transfer. |
| RECORDS | <ul style="list-style-type: none"> • All records must be managed as part of the transfer. • The transfer will provide the opportunity to digitise existing hard copies. • All records remain the property of the department and not the individual officer. Every effort must be made to ensure the safety of all data. |
| FACILITIES Security, waste, cleaning | <ul style="list-style-type: none"> • Everyday arrangements to apply. • Additional vigilance will be appropriate as actual moves get underway. During these times there is opportunity for belongings and other materials to go missing with the increased number of outsiders on site. |
| HUMAN RESOURCES | <ul style="list-style-type: none"> • All staff to have ready access to information on their entitlements and related information. • Everyday arrangements apply for management of information relating to staff. |
| OH&S/MEDICAL Medical plan, first aid plan | <ul style="list-style-type: none"> • Everyday arrangements to apply – including dept policies and procedures. • RAs and the like are to be developed for tasks that are transfer specific and not usually undertaken everyday. • Staff must have ready access to the 1800 help line or equivalent for support. • OHS committees at Cronulla and the receiving sites need to include considerations relating to the transfers in their business. |
| FINANCE | <ul style="list-style-type: none"> • Establish WBSs for <ul style="list-style-type: none"> ○ HR – to cover costs associated with staff visiting receiving sites and other activities related to the transfer of staff. The WBS does not cover the actual costs of staff moving. ○ Operations – covering operational costs outside the usual site costs that are directly related to the transfers. ○ 1 for each of the workgroup at Cronulla <ul style="list-style-type: none"> ▪ Recreational and Indigenous Fisheries ▪ Fisheries Research ▪ Commercial Fisheries ▪ Marine Parks ▪ Corporate Services |
| | <ul style="list-style-type: none"> • Any travel associated directly with the transfers should be approved by |

| | |
|--------------------------------|--|
| TRAVEL | the Project Coordinator and/or the HR representative for travel associated with locality vibists etc. |
| ACCOMMODATION | <ul style="list-style-type: none"> • Everyday arrangements |
| INDUCTION/ TRAINING | <ul style="list-style-type: none"> • All personnel involved in any relocation activities must have completed a site induction, and suitable training for any task they undertake. |

5.0 CONTROL, COORDINATION & COMMUNICATION

| | |
|---|---|
| CONTROL & COORDINATION STRUCTURE REFERENCE Structural Chart | Project Sponsor – Geoff Allan Acting Executive Director Fisheries Project Coordinator – Kevin Cooper Human Resources support- Daniel Rumbold Work Team leaders <ul style="list-style-type: none"> • Peter Turnell Recreational and indigenous fisheries and licensing • Steve Kennelly Fisheries research • Andrew Goulstone, Commercial fisheries • Tim Powys Corporate Services • Adrian Toovey Marine parks Corporate Services support for building faculties will be coordinated by Andrew Dean, Peter Blore, and Peter Lawrence. |
| COORDINATION & LIAISON Local knowledge, police, agency reps, emergency mgt reps | |
| COMMUNICATIONS PROMPTS Communications structure, operational comms plan, information mgt | <ul style="list-style-type: none"> • Everyday arrangements and policies. • Approval to approach and speak to the media – as per normal arrangements. |

EXTRAS

| | |
|--|--|
| Attachments PROMPTS: maps, weather, organisational charts, resources, comms diagram | Communications Plan. Business Case Project Costs |
| Plan developers | |

| | |
|-----------------|--|
| | |
| Approval | |

DRAFT



Operations Plan for Regionalisation of Cronulla Fisheries Institute Version 2

| | |
|-----------------------------|--|
| Location Cronulla | Operational Period From 10 Oct 11 to 24 Oct 2011 |
|-----------------------------|--|

1.0 SITUATION

Disease, community, environment

PROMPTS:
Weather, disease trends, Resources, Hazards & safety

REFERENCE:
Maps, weather reports, Sitreps, appreciation, warnings, alerts

CURRENT

- Since the announcement on 8 September 2011 that the functions at Cronulla would be primarily transferred to regional centres in NSW (Port Stephens, Coffs Harbour, Nowra), some staff have continued to actively lobby the government to reverse the decision.
- Consultation with staff through Working Teams and one on one interview is working to develop a strategic approach for the transfer of functions and facilities from Cronulla.
- The strategic approach will be in place by Nov 2011. The approach will form the basis of further planning for the development of facilities and accommodation at receiving sites, and personal consideration by staff for their own transfers.
- Letters of offer will be sent to staff in Feb 2012.
- A Comms Plan for the transfers is under going further development by a wide range of stakeholders. The main thrust of the current Plan is for staff at Cronulla. The intranet site for staff has been established.
- Local governments at receiving destinations have committed to assist staff with information relating to their likely transfers.

PREDICTED

- By Nov 2011 a robust plan will be in place to transfer the activities from Cronulla to the designated sites.
- By Nov 11 options will have been developed for most staff at Cronulla.
- The transfer plan will include the identification and development of facilities including at Port Stephens and other regional sites as required.
- The plan will recognise the opportunities for matching personnel to functions during the transfers, and take account of the issues of staff who may not be able to re-locate.

2.0 OBJECTIVES (or MISSION)

PROMPTS:
Time & space

REFERENCE:
Appreciation – control options, courses open to disease

CURRENT

Aim

Transfer the activities at Fisheries Institute Cronulla to sites primarily at Coffs Harbour, Nowra and Port Stephens by late 2012.

Objectives

- The essential work of Fisheries NSW is maintained or enhanced during and following the relocation.
- The circumstances of staff including those who may not re-locate are acknowledged and accommodated within the scope of the transfer of activities.
- Projects are completed and/or meet their milestone schedules
- Service delivery to stakeholders is maintained.

| | |
|--|--|
| | <ul style="list-style-type: none"> • Business processes are maintained or enhanced. • Zero injuries incl. well being and fatalities • Respect is shown for the Cronulla site and its significant features. |
| | <p>ALTERNATE The project may include the identification and development of additional sites other than those described here. Further sites may be considered to accommodate functional and or special/compassionate needs of staff.</p> |

3.0 EXECUTION add safety information as appropriate

GENERAL OUTLINE

PROMPTS:
Strategies & tactics
(current/proposed/alternate)

REFERENCE:
Appreciation, Control Options

The transfers are being overseen by a Working Group that includes the Senior Managers for all the workgroups and functions being transferred from Cronulla. The Working Group is lead by The Acting Executive Director Fisheries, and the Group includes the Project Manager Kevin Cooper, Human Resources expertise and 2 staff representatives.

The senior managers are leading Working Teams comprised of staff from their everyday teams.

The Teams have the responsibilities including the development options for the placement of functions, equipment and business units and their staff, identifying critical issues that affect the ability of individuals to relocate and helping to identify critical projects and activities that are at risk of non-completion of delayed delivery and how to minimise those risks. The Teams are also communications forums.

As the project rolls out Teams will be actively involved in the development of facilities including plans for new facilities.

The Teams also have responsibility to collect and collate information related to their activities/functions. This information will be part of that used to select/build suitable facilities at the receiving sites.

Overall coordination of the activity transfer will be by the Project Coordinator. Corporate Services will provide support for selection and occupancy of suitable facilities as well as construction at Port Stephens.

GROUPINGS

The transfers are being completed with the functions and staff in the everyday teams of

- Recreational and Indigenous Fisheries Management & Licensing
- Fisheries Research
- Commercial Fisheries Management
- Marine Parks
- Corporate Services

Designated staff at Port Stephens will be identified to liaise with staff transferring to that site.

TASKS

For this operational period

| | |
|--|---------------|
| Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011 | Project Mgr |
| Finalise staff list for Cronulla | Working Group |
| Continue to consolidate lists of equipment, assets and collections | Working |

| | | |
|---|--|----------------------|
| | Develop an understanding of the issues associated with the on going management of the Cronulla site. | Teams Project Mgr |
| | Assess the facilities likely to be needed at the receiving sites | Project Mgr |
| | Consolidate records | All staff |
| | Continue development of Comms Plan for stakeholder group | Working Team Leaders |
| | Finalise the development of Plan in accordance with Premier Dept requirement | Project Sponsor |
| | Identify Projects that may be negatively affected by the transfers | Working Team Leaders |
| | Develop briefs for specific facilities needs/transfers such as library, labs and aquaria | Project Mgr |
| | Continue to develop Risk Assessment for project | Project Mgr |
| 4.0 ADMINISTRATION | | |
| SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available | <ul style="list-style-type: none"> • Normal arrangements are to apply for any purchasing and acquisitions for everyday use. • All acquisitions relating to the actual transfer of resources etc must be endorsed by the Project Manager. • Where functions are nearing their transfer date(s), consideration should be given to delivery of materials to the receiving site rather than Cronulla. • | |
| GROUND SUPPORT Transport of personnel, traffic mgt, refuelling, mechanical repair/maintenance | <ul style="list-style-type: none"> • Develop & complete EOI for removalist - Project Mgr • Disposal options for excess equipment, furniture etc. – Site Mgr | |
| ICT Installation, maintenance, technical advice | <ul style="list-style-type: none"> • Normal arrangements apply for everyday use. • Special arrangements will be made for the re-direction etc of lines and the like from Cronulla to receiving sites. These transfer arrangements will re-direct Cronulla in bound calls to receiving sites for a specified period post the transfer. | |
| RECORDS | <ul style="list-style-type: none"> • All records must be managed as part of the transfer. • The transfer will provide the opportunity to digitise existing hard copies. • All records remain the property of the department and not the individual officer. Every effort must be made to ensure the safety of all data. • Working Teams need to develop an approach to review their records as part of the transfers, and assign destinations. | |
| FACILITIES Security, waste, cleaning | <ul style="list-style-type: none"> • Everyday arrangements to apply. • Additional vigilance will be appropriate as actual moves get underway. During these times there is opportunity for belongings and other materials to go missing with the increased number of outsiders on site. | |
| COMMUNICATIONS | <ul style="list-style-type: none"> • A Comms Plan is undergoing continuous development. • The current version of the Comms Plan is primarily supporting the implementation of this Plan and is aimed at the staff at Cronulla. | |

| | |
|--|--|
| | <ul style="list-style-type: none"> Working Teams Leaders will continue to develop the Comms Plan for their external stakeholder groups. This should be completed by early Nov. and commence roll out then. The intranet site for Cronulla staff has been developed and will be made available this week. |
| HUMAN RESOURCES | <ul style="list-style-type: none"> All staff to have ready access to information on their entitlements and related information. Everyday arrangements apply for management of information relating to staff. A Q&A that is in draft form will be provided to staff during the term of this plan version. The Q&A will undergo regular up dates. |
| OH&S/MEDICAL Medical plan, first aid plan | <ul style="list-style-type: none"> Everyday arrangements to apply – including dept policies and procedures. RAs and the like are to be developed for tasks that are transfer specific and not usually undertaken everyday. Staff must have ready access to the 1800 help line or equivalent for support. OHS committees at Cronulla and the receiving sites need to include considerations relating to the transfers in their business. |
| FINANCE | <ul style="list-style-type: none"> Finalise the establishment of WBSs for <ul style="list-style-type: none"> HR – to cover costs associated with staff visiting receiving sites and other activities related to the transfer of staff. The WBS does not cover the actual costs of staff moving. Operations – covering operational costs outside the usual site costs that are directly related to the transfers. 1 for each of the workgroup at Cronulla <ul style="list-style-type: none"> Recreational and Indigenous Fisheries Fisheries Research Commercial Fisheries Marine Parks Corporate Services |
| TRAVEL | <ul style="list-style-type: none"> Any travel associated directly with the transfers should be approved by the Project Mgr and/or the HR representative for travel associated with locality vibists etc. Receiving site visits – an approach will be developed with staff to enable inspection of receiving sites and the collection/provision of information on the receiving sites to staff. |
| ACCOMMODATION | <ul style="list-style-type: none"> Everyday arrangements |
| INDUCTION/ TRAINING | <ul style="list-style-type: none"> All personnel involved in any relocation activities must have completed a site induction, and suitable training for any task they undertake. Stand-by arrangements are in place to provide training workshops that will assist staff with their career development where they may not be able to re-locate. These workshops will be available subject to feedback from staff. |
| 5.0 CONTROL, COORDINATION & COMMUNICATION | |

| | |
|---|--|
| <p>CONTROL & COORDINATION STRUCTURE</p> <p>REFERENCE Structural Chart</p> | <p>Project Sponsor – Geoff Allan Acting Executive Director Fisheries Project Mgr – Kevin Cooper Human Resources support- Daniel Rumbold Work Team leaders</p> <ul style="list-style-type: none"> • Peter Turnell Recreational and indigenous fisheries management and licensing • Steve Kennelly Fisheries research • Andrew Goulstone, Commercial fisheries management • Deborah Highton & Tim Powys Corporate Services • Adrian Toovey Marine parks <p>Corporate Services support for building faculties will be coordinated by Andrew Dean, Peter Blore, and Peter Lawrence.</p> |
| <p>COORDINATION & LIAISON</p> <p>Local knowledge, police, agency reps, emergency mgt reps</p> | |
| <p>COMMUNICATIONS</p> <p>PROMPTS Communications structure, operational comms plan, information mgt</p> | <ul style="list-style-type: none"> • Everyday arrangements and policies. • Approval to approach and speak to the media – as per normal arrangements. |

| EXTRAS | |
|---|---|
| <p>Attachments</p> <p>PROMPTS:: maps, weather, organisational charts, resources, comms diagram</p> | <p>Communications Plan. Business Case Project Costs</p> |
| <p>Plan developers</p> | |
| <p>Approval</p> | |



Communications Plan V2

Regionalisation of Cronulla Fisheries Institute

Project description

The staff and functions of the Fisheries Institute at Cronulla are being transferred to several sites in regional NSW. The majority of the functions and staff will go to Nowra, Port Stephens or Coffs Harbour. The transfers are expected to be complete by late 2012.

Staff working at the Cronulla Institute will be entitled to relocate and offered assistance to do so. Many staff may be unable to relocate and they will be offered assistance to exit the organisation with dignity and to re-establish their lives/careers elsewhere.

A wide range of internal and external stakeholders will be involved with the transfers. The achievement of the aim and objectives of the transfers will need all stakeholders to be informed on the aspects of the relocation activities as they relate to them.

Objectives

Communication Goal

Stakeholders associated with the transfer of activities from Cronulla to regional sites receive timely information that allows them to make informed decisions required of them.

Communication Objectives

1. All stakeholders including staff at Cronulla receive timely and relevant information
2. The information provided to stakeholders is clear complete consistent and accurate.
3. The Communications Plan supports the achievement of the objectives of the Operations Plan. The Operations Plan objectives include
 - a. The essential work of Fisheries NSW is maintained or enhanced during and following the relocation.
 - b. The circumstances of staff are acknowledged and accommodated within the scope of the transfer of activities including the circumstances of staff exiting the organisation.
 - c. Projects are completed and/or meeting their milestone schedules
 - d. Service delivery to stakeholders is maintained.
 - e. Business processes are maintained or enhanced.
 - f. Zero injuries incl. well being and fatalities

Strategy

- A wide range of communications media are used to share information with designated stakeholders in a timely, accurate and relevant way.
- Centralised management of staff and stakeholder communications to ensure consistency, with key messages.
- Receipt of information by stakeholders is validated through on going consultation.

IN CONFIDENCE DRAFT

Target audiences and stakeholders

| Audience/Stakeholder | Potential issue | Communication channels | Comments & issues |
|---|--|--|--|
| <ul style="list-style-type: none"> Staff at Cronulla | <ul style="list-style-type: none"> Staff and directly those related to them need to have reliable, relevant and timely information to allow them to make informed decisions for their own futures. Staff need good information to be able to support the development of management of transfers from Cronulla. The information includes but is not limited to: <ul style="list-style-type: none"> Employment classification & status information Transfer location options Relocation entitlements Redundancy entitlements Deadlines for making choices Degree of flexibility in timing of transfer or exit from the organisation State of property market, transport services and re-establishment costs in relocation centres | <ul style="list-style-type: none"> Newsletter Press & radio Website – intranet/internet Publications Face-to-face: mtgs & one on one Noticeboards E-mail updates Plan updates Situation Reports (progress Reports) Social media Committee representation Staff liaison Officer | |
| <ul style="list-style-type: none"> Staff at receiving sites at Port Stephens and/or Coffs Harbour and/or Nowra | <ul style="list-style-type: none"> These staff will need to be kept informed to assist in the integration of new functions and staff with existing functions and staff. They are also likely to provide important support to new staff moving to new locations. | <ul style="list-style-type: none"> E-mail updates? Website – intranet/internet | <p>The intranet site will be the key information source for other Fisheries and DPI staff.</p> |
| <ul style="list-style-type: none"> Other Fisheries staff Other DPI and DTIRIS staff | <ul style="list-style-type: none"> The relocation of services from Cronulla is likely to impact on other Fisheries and DPI staff in terms of service/business delivery, contacts etc. | | |

| Audience/Stakeholder | Potential issue | Communication channels | Comments & issues |
|---|---|--|-------------------|
| <ul style="list-style-type: none"> Stakeholders for Commercial Fisheries <p>(includes licence holders, industry representative groups/bodies, fishing cooperatives, Sydney Fish Markets)</p> | <ul style="list-style-type: none"> Not all recreational fishers are required to be licensed and many do not belong to fishing clubs. | <ul style="list-style-type: none"> Website Letters to all fishing business owners and/or licence holders (as necessary) Notices for fishing cooperative notice boards Letters to industry representative bodies/groups e.g. PFA, SIAC, MACs. | |
| <ul style="list-style-type: none"> Stakeholders for Recreational Fisheries <p>(includes licence holders, representative groups/bodies and fishing clubs)</p> | <ul style="list-style-type: none"> Not all recreational fishers are required to be licensed and many do not belong to fishing clubs. | <ul style="list-style-type: none"> Website Letters to representative bodies/groups e.g. ACORF, Indigenous Fisheries Working Group. Letters to fishing clubs. Letters to licence holders (as required) | |
| <ul style="list-style-type: none"> Stakeholders for Indigenous Fisheries <p>(includes licence holders, representative groups/bodies and fishing clubs)</p> | <ul style="list-style-type: none"> Not all recreational fishers are required to be licensed and many do not belong to fishing clubs. | <ul style="list-style-type: none"> Website Letters to representative bodies/groups e.g. ACORF, Indigenous Fisheries Working Group. Letters to fishing clubs. Letters to licence holders (as required) | |

| Audience/Stakeholder | Potential issue | Communication channels | Comments & issues |
|--|--|---|--|
| <ul style="list-style-type: none"> Stakeholders for Fisheries Research (includes universities, partnering government departments and researchers, state and national research bodies e.g. FRDC, CRC) | <ul style="list-style-type: none"> There is likely to be interest from conservation groups and commercial and recreational fishers if the relocation relates to significant changes to this functional group. A key stakeholder for this group is Aquatic Reserve users. The majority of ARs are in Sydney and have a strong following by the local communities. | <ul style="list-style-type: none"> Letters to current research project partners and contributors. Letters to past research project partners and contributors. Letters to likely future research project partners and contributors. | <ul style="list-style-type: none"> Marine Parks are currently undergoing a science audit need to ensure the relocation does not impact on this process. |
| <ul style="list-style-type: none"> Stakeholders for Marine Parks and Conservation | <ul style="list-style-type: none"> Marine Parks website NSW DPI website | <ul style="list-style-type: none"> Community/Public (includes the general NSW public, Cronulla local community and communities in identified regional areas) | |

Communication channels

Key messages

Key messages are likely to change throughout the transfer. The message content during the transfers will change as the nature of the transfer activities change.

The nature of information in the initial stages will be different to that available later in the transfers. The nature of the information will vary from stakeholder group to stakeholder group. It is important to contextualise the information to the needs of the stakeholders.

Mediums and methods to reach target audiences

Under this plan, a number of channels and methods will be used for each stakeholder group. Integration of communication tools will be an important factor. The web site, newsletters, flyers, emails will provide information that is reflected in source documents such plans, policies and procedures.

Face to face meetings will provide the opportunity to develop a shared understanding of the information in the emails, newsletter and web site.

It is everyone's responsibility to ensure information that is available is shared with appropriate stakeholders. Existing networks and work groups should be used to share the information.

Website

Websites are good for providing detailed information and linking stakeholders to reliable sources of supporting data. They are not a good awareness medium in its own right.

The NSW DPI website will be used to provide a source of information to external stakeholders.

An intranet site will be established for all staff regarding the relocation of staff from Cronulla.

Newsletter

The Cronulla Newsletter is currently issued to staff at Cronulla periodically. During the relocation information for staff directly affected by the relocation will be published in this newsletter and emailed to staff at Cronulla and Wollstonecraft. This includes regular updates for the Cronulla Relocation Working Group.

The contents of the newsletter related to the relocation will also be available on the intranet for all staff to access.

Noticeboards

Noticeboards will be an important awareness medium for many of the target audiences. These need to be strategic locations and kept up to date by a designated person.

Two locations at Cronulla have been identified for noticeboards to be established, One is in the shared tea room in building 1 and the other in the mail room/ daily records room.

E-mail update

E-mail update will target client groups with a direct interest in the transfers. The aim of the update is to provide an accurate, regular and respected information source on what is happening with the transfers.

In addition to the more routine information, the update can be used to highlight new information resources, reinforce key messages and correct inaccurate information.

The update should meet the following criteria:

- Advise any new resources available and how they can be obtained.
- Reinforce the key messages with reminders etc, but try to avoid static, unchanging sections. People will not constantly re-read things they think they have already seen.
- Directly address any negative rumours or opinions. Encourage people to use factual and reliable sources of information and to check before they act on rumour.
- Keep the tone friendly and informative.
- Distribute direct to a stakeholders email list, post it on the website and encourage people to print it out and hand it around. Consider if a more formal 'notice board' campaign at several key locations might work.

Face-to-face activities

Face-to-face activities will focus on the key target audiences/stakeholders it will be important for these activities to provide for two-way exchange of information and for more detailed discussion of issues affecting the stakeholder groups. Face-to-face activities will be supported by publications. Face-to-face activities may include:

- individual visits
- stakeholder/staff briefings & meetings.

Other channels

Social media options such as Twitter and Facebook were also considered but are not proposed at this stage.

Local press and radio

This is most likely to be used for the broader community rather than specific clients and staff.

All contact to be through the Corporate Affairs & Media Branch of NSW DPI, or through a nominated spokesperson. All media enquiries must be referred to the media contact.

This is an important awareness medium when there is something new or different to report. It is likely to be difficult to get routine messages published after the initial interest or while there are more interesting stories to report, so do not rely on the media as the sole awareness medium.

COMMUNICATIONS ACTION PLAN FOR Cronulla relocation

| Method | Description | Audience/s | Budget | Deadline | Responsibility |
|---|---|----------------|--------|--|--|
| Newsletter | Staff Newsletter | Cronulla Staff | TBA | Weekly | Mgt Support Alexia Lucas |
| E mail update | On demand – for specific updates & actions | Cronulla Staff | TBA | | <ul style="list-style-type: none"> • Mgt Support Alexia Lucas – general broadcasts • Project Mgr Kevin Cooper – operations actions |
| Noticeboards | Hard copy of any emails content to designated noticeboards | Cronulla Staff | TBA | Publish to NB within 24hrs of electronic version | Site Manager Deborah Highton |
| Website – Cronulla relocations intranet | Publication of documents relating to the transfers. The docs to include <ul style="list-style-type: none"> ▪ Operations Plan ▪ Comms Plan ▪ Human Resources information ▪ Ghant chart for the transfers ▪ Site to show current & previous versions | Cronulla Staff | TBA | | <ul style="list-style-type: none"> • Mgt Support Alexia Lucas – general broadcasts • Project Mgr Kevin Cooper – operations actions • HR Daniel Rumbold – HR information |
| Face-to-face | <ul style="list-style-type: none"> • Cronulla Relocations Working Group • Cronulla Relocations Working Teams | Cronulla Staff | TBA | Weekly & as needed | <ul style="list-style-type: none"> • Functional Team Mgrs communicate information from Working Group to their Working Teams • Staff Reps on Working Group communicate to other staff on site |

| Method | Description | Audience/s | Budget | Deadline | Responsibility |
|--------------|---|----------------|--------|---|------------------------------|
| Face-to-face | <ul style="list-style-type: none"> All staff briefings Designated staff group briefings One on one with Project Manager and/or staff from People, Learning and Culture | Cronulla staff | TBA | Weekly More frequently as operations activities increase | Project Mgr Kevin Cooper |
| Social media | Timely short updates on operational activities | Cronulla staff | TBA | As required | Project Manager Kevin Cooper |
| Survey | Survey(s) of staff to assess the relevance of information provided to them | Cronulla staff | TBA | Match to rhythm of the transfers | Mgt Support Alexia Lucas |

Plan developed by Kevin Cooper

Plan approved by Geoff Allan

Date 10 October 2011



Operations Plan for Regionalisation of Cronulla Fisheries Institute Version 3

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| Location Cronulla | Operational Period From 31 Oct 11 to 14 Nov 2011 |
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| <p>1.0 SITUATION</p> <p>Disease, community, environment</p> <p>PROMPTS: Weather, disease trends, Resources, Hazards & safety</p> <p>REFERENCE: Maps, weather reports, Sitreps, appreciation, warnings, alerts</p> | <p>CURRENT</p> <ul style="list-style-type: none"> • Staff continue to lobby for a reversal of the decision to transfer the activities at Cronulla to alternative sites. • More than a third of the staff have participated in discussions to develop options for the transfer of the activities from Cronulla. The discussions have been both one on one and in groups. The one on one sessions have included discussion of any special needs of staff. • Small groups of interested staff members have been established to be involved in discussions associated with the transfer of the library and development of the aquaria facilities. A similar group will be developed for the laboratories. • Some initial work has been undertaken to identify temp positions that may be eligible to be made permanent as part of the transfers. • Staff reps from Cronulla, the PSA and snr dept mgrs meet to discuss the development of the strategic plan (as per Premiers) for the transfers and also issues raised by staff. <p>PREDICTED</p> <ul style="list-style-type: none"> • By Nov 2011 a plan will be in place to transfer the activities from Cronulla to the designated sites. • By Nov 11 options will have been developed for most staff at Cronulla. • The transfer plan will include the identification and development of facilities including at Port Stephens and other regional sites as required. • The plan will recognise the opportunities for matching personnel to functions during the transfers, and take account of the issues of staff who may not be able to re-locate. |
| <p>2.0 OBJECTIVES (or MISSION)</p> <p>PROMPTS: Time & space</p> <p>REFERENCE: Appreciation – control options, courses open to disease</p> | <p>CURRENT</p> <p>Aim Transfer the activities at Fisheries Institute Cronulla to sites primarily at Coffs Harbour, Nowra and Port Stephens by late 2012.</p> <p>Objectives</p> <ul style="list-style-type: none"> • The essential work of Fisheries NSW is maintained or enhanced during and following the relocation. • The circumstances of staff including those who may not re-locate are acknowledged and accommodated within the scope of the transfer of activities. • Projects are completed and/or meet their milestone schedules • Service delivery to stakeholders is maintained. • Business processes are maintained or enhanced. • Zero injuries incl. well being and fatalities |

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|--|--|--|-------------|----------------------------------|----------|--|---------------|--|-------------|
| | <ul style="list-style-type: none"> • Respect is shown for the Cronulla site and its significant features. | | | | | | | | |
| | <p>ALTERNATE The project may include the identification and development of additional sites other than those described here. Further sites may be considered to accommodate functional and or special/compassionate needs of staff.</p> | | | | | | | | |
| <p>3.0 EXECUTION add safety information as appropriate</p> | | | | | | | | | |
| <p>GENERAL OUTLINE</p> <p>PROMPTS: Strategies & tactics (current/proposed/alternate)</p> <p>REFERENCE: Appreciation, Control Options</p> | <p>The transfers are being overseen by a Working Group that includes the Senior Managers for all the workgroups and functions being transferred from Cronulla. The Working Group is lead by The Acting Executive Director Fisheries, and the Group includes the Project Manager Kevin Cooper, Human Resources expertise and 2 staff representatives.</p> <p>The senior managers are leading Working Teams comprised of staff from their everyday teams.</p> <p>The Teams have the responsibilities including the development options for the placement of functions, equipment and business units and their staff, identifying critical issues that affect the ability of individuals to relocate and helping to identify critical projects and activities that are at risk of non-completion of delayed delivery and how to minimise those risks. The Teams are also communications forums.</p> <p>As the project rolls out Teams will be actively involved in the development of facilities including plans for new facilities.</p> <p>The Teams also have responsibility to collect and collate information related to their activities/functions. This information will be part of that used to select/build suitable facilities at the receiving sites.</p> <p>Overall coordination of the activity transfer will be by the Project Coordinator. Corporate Services will provide support for selection and occupancy of suitable fatalities as well as construction at Port Stephens.</p> | | | | | | | | |
| <p>GROUPINGS</p> | <p>The transfers are being completed with the functions and staff in the everyday teams of</p> <ul style="list-style-type: none"> • Recreational and Indigenous Fisheries Management & Licensing • Fisheries Research • Commercial Fisheries Management • Marine Parks • Corporate Services <p>Designated staff at Port Stephens will be identified to liaise with staff transferring to that site.</p> | | | | | | | | |
| <p>TASKS For this operational period</p> | <table border="1"> <tr> <td data-bbox="443 1814 1324 1877">Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011</td> <td data-bbox="1324 1814 1436 1877">Project Mgr</td> </tr> <tr> <td data-bbox="443 1877 1324 1910">Finalise staff list for Cronulla</td> <td data-bbox="1324 1877 1436 1910">Complete</td> </tr> <tr> <td data-bbox="443 1910 1324 1966">Continue to consolidate lists of equipment, assets and collections</td> <td data-bbox="1324 1910 1436 1966">Working Teams</td> </tr> <tr> <td data-bbox="443 1966 1324 2036">Develop an understanding of the issues associated with the on going management of the Cronulla site.</td> <td data-bbox="1324 1966 1436 2036">Project Mgr</td> </tr> </table> | Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011 | Project Mgr | Finalise staff list for Cronulla | Complete | Continue to consolidate lists of equipment, assets and collections | Working Teams | Develop an understanding of the issues associated with the on going management of the Cronulla site. | Project Mgr |
| Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011 | Project Mgr | | | | | | | | |
| Finalise staff list for Cronulla | Complete | | | | | | | | |
| Continue to consolidate lists of equipment, assets and collections | Working Teams | | | | | | | | |
| Develop an understanding of the issues associated with the on going management of the Cronulla site. | Project Mgr | | | | | | | | |

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| | Assess the facilities likely to be needed at the receiving sites | Project Mgr |
| | Consolidate records | All staff |
| | Continue development of Comms Plan for stakeholder group | Working Team Leaders |
| | Finalise the development of Plan in accordance with Premier Dept requirement | Project Sponsor |
| | Identify Projects that may be negatively affected by the transfers | Working Team Leaders |
| | Develop briefs for specific facilities needs/transfers such as library, labs and aquaria | Project Mgr |
| | Continue to develop Risk Assessment for project | Project Mgr |
| | Review temp positions to determine that may be eligible to be made permanent as part of the transfers | Working Group managers |
| | Develop an approach that will identify and circulate any vacant dept positions that may be suitable for staff at Cronulla | PLC |

4.0 ADMINISTRATION

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| SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available | <ul style="list-style-type: none"> • Normal arrangements are to apply for any purchasing and acquisitions for everyday use. • All acquisitions relating to the actual transfer of resources etc must be endorsed by the Project Manager. • Where functions are nearing their transfer date(s), consideration should be given to delivery of materials to the receiving site rather than Cronulla. • |
| GROUND SUPPORT Transport of personnel, traffic mgt, refuelling, mechanical repair/maintenance | <ul style="list-style-type: none"> • Develop & complete EOI for removalist - Project Mgr • Disposal options for excess equipment, furniture etc. – Site Mgr |
| ICT Installation, maintenance, technical advice | <ul style="list-style-type: none"> • Normal arrangements apply for everyday use. • Special arrangements will be made for the re-direction etc of lines and the like from Cronulla to receiving sites. These transfer arrangements will re-direct Cronulla in bound calls to receiving sites for a specified period post the transfer. |
| RECORDS | <ul style="list-style-type: none"> • All records must be managed as part of the transfer. • The transfer will provide the opportunity to digitise existing hard copies. • All records remain the property of the department and not the individual officer. Every effort must be made to ensure the safety of all data. • Working Teams need to develop an approach to review their records as part of the transfers, and assign destinations. |
| FACILITIES Security, waste, cleaning | <ul style="list-style-type: none"> • Everyday arrangements to apply. • Additional vigilance will be appropriate as actual moves get underway. During these times there is opportunity for belongings and other materials to go missing with the increased number of outsiders on site. |
| COMMUNICATIONS | <ul style="list-style-type: none"> • A Comms Plan is undergoing continuous development. |

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| | <ul style="list-style-type: none"> • The current version of the Comms Plan is primarily supporting the implementation of this Plan and is aimed at the staff at Cronulla. • Working Teams Leaders will continue to develop the Comms Plan for their external stakeholder groups. This should be completed by early Nov. and commence roll out then. • The intranet site for Cronulla staff has been developed and will be made available this week. |
| HUMAN RESOURCES | <ul style="list-style-type: none"> • All staff to have ready access to information on their entitlements and related information. • Everyday arrangements apply for management of information relating to staff. • Q&A V2 will be provided to staff during the term of this plan version. The Q&A will undergo regular up dates. |
| OH&S/MEDICAL Medical plan, first aid plan | <ul style="list-style-type: none"> • Everyday arrangements to apply – including dept policies and procedures. • RAs and the like are to be developed for tasks that are transfer specific and not usually undertaken everyday. • Staff must have ready access to the 1800 help line or equivalent for support. • OHS committees at Cronulla and the receiving sites need to include considerations relating to the transfers in their business. |
| FINANCE | <ul style="list-style-type: none"> • Finalise the establishment of WBSs for <ul style="list-style-type: none"> ○ HR – to cover costs associated with staff visiting receiving sites and other activities related to the transfer of staff. The WBS does not cover the actual costs of staff moving. ○ Operations – covering operational costs outside the usual site costs that are directly related to the transfers. ○ 1 for each of the workgroup at Cronulla <ul style="list-style-type: none"> ▪ Recreational and Indigenous Fisheries ▪ Fisheries Research ▪ Commercial Fisheries ▪ Marine Parks ▪ Corporate Services |
| TRAVEL | <ul style="list-style-type: none"> • Any travel associated directly with the transfers should be approved by the Project Mgr and/or the HR representative for travel associated with locality visits etc. • Receiving site visits – an approach will be developed with staff to enable inspection of receiving sites and the collection/provision of information on the receiving sites to staff. |
| ACCOMMODATION | <ul style="list-style-type: none"> • Everyday arrangements |
| INDUCTION/ TRAINING | <ul style="list-style-type: none"> • All personnel involved in any relocation activities must have completed a site induction, and suitable training for any task they undertake. • Stand-by arrangements are in place to provide training workshops that will assist staff with their career development where they may not be able to re-locate. These workshops will be available subject to feedback from staff. <p>Staff training</p> |

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| | <ul style="list-style-type: none"> • Change mgt workshops have been organised for staff – first on 8 Nov '11 |
| DESTINATION INFORMATION | <ul style="list-style-type: none"> • Engage with local govt at each destination site for information required by staff to assist in their relocations. • Arrange for staff to visits destinations. |

5.0 CONTROL, COORDINATION & COMMUNICATION

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| CONTROL & COORDINATION STRUCTURE REFERENCE Structural Chart | Project Sponsor – Geoff Allan Acting Executive Director Fisheries Project Mgr – Kevin Cooper Human Resources support- Daniel Rumbold Work Team leaders <ul style="list-style-type: none"> • Peter Turnell Recreational and indigenous fisheries mgt & licensing • Steve Kennelly Fisheries research • Andrew Goulstone, Commercial fisheries management • Deborah Highton & Tim Powys Corporate Services • Adrian Toovey Marine parks <p>Corporate Services support for building faculties will be coordinated by Andrew Dean, Peter Blore, and Peter Lawrence.</p> |
| COORDINATION & LIAISON Local knowledge, police, agency reps, emergency mgt reps | |
| COMMUNICATIONS PROMPTS Communications structure, operational comms plan, information mgt | <ul style="list-style-type: none"> • Everyday arrangements and policies. • Approval to approach and speak to the media – as per normal arrangements. |

EXTRAS

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| Attachments PROMPTS: maps, weather, organisational charts, resources, comms diagram | Communications Plan. Business Case Project Costs |
| Plan developers | |
| Approval | |



Operations Plan for Regionalisation of Cronulla Fisheries Institute Version 4

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| Location Cronulla | Operational Period From 21 Nov 11 to 5 Dec 2011 |
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| <p>1.0 SITUATION</p> <p>Disease, community, environment</p> <p>PROMPTS: Weather, disease trends, Resources, Hazards & safety</p> <p>REFERENCE: Maps, weather reports, Sitreps, appreciation, warnings, alerts</p> | <p>CURRENT</p> <ul style="list-style-type: none"> Staff continue to lobby for a reversal of the decision to transfer the activities at Cronulla to alternative sites. The Change Mgt Plan has continued to undergo development for final approval. Budget allocations have been made for relocation works at Port Stephens. Various staff groups from Cronulla, including those in Working Teams have continued to work transfer options with the current focus on destinations and dates for the transfers. The PSA and staff representatives have meet with the department to discuss a number of matters including the staff issues paper. The Project Manager and Project sponsor have held a face to face meeting with the DG and Ministers' office staff to discuss the proposed destinations for the transfers from Cronulla. The meeting supported the 10 underpinning principles that have guided the development of destinations for functions. |
| | <p>PREDICTED</p> <ul style="list-style-type: none"> By Nov 2011 a plan showing destination x date for functions, positions and staff will be in place to transfer the activities from Cronulla to the designated sites. By Nov 11 options will have been developed for most staff at Cronulla. The transfers include the identification and development of facilities including at Port Stephens and other regional sites as required. The plan will recognise the opportunities for matching personnel to functions during the transfers, and take account of the issues of staff who may not be able to re-locate. |
| <p>2.0 OBJECTIVES (or MISSION)</p> <p>PROMPTS: Time & space</p> <p>REFERENCE: Appreciation – control options, courses open to disease</p> | <p>CURRENT</p> <p>Aim Transfer the activities at Fisheries Institute Cronulla to sites primarily at Coffs Harbour, Nowra and Port Stephens by late 2012.</p> <p>Objectives</p> <ul style="list-style-type: none"> The essential work of Fisheries NSW is maintained or enhanced during and following the relocation. The circumstances of staff including those who may not re-locate are acknowledged and accommodated within the scope of the transfer of activities. Projects are completed and/or meet their milestone schedules Service delivery to stakeholders is maintained. |

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| | <ul style="list-style-type: none"> • Business processes are maintained or enhanced. • Zero injuries incl. well being and fatalities • Respect is shown for the Cronulla site and its significant features. |
| | <p>ALTERNATE The project may include the identification and development of additional sites other than those described here. Further sites may be considered to accommodate functional and/or special/compassionate needs of staff.</p> |
| <p>3.0 EXECUTION add safety information as appropriate</p> | |
| <p>GENERAL OUTLINE</p> <p>PROMPTS: Strategies & tactics (current/proposed/alternate)</p> <p>REFERENCE: Appreciation, Control Options</p> | <p>The transfers are being overseen by a Working Group that includes the Senior Managers for all the workgroups and functions being transferred from Cronulla. The Working Group is lead by the Acting Executive Director Fisheries, and the Group includes the Project Manager Kevin Cooper, Human Resources expertise and 2 staff representatives.</p> <p>The senior managers are leading Working Teams comprised of staff from their everyday teams.</p> <p>The Teams have the responsibilities including the development options for the placement of functions, equipment and business units and their staff, identifying critical issues that affect the ability of individuals to relocate and helping to identify critical projects and activities that are at risk of non-completion of delayed delivery and how to minimise those risks. The Teams are also communications forums.</p> <p>As the project rolls out Teams will be actively involved in the development of facilities including plans for new facilities.</p> <p>The Teams also have responsibility to collect and collate information related to their activities/functions. This information will be part of that used to select/build suitable facilities at the receiving sites.</p> <p>The Working Group has established a forum to consider industrial matters related to the transfers. This forum includes staff representatives. The Director Industrial Relations, representatives from People Learning and Culture as well as the Project Manager and Project Sponsor.</p> <p>Overall coordination of the activity transfer will be by the Project Coordinator. Corporate Services will provide support for selection and occupancy of suitable fatalities as well as construction at Port Stephens.</p> |
| <p>GROUPINGS</p> | <p>The transfers are being completed with the functions and staff in the everyday teams of</p> <ul style="list-style-type: none"> • Recreational and Indigenous Fisheries Management & Licensing • Fisheries Research • Commercial Fisheries Management • Marine Parks • Corporate Services <p>Designated staff at Port Stephens and Coffs Harbour will be identified to liaise with staff transferring to that site.</p> |

| | | |
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| TASKS For this operational period | Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011 | Project Mgr |
| | Finalise staff list for Cronulla | Complete |
| | Continue to consolidate lists of equipment, assets and collections | Working Teams |
| | Develop an understanding of the issues associated with the on going management of the Cronulla site. | Project Mgr |
| | Assess the facilities likely to be needed at the receiving sites | Project Mgr |
| | Consolidate records | Corporate Records Mgr |
| | Continue development and implementation of Comms Plan for stakeholder group | Working Team Leaders |
| | Finalise the development of Plan in accordance with Premier Dept requirement | Project Sponsor |
| | Identify Projects that may be negatively affected by the transfers | Working Team Leaders |
| | Develop briefs for specific facilities needs/transfers such as library, labs and aquaria | Project Mgr |
| | Continue to develop Risk Assessment for project | Project Mgr |
| | Review temp positions to determine that may be eligible to be made permanent as part of the transfers | Working Group Mgrs |
| Develop an approach that will identify and circulate any vacant dept positions that may be suitable for staff at Cronulla | PLC | |
| 4.0 ADMINISTRATION | | |
| SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available | <ul style="list-style-type: none"> Normal arrangements are to apply for any purchasing and acquisitions for everyday use. All acquisitions relating to the actual transfer of resources etc must be endorsed by the Project Manager. Where functions are nearing their transfer date(s), consideration should be given to delivery of materials to the receiving site rather than Cronulla. | |
| GROUND SUPPORT Transport of personnel, traffic mgt, refuelling, mechanical repair/maintenance | <ul style="list-style-type: none"> Develop & complete EOI for removalist - Project Mgr Disposal options for excess equipment, furniture etc. – Site Mgr | |
| ICT Installation, maintenance, technical advice | <ul style="list-style-type: none"> Normal arrangements apply for everyday use. Special arrangements will be made for the re-direction etc of lines and the like from Cronulla to receiving sites. These transfer arrangements will re-direct Cronulla in bound calls to receiving sites for a specified period post the transfer. | |
| RECORDS | <ul style="list-style-type: none"> All records must be managed as part of the transfer. The transfer will provide the opportunity to digitise existing hard copies. All records remain the property of the department and not the individual officer. Every effort must be made to ensure the safety of all data. Working Teams need to develop an approach to review their records as part of the transfers, and assign destinations. | |

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| | <ul style="list-style-type: none"> • Department Corporate Records Mgr will develop a Plan for records of all functions. |
| FACILITIES Security, waste, cleaning | <ul style="list-style-type: none"> • Everyday arrangements to apply. • Additional vigilance will be appropriate as actual moves get underway. During these times there is opportunity for belongings and other materials to go missing with the increased number of outsiders on site. |
| COMMUNICATIONS | <ul style="list-style-type: none"> • A Comms Plan is undergoing continuous development and implementation. • The current version of the Comms Plan is primarily supporting the implementation of this Plan and is aimed at the staff at Cronulla. • Working Teams Leaders will continue to develop the Comms Plan for their external stakeholder groups. This should be completed by early Nov. and commence roll out then. |
| HUMAN RESOURCES | <ul style="list-style-type: none"> • All staff to have ready access to information on their entitlements and related information. • Everyday arrangements apply for management of information relating to staff. |
| OH&S/MEDICAL Medical plan, first aid plan | <ul style="list-style-type: none"> • Everyday arrangements to apply – including dept policies and procedures. • RAs and the like are to be developed for tasks that are transfer specific and not usually undertaken everyday. • Staff must have ready access to the 1800 help line or equivalent for support. • OHS committees at Cronulla and the receiving sites need to include considerations relating to the transfers in their business. |
| FINANCE | <ul style="list-style-type: none"> • Finalise the establishment of WBSs for <ul style="list-style-type: none"> ○ HR – to cover costs associated with staff visiting receiving sites and other activities related to the transfer of staff. The WBS does not cover the actual costs of staff moving. ○ Operations – covering operational costs outside the usual site costs that are directly related to the transfers. ○ 1 for each of the workgroup at Cronulla <ul style="list-style-type: none"> ▪ Recreational and Indigenous Fisheries ▪ Fisheries Research ▪ Commercial Fisheries ▪ Marine Parks ▪ Corporate Services |
| TRAVEL | <ul style="list-style-type: none"> • Any travel associated directly with the transfers should be approved by the Project Mgr and/or the HR representative for travel associated with locality vibists etc. once a person is designated a Transferred Officer. • Normal arrangements to apply for pre Transferred Officer designation of staff – i.e. approval by line mgr |
| ACCOMMODATION | <ul style="list-style-type: none"> • Everyday arrangements • As for Travel |
| | |

| | |
|---|--|
| INDUCTION/ TRAINING | <ul style="list-style-type: none"> All personnel involved in any relocation activities must have completed a site induction, and suitable training for any task they undertake. Stand-by arrangements are in place to provide training workshops that will assist staff with their career development where they may not be able to re-locate. These workshops will be available subject to feedback from staff. <p>Staff training</p> <ul style="list-style-type: none"> Staff may access training that assists in developing their skills that increase their chances of success in applying for positions during the relocation. Line Mgrs are to approval any training undertaken by staff. Where the training has no benefit to everyday work, the cost of the training can be allocated to their relocation WBS. |
| DESTINATION INFORMATION | <ul style="list-style-type: none"> Engage with local govt at each destination site for information required by staff to assist in their relocations. Arrange for staff to visits destinations – as per TRAVEL section. |
| 5.0 CONTROL, COORDINATION & COMMUNICATION | |
| CONTROL & COORDINATION STRUCTURE <small>REFERENCE Structural Chart</small> | <p>Project Sponsor – Geoff Allan Acting Executive Director Fisheries Project Mgr – Kevin Cooper Human Resources support- Daniel Rumbold Work Team leaders</p> <ul style="list-style-type: none"> Peter Turnell Recreational and indigenous fisheries mgt & licensing Steve Kennelly Fisheries research Andrew Goulstone, Commercial fisheries management Deborah Highton & Tim Powys Corporate Services Adrian Toovey Marine parks <p>Corporate Services support for building faculties will be coordinated by Andrew Dean, Peter Blore, and Peter Lawrence.</p> |
| COORDINATION & LIAISON <small>Local knowledge, police, agency reps, emergency mgt reps</small> | |
| COMMUNICATIONS <small>PROMPTS Communications structure, operational comms plan, information mgt</small> | <ul style="list-style-type: none"> Everyday arrangements and policies. Approval to approach and speak to the media – as per normal arrangements. |

| | |
|--|--|
| EXTRAS | |
| Attachments <small>PROMPTS: maps, weather, organisational charts, resources, comms diagram</small> | Communications Plan. Gant chart Reference also Change Mgt Plan |

| | |
|------------------------|--|
| | |
| Plan developers | |
| Approval | |

Change management plan

Decentralisation of the Cronulla Fisheries Centre

Final version as at 7 December 2011

Purpose and relationship to other plans

This plan has been developed in line with M2011-11 *Agency Change Management Guidelines*, August 2011. It identifies major stakeholders, outlines broadly the communication and consultation approach, describes the staff placement procedure and broadly articulates strategies to achieve the change.

Given the size and complexity of the Cronulla office relocation project, this plan will be complimented by a number of other more detailed operational project planning documents. These will include:

- a *Communications plan*
- regularly updated *Operations plans*
- a regularly updated *Staff relocation plan* (Gantt chart) listing all staff with proposed new locations and timing of relocations
- a regularly updated *Risk management plan* and
- other project planning documents.

This *Change management plan* should be read in conjunction with these other operational project planning plan documents. Up-to-date versions of most of these operational project planning documents can be found on the Cronulla Fisheries Research Centre relocation intranet page at: <http://intranet.trade.nsw.gov.au/cronulla>

1. Background and reasons

The Government made a decision to close the Cronulla Fisheries Centre as part of its "Decade of Decentralisation" policy.

The positions will be relocated to Port Stephens, Coffs Harbour, Nowra, and for a small number of positions, other nominated locations which may include Orange, Wollongong and various other locations within the metropolitan area. The coastal locations are regions with significant commercial and recreational fisheries.

2. Ministerial approval

The Minister has directed the decentralisation of the Cronulla Fisheries Centre. This was announced by the Minister on 8 September 2011.

3. Employee communication strategy

Staff were informed of the decision to relocate on 8 September 2011 by the Director General Primary Industries. Concurrently, the information was released to the public via a press release issued by the Deputy Premier and the Minister for Primary Industries.

Support for staff relocating

Background information on new locations

Background information on new locations will be provided to all staff including:

- Real estate trend information
- School information
- Job market information
- Hospital and other health services information
- Information on employment agencies that may be able to support spouses to find employment
- Other location information that may be relevant.

Visits to new locations

Group location visits will be organised that include opportunity for discussion with current staff based at these locations. Individual visits will also be supported.

Staff entitlements for these visits will be as follows:

1. Opportunity to take part in group visits paid for by the Department as part of a group location visit. These visits will be organised and paid for by the Department. The details of these visits will be provided following the release of the *Staff relocation plan* (Gantt chart) in late November and will involve the employee and their immediate family.
2. Individual visits can be authorised as an official trip by their manager. Approval will be given in certain circumstances to allow staff to undertake these visits using their own vehicle and being paid the motor vehicle allowance at the casual rate as specified in the Award. This will allow an employee to take their family with them. In these circumstances staff should submit a travel request through the TAPS system and, if approved, staff will be reimbursed expenses in accordance with the provisions of the *Crown Employees (Public Service Conditions of Employment) Award 2009*. Any reimbursement of expenses will only be considered for employees of the Department in accordance with normal travel requirements.
3. Compensation for some travel and other relocation expenses once staff have relocated, as specified in the *Crown Employees (Transferred Employees Compensation) Award 2009*. A summary of the Award has been prepared for circulation to staff—see Attachment 1 *Summary of award provisions and advice for transferred employees* below. This summary will also be placed on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>. In order to be reimbursed for these benefits the staff member must have completed their relocation and submitted their travel claims as part of their overall transferred employee claim. This award provides reimbursement for both the employee and, in some cases, other members of their household. Requests for specific information can be sent to Simon Kempson Director Industrial Relations at simon.kempson@industry.nsw.gov.au.

Any visits that are not authorised under one of the three circumstances listed above will not be reimbursed or recognised by the Department as it will be considered to be a private trip undertaken in the employee's own time.

Support for staff seeking another job

Other support services will be provided to affected staff as the project unfolds. These will include:

Change and career transition support

Workshops and support for change management and skills training to support career transitions, including writing CVs and presenting at interviews.

Staff consultation will be undertaken through:

- an IR consultation group consisting of Union staff and management representatives
- the project working group
- working teams established for each major functional area on site, and
- other planned communications activities.

Staff will also have input into project planning through interaction with their line management.

Ongoing plans for consultation with all stakeholders are included in the attached project *Communications Plan*. This is a living document which will guide communication activity throughout the project. It will be added to and amended as the project unfolds.

6. Workforce planning needs and impact on services and functions

The proposed move will most likely have the following impacts on service delivery:

- disruption to services and functions while staff are understandably distracted by the project planning and implementation, and by the resulting ongoing uncertainty
- disruption due to loss of key staff with specialist capability and historic knowledge who do not wish to relocate
- geographical distancing of some staff from some colleagues, and from some supervisors, and geographical distancing of some staff from some of their customers
- disruption to services and functions during the physical move.

As the project unfolds, understanding of workforce planning needs and impacts on services and functions will become clearer.

Relocation project manager

A project manager has been appointed to oversee the planning and implementation of the project, including managing and minimising any impact on services through the physical move.

Project and operational relocation planning

The operational project plans (refer to the operational project plans listed on page 1) that are being developed will outline strategies to support and retain staff through the relocation project. It will include plans for systematically managing workforce planning and service delivery risks attached to the project. These plans will guide activity throughout the project and will be added to and updated as the project unfolds. Working drafts of these plans are currently available on the Cronulla relocation intranet page at <http://intranet.trade.nsw.gov.au/cronulla>.

Knowledge retention and transfer

Planning will include knowledge retention and transfer programs to capture as much corporate knowledge as possible from staff who are exiting and strategies for managing people in order maintain service and functions during the transitional period.

The Knowledge transfer programs will include

- Identification of appropriate knowledge, information and resources to be retained/transferred. See Attachment 3 *Knowledge and work handover form* for an example of the process and tools intended to be used.
- Wise Ones Project which identifies staff who have essential knowledge and experience, the process involves internal stakeholders who identify the most valuable information which the 'Wise Ones' provide to their network at present and the creation of a knowledge capsule which can be made available to a broader network within the agency using multi media technologies.

Complaints policy

The agency's current policy on managing grievances will be followed in the event of any staff grievances and complaints arising from the project work.

All other external complaints mechanisms and appeals processes, such as the IRC, remain open to staff through the project.

Potential for excess employees

Since the announcement on 8 September 2011 a number of permanent staff have indicated they will not or cannot relocate. Permanent staff who are declared excess will be managed according to M2011-11 *Managing Excess Employees*, June 2011.

8. Proposed means for filling positions

The aim of the project is to move all existing staff to the new locations. Nevertheless, some staff will decline this offer. The placement policy that will be used as the project unfolds to fill positions that become vacant is currently anticipated to be as follows:

Placement policy:

| Step | Description |
|-------------|--|
| 1 | Offer affected permanent employees opportunity to transfer with their positions to new location Consider proposals for job swaps to offer alternate locations to staff (these will be for lateral transfers). Job swaps approved on their merits, where operational requirements can be met. |
| 2 | Consider permanently appointing long term temporary employees, or long term seconded employees to vacant permanent positions at the new locations |
| 3 | Offer remaining temporary staff opportunity to secure any remaining vacant permanent positions at the new locations on merit |
| 4 | Offer remaining temporary staff whose positions will continue at the new locations the opportunity to transfer with their positions to new location |
| 5 | If any vacant positions remain in new structures: Consider all of the agency's excess employees for priority assessment to any unfilled suitable positions using the salary matching principles described in the <i>Case Management and Redeployment Guidelines</i> Fill positions on merit wherever there are two or more excess staff eligible for one position following merit selection processes in NSW government policy |
| 6 | Post unfilled vacancies through jobs.nsw for sector-wide redeployment job matching to excess employees |
| 7 | Advertise remaining positions externally for merit selection |

Process for filling positions

NSW Government policy will be followed.

9. Proposed voluntary redundancy program

Permanent staff who decline an offer to transfer with their position to a new location outside the Sydney metropolitan area will be declared excess and managed according to M2011-11 *Managing Excess Employees*, June 2011.

Should a permanent officer accept a voluntary redundancy offer their payments will include:

- four weeks notice or payment in lieu, plus
- for employees aged 45 years and over with five or more years of completed service, an additional one weeks notice or payment in lieu, plus

Temporary staff will only be granted a severance payment where they have worked in excess of 12 months, have had more than one continuous contract of employment and had an expectation of ongoing work, regardless of whether the contract has expired. Temporary staff will also be granted a severance payment where their contract is terminated before its expiry date subject to this period being at least 12 months continuous employment.

The following employees are not entitled to any redundancy/severance payments:

1. Casuals
2. An employee dismissed for serious misconduct,
3. An employee under a fixed term contract whose contract expires on the specified date,
4. Employees with less than 12 months continuous service.
5. Those staff, whether permanent or temporary, who are asked to relocate within the metropolitan area of Sydney.

VR Job swaps

As the relocation project unfolds, and if business requirements permit, senior management will consider specific 'VR lateral job swaps' proposed by staff.

10. Impact on EEO groups

The impact of the restructure on EEO groups is being, and will continue to be, considered as the project unfolds. In particular a process is in place to capture and document the specific needs of staff (both individual and groups) and take account of them in the course of the operational project planning and decision-making. Other support services as described in Section 4 *Support services* above are also available.

Any additional support services (such as job skills training, flexible working arrangements, workplace adjustments etc) to assist with redeployment or the transition to the new structure will also be considered as needs arise through the operational project planning process. Where additional support services are provided they will be designed and developed by the People, Learning & Culture Branch. Responsibility for delivering these services will likely be shared between People, Learning & Culture Branch, fisheries management and the Relocation Project Manager.

11. Impact on staff with special needs

The impact of the restructure on staff with special needs is being, and will continue to be, considered as the project unfolds. In particular a process is in place to capture and document the specific needs of staff (both individual and groups) and take account of them in the course of the operational project planning and decision-making. Other support services as described in Section 4 *Support services* above are also available.

Any additional support services (such as job skills training, flexible working arrangements, workplace adjustments etc) to assist with redeployment or the transition to the new structure will also be considered as needs arise through the operational project planning process. Where additional support services are provided they will be designed and developed by the People, Learning & Culture Branch. Responsibility for delivering these services will likely be shared between People, Learning & Culture Branch, fisheries management and the Relocation Project Manager.

12. Impact on rural communities

It is anticipated there will be a positive impact on rural communities.

| Action | Timing |
|---|--------------------------------------|
| Permanent staff who decline an offer to relocate to a position outside the Sydney metropolitan area declared excess | To be determined as planning evolves |
| Exit dates set for temporary staff who decline an offer to relocate | To be determined as planning evolves |
| Remaining positions filled in new structures | To be determined as planning evolves |
| New structure finalised | To be determined as planning evolves |
| Relocation of staff complete | Late 2012 |

Notes on key milestones

Late November 2011

In late November 2011 the department will be in a position to inform staff the proposed location for their permanent or temporary roles. Staff will then have an opportunity to discuss this location with their managers or the *Relocation Project Manager* (see Section 6 above) in regard to any suggestions for alternative regional locations based on improved business delivery outcomes and any exceptional circumstance they may have (if this has not already been identified).

February 2012

The above process will then inform the publication of an organisation structure and the issuing of letters of intent in February 2012. This process will gather information on what each staff member's intentions are and will allow additional planning to take place. No staff will be declared excess at this time.

The process in February will involve individual meetings to discuss options with staff and to answer questions they may have around the relocation process.

Timing of transfers and declaring staff excess

The date of declaring a staff member excess will be decided on an individual basis, depending on business and individual needs. It is not expected that any staff will be declared excess until the second half of 2012.

The date of staff transfers to the new locations will be staggered based on individual and organisational requirements. It is not expected that the majority of staff will transfer to the new location until mid 2012.

Attachments

1. Summary of award provisions and advice for transferred employees
2. Template redeployment plan
3. Knowledge and work handover form

- For the transferred employee proceeding on special leave under subclauses 6.3 and 6.4 of clause 6, Leave of the Award.

Transferred employees travelling to the new location to commence duty who elect to use a private vehicle shall be paid at the official business rate.

When a transferred employee, travels to the new location to seek new accommodation he or she will be reimbursed for overnight accommodation and meals for the journey to and from the new location for two people under clause 26, Travelling Compensation of the Crown Employees (Public Service Conditions of Employment) Award 2009.

Temporary accommodation (clause 8 & 9)

Temporary accommodation benefits will be reimbursed for a period of up to four weeks to transferred employees who are relocated and use commercially provided accommodation such as a hotel. Such benefits are available in three forms:

1. Transferred employees without dependant relatives will be reimbursed up to 50% of the cost of accommodation provided that the total amount to be reimbursed does not exceed \$254 per week.
2. Transferred employees with dependant relatives will be reimbursed up to a maximum of \$254 per week plus an additional \$27 for each dependant child 6 years and over (max. contribution \$54 per week). See table in clause 8 of the Award.
3. A transferred employee required to move to the new location ahead of the dependants will be reimbursed up to a maximum of \$254 per week, providing the cost of accommodation is in excess of \$51 per week.

Where a transferred employee secures privately rented accommodation (e.g. a private house) at his or her new location and incurs excess rent then the transferred employee shall receive assistance as follows:

- Officer with 2 or more dependant children \$68 per week
- Officer with 1 dependant child \$59 per week
- Officer without dependant children \$51 per week

A formula for excess rent is set out in the Award, which takes into account the staff member's substantive salary is set out at cl.9.2 of the Award. The Department may require evidence of difficulties in obtaining cheaper private accommodation. The Department may extend excess rent payments beyond six months in areas of acute shortage of housing or extremely high rents.

Removal & storage (clause 10)

The removal of your personal/household effects is arranged by Move Dynamics and costs are met by the Department, subject to the provisions of clause 10 of the Award.

You will need to advise the Shared Services Unit (Payroll) of your contact details, addresses for removal and delivery (if known). These details will be entered into the Move Dynamics website. Move Dynamics will then contact you directly. Please note that a minimum of 2-3 weeks notice is required prior to moving.

Move Dynamics can be contacted on:

Tel: (02) 9645 7744, Fax: (02) 9645 7755, (02) 9645 7779 or <http://www.movedynamics.com.au>

When your private vehicle is used for official business, and you need to move another car, you can claim the following for the second car:

- Cost of transport by road or rail; or
- If vehicle driven, car allowance at Casual Rate.

Some items are not automatically removed by the contractors. You will need to make separate arrangements for the removal of the following items and other items of like nature:

- vehicles, except as provided for under Clause 8;
- dog kennels;
- plants in boxes and pots;
- wood and coal;
- horses, harness, etc, except when required for official use;
- aviaries;
- livestock.

Removal includes insurance of furniture and effects whilst in transit up to an insured value of \$38,000. Insurance of furniture and effects valued in excess of \$38,000 may be approved subject to conditions.

3. Real estate agent commission on the sale of the former residence. Please note that advertising costs are not reimbursed
4. Registration fees on transfers and mortgages on the residence, or the land and house erected on the land;
5. Stamp Duty paid in respect of any mortgage entered into or the discharge of mortgage in connection with transactions for the sale and purchase.

Purchase of a residence only

If you do not sell your principal place of residence at the former location, some assistance is still available if you:

- Buy and occupied a residence within 15 months of transfer; or
- Buy land upon which to build a residence and occupied within 15 months of transfer.

Any house and/or land purchased at your new location must be in your name and/or the name of your spouse or cohabiter. To receive assistance you will be required to produce a copy of the stamped and dated Contract of Sale and the original receipt for Stamp Duty.

Reimbursement will be provided for the following:

1. Professional costs and disbursements of a solicitor or registered conveyance company;
2. Registration fees on transfers and mortgages on the residence, or the land and a house erected on the land;
3. Stamp Duty paid on any mortgage entered into in connection with transactions for purchase.

Incidental costs (Clause 14)

The transferred employee will receive reimbursement for the following incidental costs of relocation:

- Council rates or charges levied upon unsold former residence for any period during which it remains untenanted to allow the sale of the property of the relocating transferred employee;
- Gas and electricity connection costs to the new residence and telephone connection provided the telephone was connected at the transferred employee's former residence;
- Survey certificates and pest certificates for the new residence; and

- Mail re-direction from the former residence to the new residence for 1 month.

Relocation on retirement and death (Clause 15)

If you retire from the Public Service (this does NOT INCLUDE leaving the public service via voluntary redundancy) at a location other than your original place of recruitment, assistance with removal and storage expenses in accord with clause 10 to a location of your choice, provided that the relocation is effected within 12 months.

In the event the transferred employee dies, the partner and dependant children or relatives, will receive assistance with removal expenses for relocation to a single place of their choice within NSW. Claims may be made up to 12 months after the death of the transferred employee.

Note that the maximum amount payable for retirement and death is limited to that payable had the transferred employee moved to the place of original recruitment to the NSW Public Service.

It should be noted that the depreciation and disturbance allowance in clause 11 is not payable in this circumstance.

Key contacts

Daniel Rumbold and **Erica Stafford** from the *People, Learning & Culture* branch are available to answer specific questions you may have around your entitlements and conditions.

Their contact details are:

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

Erica Stafford
8838 7573 or 0411 140 418
erica.stafford@water.nsw.gov.au

Action plan

Agreed action plan as discussed between Case manager and excess employee. This plan should take account the career goals, skills gaps, training needs and redeployment opportunities detailed in the *Career transition path* section above.

| Career goal | Who | Specific measurable action | When |
|-------------|---------------|----------------------------|---------------|
| [All] | [insert name] | [Review and update CV] | [dd/mmm/yyyy] |
| | | | |
| | | | |
| | | | |
| | | | |



| | | |
|---|--------------------------|--------------------------|
| 4. Are there any outstanding critical projects and does the staff member have project plans in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list projects, pending milestones and actions required:</i> | | |
| Contracts | Yes | N/A |
| 5. Are there any contracts the staff member has entered into on behalf of the organisation which are ongoing? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list contracts and actions required:</i> | | |
| Financial Management | Yes | N/A |
| 6. Are there any financial commitments that the staff member has made on behalf of the organisation which are ongoing or outstanding? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list commitments and locate documentation:</i> | | |
| 7. Are there any financial delegations that need to be transferred? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list:</i> | | |
| Information | Yes | N/A |
| 8. Is there any documentation that would help the manager further understand the staff member's role? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list:</i> | | |

| | | |
|---|--------------------------|--------------------------|
| 13. Are there any committees of which the staff member is currently a member? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list:</i> | | |
| 14. Are there any stakeholders who should be advised of the staff member's departure? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list:</i> | | |
| 15. Are there any activities or programs for which the staff member is a contact? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If Yes, list:</i> | | |

This form is to be retained locally for work planning purposes.

Please contact Organisational Performance if you have any questions.

Risk Assessment (since initial announcement) V4 Regionalisation of Fisheries Institute Cronulla

| Specific risk | Likelihood of occurrence (with current resources) | Consequence Rating | Risk Treatment options | Activities to address risk |
|--|--|---|--|--|
| | <ul style="list-style-type: none"> • Rare • Unlikely • Moderate • Likely • Almost Certain | <ul style="list-style-type: none"> • Catastrophic • Major • Moderate • Minor • Insignificant | <ul style="list-style-type: none"> • Accept; Reduce likelihood and/or consequence; • Avoid | |
| 1. The risk that the transfers will exceed a reasonable costs | Unlikely | Moderate | Accept | <ul style="list-style-type: none"> • Developed plans that are current and changed with context changes • Budget • Governance arrangements • Everyday policies and procedures, guidelines and codes |
| 2. The risk that management has inadequate control of the transfers resulting in poor outcomes including poor delivery of services (as currently delivered from Cronulla). | Unlikely | Moderate | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements • Everyday policies and procedures, guidelines and codes • Communications plans • Consultative approach with staff at Cronulla |
| 3. The risk that the project will not be delivered as per timelines that meet with stakeholder (internal & external) expectations | Moderate | Moderate | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes internal and external stakeholders • Consultative approach with staff at Cronulla |
| 4. The risk is the government will reverse the decision to transfer the activities of the institute and the transfers will be part way completed. | Unlikely | Major | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes government • Consultative approach with staff at Cronulla |
| 5. The risk is one or of the community of stakeholders (internal & external) will not support the transfer and result in delays in the transfers. | Moderate | Moderate | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes internal and external stakeholders • Consultative approach with staff at Cronulla |
| 6. The risk a significant emergency will draw department resources away from the transfer and in so doing delay the transfer. | Rare | Major | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes government • Consultative approach with staff at Cronulla • Everyday arrangements for emergency responses in place (risk based) |
| 7. The risk that the necessary building works (construction | Likely | Moderate | Reduce likelihood | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governance arrangements |

9

9

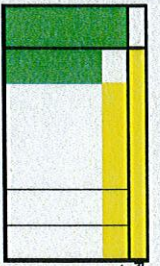
| Specific risk | Likelihood of occurrence (with current resources) | Consequence Rating | Risk Treatment options | Activities to address risk |
|--|--|---|---|---|
| | <ul style="list-style-type: none"> • Rare • Unlikely • Moderate • Likely • Almost Certain | <ul style="list-style-type: none"> • Catastrophic • Major • Moderate • Minor • Insignificant | <ul style="list-style-type: none"> • Accept; • Reduce likelihood and/or consequence; • Avoid | |
| 13. The risk that disgruntled employees lobby and engage the media, local communities, industry and research bodies in opposing the project, causing significant delays and distractions | Likely | Moderate | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governances arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes internal and external stakeholders • Consultative approach with staff at Cronulla |
| 14. Risk of Ministers changing scope of the project, not approving, or delaying approval of project work leading to uncertainty or ambiguity about project objectives and delays in project work | Rare | Major | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Well developed plans that are current and changed with context changes • Governances arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes government • Consultative approach with staff at Cronulla |
| 15. The risk that stresses caused by the change and uncertainty compromise the health, wellbeing and productivity of staff | As for 11. | | | |
| 16. The risk that morale drops, undermining staff effectiveness and efficiency, and compromising ongoing business operations | Likely | Major | Avoid | <ul style="list-style-type: none"> • Commitments to projects are being taken into account in the development of options for the transfers. • Well developed plans that are current and changed with context changes • Governances arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes government • Consultative approach with staff at Cronulla |
| 17. The risk that key knowledge, capability and skills are lost or compromised in the process of relocation, thereby threatening business viability and continuity | Likely | Major | Avoid | <ul style="list-style-type: none"> • Consultation with leaders to develop transfer options that reduce the likelihood of them exiting during the transfers • Well developed plans that are current and changed with context changes • Governances arrangements • Everyday policies and procedures, guidelines and codes • Communications plan that includes external and internal stakeholders • Consultative approach with staff at Cronulla |
| 18. The risk that new organisational structures, reporting relationships and expectations are not well aligned with the department's | Likely | Moderate | Reduce likelihood and/or consequence | <ul style="list-style-type: none"> • Commitments to projects are being taken into account in the development of options for the transfers. • Well developed plans that are current and changed with context changes • Governances arrangements • Everyday policies and procedures, guidelines and codes |

Sources of Risk

- Hazard
- Trade and economic
- Organisation and management
- Environment and natural events
- Community and human behavior
- Commercial and legal
- Political
- Sabotage
- Technology/
- Regulation and standards

Areas of Impact

- Community
- Human health & well being
- Economic
- Commercial
- Environmental
- Organisational capability
- Political
- Reputation and image



| Likelihood |
|--------------------|
| A - Almost certain |
| B - Likely |
| C - Possible |
| D - Unlikely |
| E - Rare |

| Rating | Consequence | Consequence Description |
|--------|---------------|---|
| 1 | Insignificant | No specific impacts small no. of stakeholders, low financial loss |
| 2 | Minor | Wider range of impacts on more stakeholders, medium financial loss |
| 3 | Moderate | Large impact on large no. of stakeholders, high economic loss, high financial loss, health risk |
| 4 | Major | Major impact across a large no. of areas; high economic / trade risk to region and/or state |
| 5 | Catastrophic | Major national economic implications; significant impacts and/or human deaths |

Combined Likelihood and Consequence Risk Rating

| Level of Risk Rating | Response |
|----------------------|-----------------------|
| X - Extreme | Urgent attention |
| H - High | Intervention required |
| M - Medium | Active management |
| L - Low | Ongoing monitoring |
| N - Negligible | Acceptable risk |

In Confidence