

Schedule of Documents

Released on website

File no. 12-59

No.	Description of record	Action
1.	Terms of Reference of the Working Group	Release in full
2.	Minutes WGM #1, 8/8/11	Release in part under s14(3)(a)
3.	Outstanding Action List 29/9/11	Release in full
4.	Outstanding Action List 10/11/11	Release in full
5.	Outstanding Action List 17/11/11	Release in full
6.	Draft Minutes WGM #2 15/9/11	Release in part under s14(3)(a) and s14(1)(e)
7.	Draft Agenda WGM #3 22/9/11	Release in full
8.	Draft Minutes WGM #3 22/9/11	Release in part under s14(3)(a)
9.	Draft Agenda WGM #4 29/9/11	Release in full
10.	Teleconference WGM #4 29/9/11	Release in full
11.	Draft Agenda WGM #5 6/10/11	Release in full
12.	Teleconference WGM #5 6/10/11	Release in full
13.	Draft Agenda WGM #6 13/10/11	Release in full
14.	Outcome Notes WGM #6 13/10/11	Release in full
15.	Draft Agenda WGM #7 20/10/11	Release in full
16.	Outcome Notes WGM #7 20/10/11	Release in full
17.	Draft Agenda WGM #8 27/10/11	Release in full
18.	Outcome Notes WGM #8 27/10/11	Release in full
19.	Draft Agenda WGM #9 2/11/11	Release in full
20.	Outcome Notes WGM #9 3/11/11	Release in full
21.	Draft Agenda WGM #10/11/11	Release in full
22.	Outcome Notes WGM #10 10/11/11	Release in full
23.	Email 11/9/11	Release in full
24.	Management Structure	Release in full

Documents
released
under GIPA
12-59

Terms of Reference of the Working Group

The terms of reference for the Working Group are:

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

Purpose of the Working Teams

The purpose of the Working Teams are to:

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

Outstanding Action List as at 29/09/2011

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 1 - 8th August 2011				
1.4	STAFF LIST Ground truth data for staff and assets	Team Leaders	24/09/11 29/9/11	In progress
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.		UPDATE 29/09/11 In progress – Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 – 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 – 2 weeks	21/09/11	In progress
Update	Tim to arrange a stocktake of files held at Cronulla	Tim (with assistance from Chip	End of November	In progress

60

3

Action #	Action	Person responsible	Timeline	Current Progress / Comments
15/08/11 2.2	(i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Howitt)		
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	
1.8	Match functions and people		First draft by the end of November	
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	
1.9	Talk to Peter Blore and Peter Lawrence regarding templates they may have for relocations and invite them to the next Working Group meeting	Tim	20/10/11.	COMPLETED Peter Blore and Peter Lawrence have been invited to attend the face-to-face meeting on 20/10/11.
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
1.12	COMMUNICTAIONS Regular updates (as endorsed by the Working Group) to be circulated to staff via the Cronulla Newsletter which Debbie Highton publishes	All / Debbie Highton	Regular updates	Geoff to ask Craig Vaughan to draft information for Debbie Highton to include in the next edition of the Cronulla Newsletter.
Meeting 2 - 15th August 2011				
2.3	LIBRARY Tim to get some initial quotes for moving the library and keep Kevin informed on this. The Library to be kept on the WG agenda as an ongoing item.	Tim	Ongoing agenda item	Preliminary quotes have been obtained.

6

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 3 – 22nd September 2011				
3.1	Tim to give Tracey his amendments for the minutes of the 15/9/11 meeting.	Tim / Tracey		UPDATE 29/09/11 Tim to provide meeting amendments to Alexia.
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.3	Steve to seek nominees for staff representative(s) for the WG.	Steve		COMPLETED Myra Milton and Peter Brown to represent staff on the WG.
3.4	Steve to send Geoff a list of projects that currently use the Aquaria facilities at Cronulla.	Steve		
3.5	Geoff to seek clarification on whether Wollstonecraft should be included as part of the relocation plans.	Geoff		COMPLETED 29/09/11 Geoff advised that Wollstonecraft is not included as part of the relocation plans as there is uncertainty over the sites long term future.
3.6	COMMUNICATIONS (a) Within the next week, Kevin to turn on his web site and work with Erica to load the information that has already been distributed staff; (b) Additional information for staff to be drafted with assistance from Craig Vaughan and, once endorsed by the WG, given to Debbie Highton to include in the Cronulla newsletter.	Kevin		UPDATE 29/09/11 Kevin has been advised by IT that the website will be ready by tomorrow or early next week at the latest.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.7	Formal letters will be sent next February advising staff where they will be moving to.			UPDATE 29/09/11 Draft letters will be considered by the WG before being finalised and sent.
3.8	STAFF COUNSELLING Erica to organise counselling for staff (via EAP) early next week.	Erica		UPDATE 29/09/11 EAP will be onsite week of 4 October. Erica would like advice from Peter and Myra as whether staff would like site visits to continue and if other like HR would be useful.
3.10	GUIDING PRINCIPLES FOR ALIGNING FUNCTIONS Pete, Steve and Adrian to consult with staff and identify 3 or 4 guiding principles that can be used to assist with the integration of functions. These principles to be circulated to the WG to discuss and build on and then sent to Richard Sheldrake for sign-off.	Pete / Steve / Adrian		UPDATE 29/09/11 In progress
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available.

3

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.13	STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.	All		
Meeting 4 – 29th September 2011				
4.1	STAFF COMMUNICATIONS Staff communication to be drafted and distributed to the WG for comment. Staff communication to be sent to Cronulla staff by email, included in Cronulla newsletter, on website and bulletin boards Bulletin board location to be identified Bulletin boards to be sourced, installed and populated with information	Alexia Lucas Geoff Allan / Debbie Highton / Kevin Cooper Myra Milton / Peter Brown Kevin Cooper / Debbie Highton	COB 29/09/11 COB 30/09/11 06/10/11 13/10/11	
4.2	FEEDBACK ON DOCUMENTS FROM WG Team leaders to provide feedback on the Communications Plan to Alexia Team leaders to provide feedback on the Operational Plan to Alexia Team leaders to provide feedback on the risk assessment to Alexia	Team leaders Team leaders Team leaders	13/10/11 13/10/11 13/10/11	
4.3	FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan	Alexia / Kevin	21/10/11	

6

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	Alexia to work with Kevin to coordinate input from team leaders and to finalise the Operational Plan	Alexia / Kevin	21/10/11	







Outstanding Action List as at 10/11/2011

Action #	Action	Person responsible	Timeline	Current Progress/Comments
Meeting 1 - 8th August 2011				
EQUIPMENT LIST				
1.5	Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	21/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	In progress
RECORDS				
1.6	Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	UPDATE 06/10/11 No further action required at this time. To be finalised at a later date.
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	21/09/11 End of November	
FUNCTIONS				
1.7	Identify functions to go to new locations		First draft by the end of November	In progress
1.8	Match functions and people		First draft by the end of November	In progress
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
1.10	SITE IDENTIFICATION scope new locations	Kevin Cooper	21/09/11 (within next 2 weeks)	In progress
Meeting 3 - 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG say no issue with. GA will raise with the MO's office as to where a decision about the site is at.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.13	STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.	All		UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers media release.
Update 13/10/11	Collect stakeholder contact details and attach to communications plan	Alexia/ Working Team leaders		In progress UPDATE 20/10/11 Steve Kennelly's stakeholder list received
Meeting 4 – 29th September 2011				
4.3	FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan	Alexia / Kevin	21/10/11	UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.
Meeting 5 – 06th October 2011				
5.2	INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.	Working team leaders		UPDATED 13/10/11 Added to WT TOR. Research in particular needs to consider facilities required e.g. laboratories and aquaria.
Meeting 7 – 20th October 2011				
7.3	STRESS AND MENTAL HEALTH ISSUES Information about stress and signs of mental health issues to be provided on the intranet for staff and Managers.	Erica/Daniel		UPDATE 10/11/11 Daniel drafted handout on what to do in regard to people suffering from poor mental health and wellbeing and will distribute to WT leaders with some

Action #	Action	Person responsible	Timeline	Current Progress/ Comments
Meeting 8 – 27th October 2011	ADVERTISING POSITIONS			additional information about the signs to look for.
8.1	Investigate a more proactive mechanism to advertise positions to staff at Cronulla	Daniel	C	UPDATE 10/11/11 Daniel to follow up with Aileen Gronowicz to reiterate the importance of Daniel and Erica having knowledge of positions before being advertised.
Meeting 9 – 3rd November 2011	CHANGE MANAGEMENT PLAN			
9.1	The Change Management Plan will come back to the Working Group for further development and consideration after consultation with the industrial relations group. The Change Management Plan to clearly outline the severance entitlements of temporary and permanent employees.	Geoff Allan Simon Kempson/ Daniel Rumbold	C	In progress
9.2	TEMPORARY STAFF The guidelines for making long term temporary staff permanent to be provided to staff. Continue to review staff lists and identify/put forward long term temporary staff eligible for permanency. Review staff lists and identify temporary contracts expiring before February 2012 and propose options	Simon Kempson/ Daniel Rumbold Working Team leaders Working Team leaders	C	UPDATE 10/11/11 Information to be included in Change Management Plan. Erica and Daniel also looking to get approval to supply to staff as separate correspondence. In progress In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
9.3	<p>consistent with relocation.</p> <p>SITE VISITS Email staff outlining the process for visits to receiving sites and what staff should do if they have already visited a site. This information will also be included in the Change Management Plan.</p>	Simon Kempson/ Daniel Rumbold		<p>UPDATE 10/11/11 Information to be included in Change Management Plan. Erica and Daniel also looking to get approval to supply to staff as separate correspondence.</p>
Meeting 10 – 10th November 2011				
	<p>RESILIENCE WORKSHOPS Follow up on feedback from courses and work with the facilitator to address the comments made and update the next round of courses being run.</p>	Daniel Rumbold		
	<p>INDUSTRIAL RELATIONS Arrange a summary document and link to DPC 'Commentary and guidelines on temporary employment and casual employment' to be added to the intranet site. Daniel to ask Simon Kempson to provide an exact definition of 'non NSW Government sources' and whether the DPC circular applies to trust funded positions.</p>	Daniel Rumbold Simon Kempson/ Daniel Rumbold		
	<p>STAFF 'Your Questions answered' DOCUMENT Issue new FAQ document once the Change Management Plan is finalised.</p>	Daniel Rumbold		

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Ongoing Action List as at 17/11/2011

Action #	Action	Person responsible	Timeline	Current Progress/Comments
Meeting 1 - 8th August 2011				
EQUIPMENT LIST				
1.5	Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	In progress
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	UPDATE 06/10/11 No further action required at this time. To be finalised at a later date.
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	UPDATE 17/11/11 Chip Howitt to visit the site next week to assess volume, type and records not on TRIM. Education strategy to encourage the use of electronic files and documents to be rolled out.
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	In progress
1.8	Match functions and people		First draft by the end of November	In progress

59

5

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	In progress
1.10	SITE IDENTIFICATION scope new locations	Kevin Cooper	21/09/11 (within next 2 weeks)	In progress UPDATED 17/11/11 Up to 13 different locations proposed by staff and working teams. Once locations are finalised scoping will continue.
Meeting 3 - 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available. UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with the MO's office as to where a decision about the site is at. COMPLETED 17/11/11 Minister's office still intending

5

Action #	Action	Person responsible	Timeline	Current Progress/Comments
3.13	<p>STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p> <p>Collect stakeholder contact details and attach to communications plan</p>	All		<p>UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers media release.</p> <p>In progress</p> <p>UPDATE 20/10/11 Steve Kennelly's stakeholder list received</p>
Meeting 4 – 29th September 2011				
4.3	<p>FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan</p>	Alexia / Kevin	21/10/11	<p>UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.</p> <p>UPDATE 17/11/11 Relocation documents are works in progress so are unlikely to be finalised. Therefore action item to be removed.</p>
Meeting 5 – 06th October 2011				
5.2	<p>INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.</p>	Working team leaders		<p>UPDATED 13/10/11 Added to WT TOR. Research in particular needs to consider facilities required e.g. laboratories and aquaria.</p>
Meeting 7 – 20th October 2011				
7.3	<p>STRESS AND MENTAL HEALTH ISSUES Information about stress and signs of mental health issues to be provided on the intranet for staff and</p>	Erica/Daniel		<p>UPDATE 10/11/11 Daniel drafted handout on what to do in regard to people</p>

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	Managers			suffering from poor mental health and wellbeing and will distribute to WT leaders with some additional information about the signs to look for. COMPLETED 17/11/11 Information on intranet site
Meeting 8 – 27th October 2011				
8.1	ADVERTISING POSITIONS Investigate a more proactive mechanism to advertise positions to staff at Cronulla	Daniel		UPDATE 10/11/11 Daniel to follow up with Aileen Gronowicz to reiterate the importance of Daniel and Erica having knowledge of positions before being advertised.
Meeting 9 – 3rd November 2011				
9.1	CHANGE MANAGEMENT PLAN The Change Management Plan will come back to the Working Group for further development and consideration after consultation with the industrial relations group. The Change Management Plan to clearly outline the severance entitlements of temporary and permanent employees.	Geoff Allan Simon Kempson/ Daniel Rumbold		In progress COMPLETED 17/11/11 Development of the change management plan is the responsibility of the industrial relations Consultation group. The WG will now focus on operational issues and not staff issues. UPDATE 10/11/11 Information to be included in Change Management Plan. Erica and Daniel also looking to get approval to supply to staff as separate correspondence. COMPLETED 17/11/11
9.2a	TEMPORARY STAFF The guidelines for making long term temporary staff permanent to be provided to staff.	Simon Kempson/ Daniel Rumbold		Information to be included in Change Management Plan. Erica and Daniel also looking to get approval to supply to staff as separate correspondence. COMPLETED 17/11/11

Action #	Action	Person responsible	Time line	Current Progress / Comments
9.2b	Continue to review staff lists and identify/put forward long term temporary staff eligible for permanency.	Working Team leaders		In progress
9.2c	Review staff lists and identify temporary contracts expiring before February 2012 and propose options consistent with relocation.	Working Team leaders		In progress
9.3	SITE VISITS Email staff outlining the process for visits to receiving sites and what staff should do if they have already visited a site. This information will also be included in the Change Management Plan	Simon Kempson/ Daniel Rumbold		UPDATE 10/11/11 Information to be included in Change Management Plan. Erica and Daniel also looking to get approval to supply to staff as separate correspondence. COMPLETED 17/11/11 Included in change management plan.
Meeting 10 - 10th November 2011				
10.1	RESILIENCE WORKSHOPS Follow-up on feedback from courses and work with the facilitator to address the comments made and update the next round of courses being run.	Daniel Rumbold		COMPLETED 17/11/11
10.2	INDUSTRIAL RELATIONS Arrange a summary document and link to DPC 'Commentary and guidelines on temporary employment and casual employment' to be added to the intranet site.	Daniel Rumbold		
10.3	Daniel to ask Simon Kempson to provide an exact definition of 'non NSW Government sources' and whether the DPC circular applies to trust funded positions.	Simon Kempson/ Daniel Rumbold		COMPLETED 17/11/11

Action #	Action	Person responsible	Timeline	Current Progress / Comments
10.4	STAFF 'Your Questions answered' DOCUMENT Issue new FAQ document once the Change Management Plan is finalised	Daniel Rumbold		
Meeting 11 – 17th November 2011				
11.1	PAST MEETING MINUTES Geoff to redraft the section discussed in the minutes of meeting 9 to come to an agreed version of the meeting minutes.	Geoff Allan		
11.2	NEW GROUP MEMBERSHIPS The members of the Industrial Relations Consultation Group are Simon Kempson, Geoff Allan, Kevin Cooper, Erica Stafford, Daniel Rumbold and PSA and staff representatives (Peter Brown, Myra Milton???) as determined by the PSA. The members of the Cronulla Relocation Working Group are Geoff Allan, Kevin Cooper, Daniel Rumbold, Erica Stafford, Della Prowse, Tim Powys, Debbie Highton (staff rep or in Corp services capacity???), Peter Turnell, Mika Maikki, Andrew Goulstone, Doug Ferrell, Steve Kennelly, Charles Gray, Adrian Toovey, Phillip Gibbs and Alexia Lucas.			
11.3	CHANGE MANAGEMENT PLAN Peter Brown to email all Cronulla and Wollstonecraft staff the most recent copy of the Change Management Plan	Peter Brown		
11.4	INDUSTRIAL RELATIONS CONSULTATION GROUP Providing the PSA agree key outcomes of the Industrial Relations Consultation group will be captured and distributed to?	Simon Kempson / Daniel Rumbold		

Draft Agenda

**Decentralisation of the
Cronulla Fisheries Research Centre of Excellence
Working Group Meeting #3**

Thursday, 22 September 2011
8am – 10:30am
Executive Conference Room, Cronulla

Participants:

Geoff Allan (Chair); Kevin Cooper; Andy Goulstone; Steve Kennelly; Tracey McVea; Tim Powys; Della Prowse; Erica Stafford; Adrian Toovey; Pete Turnell

Also invited: Daniel Rumbold

Agenda:

1.	Acceptance of the minutes from the last meeting	All
2.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
3.	Update on people / change management	Erica / Della
4.	Lists of staff <ul style="list-style-type: none"> • Team Leaders to table their ground-truthed lists and the WG to match staff to teams. 	All
5.	Lists of equipment <ul style="list-style-type: none"> • Team Leaders to table their ground-truthed lists and the WG to match equipment to functions. 	All
6.	Communication Strategy <ul style="list-style-type: none"> • WG to endorse information which is to be published in by Debbie Highton in the Cronulla newsletter. 	All
7.	Review action list (see attached) <ul style="list-style-type: none"> • Note – some items on the action list will already be covered in the above agenda items. 	All
8.	Next meeting(s) (Note proposal to invite Peter Blore, Peter Lawrence and Andrew Dean to discuss all site issues at future meeting – suggest 20 October)	

7

7

Ongoing Action List (current actions only):

Meeting Date	Action #	Action	Person responsible	Timeline	Progress / Comments
8/9/11	1.4	Ground truth data for staff and assets	Team Leaders		
8/9/11	1.5	Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	
8/9/11	1.6	Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	
8/9/11	1.7	Identify functions to go to new locations		First draft in 1 - 2 months	
8/9/11	1.8	Match functions and people		First draft in 1 - 2 months	
8/9/11	1.9	Talk to Peter Blore and Peter Lawrence regarding templates they may have for relocations and invite them to the next Working Group meeting	Tim		Filed over
8/9/11	1.10	Site identification - scope new locations		21/09/11 (within next 2 weeks)	
8/9/11	1.12	Communications	Regular updates (as endorsed by the Working Group) to be circulated to staff via the Cronulla Newsletter which Debbie Highton publishes		
15/9/11	2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team Leaders to compile then WG to review 1 - 2 weeks	21/09/11	
15/9/11	2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)		
15/9/11	2.3	Tim to get some initial quotes for moving the library and keep Kevin informed on this. The Library to be kept on the WG agenda as an ongoing item.	Tim	Ongoing	Ongoing agenda item
15/9/11	2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders send their input to Tracey to compile then WG to review	21/09/11	

7

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence Working Group Meeting #4 - Teleconference

Thursday, 29 September 2011
9:30am-10:30am

Dial in details: 1800 087 367, then, when prompted, dial 595707#

Participants:

Geoff Allan (Chair); Kevin Cooper; Andy Goulstone; Charles Gray (for Steve Kennelly); Tim Powys; Della Prowse; Erica Stafford; Daniel Rumbold; Adrian Toovey; Pete Turnell; Alexia Lucas

Also invited: Staff representatives Myra Milton and Peter Brown

Apologies: Steve Kennelly

Agenda

1.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
2.	Update on people/change management	Erica / Daniel
3.	Update from project manager	Kevin
4.	Staff report	Myra / Peter
5.	Communication with staff <ul style="list-style-type: none">• Cronulla newsletter• Website• Other	All
6.	Review action list (see attached) <ul style="list-style-type: none">• Note – some items on the action list will already be covered in the above agenda items.	All
7.	Next meeting(s) - Teleconference 6 th October 9:30-10:30am - Face to face 20 th October 9:00-11:00am - Staff meeting 20 th October 11:30am-12:30pm	

Ongoing Action List as at 22/09/2011

Action #	Action	Person responsible	Timeline	Current Progress/Comments
1.4	Ground truth data for staff and assets	Team Leaders		In progress
1.5	Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	In progress
1.6	Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	In progress
1.7	Identify functions to go to new locations		First draft by the end of November	
1.8	Match functions and people		First draft by the end of November	
1.9	Talk to Peter Blore and Peter Lawrence regarding templates they may have for relocations and invite them to the next Working Group meeting	Tim	20/10/11	Peter Blore and Peter Lawrence have been invited to attend the face-to-face meeting on 20/10/11.
1.10	Site identification - scope new locations		21/09/11 (within next 2 weeks)	In progress
1.12	Communications	Regular updates (as endorsed by the Working Group) to be circulated to staff via the Cronulla Newsletter which Debbie Highton publishes	Regular updates	Geoff to ask Craig Vaughan to draft information for Debbie Highton to include in the next edition of the Cronulla Newsletter.
2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team Leaders to compile then WG to review 1 - 2 weeks	21/09/11 End of November	In progress
2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress
2.3	Tim to get some initial quotes for moving the library and keep Kevin informed on this. The Library to be kept on the WG agenda as an ongoing item.	Tim	Ongoing agenda item	Preliminary quotes have been obtained.
2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review	21/09/11 29/9/11	Tracey to collect staff list contributions from Team Leaders. Tim to be in charge of the master list.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.1	Tim to give Tracey his amendments for the minutes of the 15/9/11 meeting.	Tim / Tracey		
3.2	Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		
3.3	Steve to seek nominees for staff representative(s) for the WG.	Steve		
3.4	Steve to send Geoff a list of projects that currently use the Aquaria facilities at Cronulla	Steve		
3.5	Geoff to seek clarification on whether Wollstonecraft should be included as part of the relocation plans.	Geoff		
3.6	(a) Within the next week, Kevin to turn on his web site and work with Erica to load the information that has already been distributed staff, (b) Additional information for staff to be drafted with assistance from Craig Vaughan and, once endorsed by the WG, given to Debbie Highton to include in the Cronulla newsletter.	Kevin		
3.7	It was noted that by the end of November, the WG will have a good idea about functions / locations and staff will be advises of the options. Formal letters will be sent next February advising staff where they will be moving to. It was also noted that some people may want to go early and this will be accommodated too if it is within the confines of the operational decisions.			
3.8	Erica to organise counselling for staff (via EAP) early next week.	Erica		

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		
3.10	Pete, Steve and Adrian to consult with staff and identify 3 or 4 guiding principles that can be used to assist with the integration of functions. These principles to be circulated to the WG to discuss and build on and then sent to Richard Sheldrake for sign-off.	Pete / Steve / Adrian		
3.11	The WG to have the lists of equipment and functions completed by the end of November.	All		
3.12	Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		
3.13	The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.	All		
3.14	(a) The WG to hold a weekly teleconference at 9:30am each Thursday commencing from 29 th September. (b) The next face-to-face meeting to be held on 20 th October from 9-11 am, followed by a staff meeting in the large conference room at 11:30am - 12:30pm.	All		

TELECONFERENCE	Cronulla Relocation Working Group Meeting 4	
DATE/TIME	Thursday 29 September 2011 9.30 am to 10.45 am	
ATTENDEES	Geoff Allan Alexia Lucas Kevin Cooper Della Prowse Erica Stafford Daniel Rumbold Apologies Steve Kennelly	Tim Powys Peter Turnell Andrew Goulstone Adrian Toovey Peter Brown Myra Milton
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 082)	

Outcome notes

Welcome and Introduction

Geoff Allan introduced Alexia Lucas to the Working Group. Alexia will replace Tracey McVea in providing admin/project support. Tracey was thanked for her prior work supporting the group. Staff representatives Peter Brown and Myra Milton were also introduced.

For the benefit of new members Geoff outlined that the primary goal of the working group was to implement the relocation in the best manner for the organisation and for staff. It was recognised that many staff remain opposed to the decision. This is not within the remit of the Working Group and staff are reminded not to use departmental resources for that purpose.

1. Update from Working Teams

Peter Turnell – Recreational Fisheries and Licensing team leader

The Recreational Management team has met and the Recreational licensing and Commercial licensing teams are due to meet this afternoon. Peter expressed the need for working teams to have clear terms of reference and functions to ensure meaningful discussions and use of these groups especially while there is uncertainty amongst staff.

Geoff reiterated that there are a few known's: (i) the objective of the relocation is decentralisation (ii) the Cronulla site will be closed and (iii) the broad principles regarding locations and functions i.e. Nowra - Recreational and Indigenous Fisheries Management, Coffs Harbour - Commercial Fisheries Management and Port Stephens - Fisheries Research.

Geoff detailed that the purpose of the working teams is to:

- Provide input into the best alignment of functions
- Provide input into the best locations of functions
- Identify the functions/positions that are specific to the Sydney basin e.g. recreational education fishing officer
- Identify projects at risk during this time of uncertainty if additional action is not taken
- Provide information to the Working Group through team leaders to support the terms of reference of the Working Group.
- Provide input to key relocation documents being drafted by the Working Group, specifically the Communications Plan, Operational Plan and Risk Assessment.

It was agreed that these should be articulated to the teams and staff and are to be included in the next staff communication.

ACTION: Alexia to circulate draft communications to the WG by COB 29/09/11. Staff communication to be distributed by COB 30/09/11.

Andrew Goulstone – Commercial Fisheries team leader

Andrew's working teams last met Tuesday 20 September and began compiling a document which outlines the pros and cons of the different relocation options including cost benefit analysis. The task is likely to be completed next week and Andrew will report back to the WG the week of 10 October.

The group discussed timelines for the relocation project. By the end of November all functions and positions will have been assigned to a new location. Those who express a desire to move early, over the Christmas break, will be assisted where possible. Formal letters will be sent to staff in early February.

Tim Powys – Corporate Services team leader

Work has slowed due to commitments with the budget. However all Corporate Services staff, including IT, have been briefed and discussions around appropriate locations for these functions and positions held. Further discussion is expected in the next couple of weeks.

The urgency to complete the process of 'truthing' the staff list was highlighted. Tim noted that staff lists also need to include staff on long term leave e.g. maternity leave. Kevin has also been working on a staff list in the 'gant chart' and 'truthing' this with staff. It is anticipated this will go on the website at some stage.

ACTION: Alexia to obtain the most recent staff list from Tracey and circulate to the WG by COB Tuesday 4 October. The WG is to complete the staff list by next meeting, Thursday 6 October.

Adrian Toovey – Marine Parks team leader

Adrian will also represent the interests of the Habitat Conservation staff member affected by the relocation.

Adrian held a meeting with staff impacted by the relocation, including staff temporarily located at Wollstonecraft this week. This group contains a number of long term temporary staff whose contracts expire at the end of the year. These staff members are finding it difficult to consider the relocation when there is equal or greater uncertainty over the extension of their contracts. Adrian noted that this could potentially be impacting on other staff whose contracts expire in the next 6-9 months.

Adrian is seeking to talk to the other staff in his program not located at Cronulla and looking to consider the functional implications across all locations. Adrian highlighted that he has three different groups of staff affected; staff based at Cronulla and staff based temporarily at Wollstonecraft; long term staff operating from Wollstonecraft and; other staff located at Port Stephens.

Geoff Allan on behalf of Steve Kennelly – Fisheries Research team leader

Bob Crease has established four separate working teams Fisheries Research staff at Cronulla. These are for Aquatic Ecosystems, Resource Assessment, Sharks and Fisheries Enhancement. These teams will be overseen by Bob (Aquatic Ecosystems) or Charles Gray.

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

Erica reported that she has been talking to individuals and answering a lot of questions from staff by email. Staff are wanting more information especially around timeframes and the group agreed this would be included in the upcoming staff communication (see final discussion on timeframes under other business). Other topics of information sought by staff included:

- Information for those interested in moving early
- Redeployment options and support available, and

- Information for those wanting to lodge exceptional or compassionate reasons to remain in Sydney based positions

Erica outlined that in the staff communication she will include information about EAP counselling services, process for lodging exceptional circumstances/ compassionate reasons, and other HR processes e.g. opportunities for early renewal of contracts for long term temporary staff, permanent filling on long term acting staff etc. All staff in contact with Erica are being advised to also inform their managers of their specific situations. Depending on the situation Erica will also need to brief managers and Kevin Cooper to allow for accommodation for individuals to be made where required.

Erica advised that another meeting is being organised with the PSA. Erica's team is also ready to deliver other support services like resilience and job seeking skills training when the timing is appropriate.

Erica suggested that links to the NSW jobs website and to internally advertised positions be included on the intranet website.

Adrian suggested that an objective of the working group to retain as many staff as possible should be added to the terms of reference.

Daniel reported that he has primarily been working on the risk assessment document circulated by Kevin. Daniel will be another resource staff can utilise for information and support and this is to be communicated in the staff communication. Daniel will also be the one tasked to update the people and learning content on the new website.

3. Update from project manager (Kevin Cooper)

Kevin noted that whilst a lot of information will be circulated electronically all staff need equal access to the information. The group agreed to install bulletin boards to provide hard copy information to staff members.

ACTION: Peter and Myra to identify bulletin board locations

ACTION: Kevin to source and organise installation of bulletin boards

ACTION: Debbie Highton, as site Manager, is tasked with updating the bulletin boards

Kevin ran through the documents that need finalising including the:

a) Communications Plan - needs input from WG team leaders and their teams to refine the aims and objectives and to outline tasks. The three stakeholder groups identified are staff relocating, staff at receiving sites and industry groups. The specific methods of communication will need to be considered for example south coast fishers do not have a representative body so information will need to be located somewhere with central access like the NSW Fisheries website.

ACTION: Team leaders to provide feedback on the Communications Plan by 13 October

ACTION: Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan

b) Operational Plan - requires input from the WG team leaders and their teams. This is an essential document that outlines the aims and objectives, execution details and administration details. This document will be updated fortnightly.

ACTION: Team leaders to provide feedback on the Operational Plan by 13 October

ACTION: Alexia to work with Kevin to coordinate input from team leaders and to finalise the Operational Plan

ACTION: Review of the Operational Plan to be included as a standing item for WG future meetings

c) Risk Assessment - needs to be considered by team leaders and their teams

ACTION: Team leaders to provide feedback on the risk assessment by 13 October

~~The gantt chart is another tool created by Kevin that has been circulated to WG. The gantt chart shows the relationship between staff, functions, relocation activities and timelines. Once finalised this too can be provided to staff.~~

Kevin has also been talking to staff about flexible arrangements and possible options and gathering individual staff information. Kevin highlighted that another category of people to be considered by the WG will be those nearing retirement (i.e. within 1 - 3years).

An update on the receiving sites of Nowra, Coffs Harbour and Port Stephens was also provided by Kevin. Kevin has been working with specific staff such as Peter Blore and Andrew Dean regarding site relocation and logistics.

Kevin is advised by IT that the website will be completed tomorrow or early next week at the latest.

4. Staff report

Peter stressed that he and Myra will participate on the WG to ensure issues and options presented by the staff are considered. Peter and Myra wanted it recorded that the staff remain strongly opposed to the decision to close the Cronulla site and their membership on the WG must in no way be taken as any endorsement of the decision.

Peter reported that he expected to seek issues from the staff and would like to have these addressed at the staff meeting scheduled for 20 October 2011.

Peter also disclosed that a decision whether Myra and himself remain on the WG is under discussion by the staff and if not supported by a majority they may remove themselves from the WG.

5. Communications with staff

A communication to staff will be drafted this week and provided to Debbie Highton to include in the Cronulla newsletter. The website and provision of bulletin boards are other tools that will be utilised to communicate with staff members as previously discussed above.

6. Review Action list

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

7. Other business

Timelines were further discussed by the WG. A list aligning functions, positions and location will be drafted by the end of November. This will enable those wanting to move early to move over the Christmas break. Consultation with staff as to what is being proposed will occur at this time and allow for individual circumstances to be considered and alternative options explored. Formal written correspondence outlining specific options available to each staff member will be sent early February.

Next meeting:

Teleconference Thursday 6 October 9:30 - 10:30am

Teleconference Thursday 13 October 9:30 – 10:30 am

Face to face Thursday 20 October 8:30 – 10:30am

Staff meeting Thursday 20 October 11:00am – 12:00pm

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence Working Group Meeting #5 - Teleconference

Thursday, 06 October 2011
9:30am-10:30am

Dial in details: 1800 087 367, then, when prompted, dial 595707#

The Executive meeting room in building 1 has been booked at Cronulla for WG members on site to dial in from.

Participants:

Geoff Allan (Chair); Kevin Cooper; Steve Kennelly; Tim Powys; Della Prowse; Adrian Toovey; Pete Turnell; Doug Ferrell (for Andrew Goulstone) Alexia Lucas;

Also invited: Staff representatives Myra Milton and Peter Brown

Apologies: Andy Goulstone, Daniel Runbold, Erica Stafford

Agenda

1.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
2.	Update on people/change management	Erica / Daniel
3.	Update from project manager	Kevin
4.	Staff report	Myra / Peter
5.	Review action list (see attached) <ul style="list-style-type: none">Note – some items on the action list will already be covered in the above agenda items.	All
6.	Next meeting(s) - Face to face 20 th October 9:00-11:00am - Staff meeting 20 th October 11:30am-12:30pm	

Ongoing Action List as at 29/09/2011

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 1 - 8th August 2011				
STAFF LIST				
1.4	Ground truth data for staff and assets	Team Leaders	24/09/11 29/9/11	In progress
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.		
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 29/09/11 In progress - Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
EQUIPMENT LIST				
1.5	Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	
RECORDS				
1.6	Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	In progress
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	
1.8	Match functions and people		First draft by the end of November	
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	
1.9	Talk to Peter Blore and Peter Lawrence regarding templates they may have for relocations and invite them to the next Working Group meeting	Tim	20/10/11.	COMPLETED Peter Blore and Peter Lawrence have been invited to attend the face-to-face meeting on 20/10/11.
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
1.12	COMMUNICATIONS Regular updates (as endorsed by the Working Group) to be circulated to staff via the Cronulla Newsletter which Debbie Highton publishes	All / Debbie Highton	Regular updates	Geoff to ask Craig Vaughan to draft information for Debbie Highton to include in the next edition of the Cronulla Newsletter.
Meeting 2 – 15th August 2011				
2.3	LIBRARY Tim to get some initial quotes for moving the library and keep Kevin informed on this. The Library to be kept on the WG agenda as an ongoing item.	Tim	Ongoing agenda item	Preliminary quotes have been obtained.
Meeting 3 – 22nd September 2011				
3.1	Tim to give Tracey his amendments for the minutes of the 15/9/11 meeting.	Tim / Tracey		UPDATE 29/09/11 Tim to provide meeting amendments to Alexia
ADMINISTRATION				

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.2	Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.3	Steve to seek nominees for staff representative(s) for the WG.	Steve		COMPLETED Myra Milton and Peter Brown to represent staff on the WG
3.4	Steve to send Geoff a list of projects that currently use the Aquaria facilities at Cronulla.	Steve		
3.5	Geoff to seek clarification on whether Wollstonecraft should be included as part of the relocation plans.	Geoff		COMPLETED 29/09/11 Geoff advised that Wollstonecraft is not included as part of the relocation plans as there is uncertainty over the sites long term future.
3.6	<p>COMMUNICATIONS</p> <p>(a) Within the next week, Kevin to turn on his web site and work with Erica to load the information that has already been distributed staff;</p> <p>(b) Additional information for staff to be drafted with assistance from Craig Vaughan and, once endorsed by the WG, given to Debbie Highton to include in the Cronulla newsletter.</p>	Kevin		UPDATE 29/09/11 Kevin has been advised by IT that the website will be ready by tomorrow or early next week at the latest.
3.7	Formal letters will be sent next February advising staff where they will be moving to.			UPDATE 29/09/11 Draft letters will be considered by the WG before being finalised and sent.
3.8	STAFF COUNSELLING Erica to organise counselling for staff (via EAP) early next week.	Erica		UPDATE 29/09/11 EAP will be onsite week of October. Erica would like advice from Peter and Myra as

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.10	<p>GUIDING PRINCIPLES FOR ALIGNING FUNCTIONS</p> <p>Pete, Steve and Adrian to consult with staff and identify 3 or 4 guiding principles that can be used to assist with the integration of functions. These principles to be circulated to the WG to discuss and build on and then sent to Richard Sheldrake for sign-off.</p>	Pete / Steve / Adrian		<p>whether staff would like site visits to continue and if other site visits from other groups like HR would be useful.</p> <p>UPDATE 29/09/11 In progress</p>
3.12	<p>DECOMMISSIONING OF THE CRONULLA SITE</p> <p>Geoff to ask if there are any plans for the site so we can inform staff.</p>	Geoff		<p>UPDATE 29/09/11</p> <p>Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available.</p>
3.13	<p>STAKEHOLDERS LIST</p> <p>The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p>	All		
Meeting 4 – 29th September 2011				
4.1	<p>STAFF COMMUNICATIONS</p> <p>Staff communication to be drafted and distributed to the WG for comment.</p> <p>Staff communication to be sent to Cronulla staff by email, included in Cronulla newsletter, on website and bulletin boards</p>	Alexia Lucas Geoff Allan / Debbie Highton / Kevin Cooper	<p>COB 29/09/11</p> <p>COB 30/09/11</p>	

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	<p>Bulletin board location to be identified</p> <p>Bulletin boards to be sourced, installed and populated with information</p>	<p>Myra Milton / Peter Brown</p> <p>Kevin Cooper / Debbie Highton</p>	<p>06/10/11</p> <p>13/10/11</p>	
4.2	<p>FEEDBACK ON DOCUMENTS FROM WG</p> <p>Team leaders to provide feedback on the Communications Plan to Alexia</p> <p>Team leaders to provide feedback on the Operational Plan to Alexia</p> <p>Team leaders to provide feedback on the risk assessment to Alexia</p>	<p>Team leaders</p> <p>Team leaders</p> <p>Team leaders</p>	<p>13/10/11</p> <p>13/10/11</p> <p>13/10/11</p>	
4.3	<p>FINALISE RELOCATION DOCUMENTS</p> <p>Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan</p> <p>Alexia to work with Kevin to coordinate input from team leaders and to finalise the Operational Plan</p>	<p>Alexia / Kevin</p> <p>Alexia / Kevin</p>	<p>21/10/11</p> <p>21/10/11</p>	



TELECONFERENCE	Cronulla Relocation Working Group Meeting 5	
DATE/TIME	Thursday 06 October 2011 9.30 am to 11:30 am	
ATTENDEES	Geoff Allan Alexia Lucas Kevin Cooper Daniel Rumbold Tim Powys Steve Kennelly Apologies Erica Stafford Della Prowse Andrew Goulstone	Peter Turnell Adrian Toovey Peter Brown Myra Milton Doug Ferrel (for Andrew Goulstone)
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)	

Outcome notes

1. Update from Working Teams

Steve Kennelly – Fisheries Research team leader

A large number of staff want to be involved in the Working Teams and Charles Gray is in the process of finalising the staff in each group. Steve will provide a list of critical projects and projects requiring the Aquaria facilities to Geoff. Some further work is also to continue on finalising the list of staff.

Peter Turnell – Recreational Fisheries and Licensing team leader

The five Recreational Management teams met Friday last week and again yesterday. The meeting yesterday also included the Commercial Fisheries team.

The Working Teams have worked through the purpose and role/s of the Working Teams. Teams have validated the staff and asset lists and provided these to Tim Powys. The staff list information includes the relationships, employment status (temporary or permanent) and details of any temporary and substantive positions. A list of critical projects has been compiled and the team leaders of these projects are currently preparing some information about the reasons why these projects are at risk.

ACTION: Peter will provide a copy of each of the lists to Kevin

Peter provided feedback to the WG that staff are finding it difficult to think about options and solutions as the primary focus of staff remains to try and reverse the decision. Kevin commented that whilst plan A for staff is that Cronulla stays there is acknowledgement of plan B (if the site closes) and a willingness to have input into the options. The WG agreed that it may assist staff if a range of options or scenarios are presented to Working Teams in the first instance to initiate discussions.

ACTION: Geoff Allan to work with Kevin and working team leaders to provide scenarios and comments based on functional groups for the Working Teams to consider and provide feedback on.

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

The Commercial Fisheries team sat in on the Recreational Working Team meeting yesterday and found this to be of value.

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Doug highlighted that a critical element in considering the relocation options, is an understanding of what infrastructure/facilities are needed for service delivery and what is available at the different sites. Geoff outlined that some of this is covered through the asset and equipment lists. Kevin ~~asked that infrastructure and facility requirements be discussed in the Working Teams and cover not just what is in existence now but include what is needed into the future. Kevin stated that the more details known about what's required will enable better sites to be located and/or established. Kevin is also talking to the teams and individuals about specific their requirements e.g. researchers.~~

ACTION: Working Teams to consider infrastructure/facilities required for service delivery. The TOR will be updated to reflect this and distributed to the Working Team leaders for distribution to their teams.

Doug raised that it is perceived that the relocation of services from Cronulla to regional sites will lead to increased costs, especially related to travel. Discussion was had around this issue and particularly how it relates to their branch in regard to stakeholder group meetings. Kevin stated that this risk to the current and future budgets should be captured in the risk assessment document.

Doug also stated that a small number of staff have shown an interest in the South coast, specifically the Huskisson office, but is unsure whether this was covered in the proposed Nowra location. Geoff reported that the Huskisson office has limited capacity but Kevin will engage with Peter Lawrence about options in this area. Geoff also stated that there was to be a site visit to Nowra organised soon.

Tim Powys – Corporate Services team leader

Work has slowed due to commitments with the budget. To date a Corporate Services Working Team has not been established due to the diversity of functions. Staff instead have been encouraged to speak with their Managers. However the WG agreed that a Working Team should be established to allow these staff to have a forum for discussion and input into the process.

ACTION: Tim and Kevin to organise a Working Team meeting for Corporate Services and other staff not covered by the current Working Teams e.g. policy for Monday 10 October.

Kevin has identified that a number of Corporate Services staff or teams relate to other functional groups and the most appropriate Working Team for them to be a part of should be discussed and may involve them belonging to more than one Working Team.

Adrian Toovey – Marine Parks team leader

The Working Team last met on Friday. Adrian is awaiting the budget and some further information regarding transferred budgets from Office of Environment and Heritage. This will have a major influence on how things are organised within the Marine Parks group. Tim is assisting Adrian to have this resolved.

It was noted that no Marine Parks staff are currently on the staff list as they haven't yet been transferred to the DPI Aurion system. Tim will provide Adrian with the fields that need to be populated and Adrian will input Marine Parks staff information accordingly.

ACTION: Adrian to provide Tim with required information for Marine Park staff

2. Update from People/change management (Daniel Rumbold)

Daniel is continuing to work on information to be provided to staff and will aim to have this completed by Monday 10 October. Kevin has provided a list of staff questions and will continue to work with Daniel to answer them and include them in this and continuing communications with staff.

Peter Brown explained that staff want more definitive answers to their questions. Kevin also highlighted the importance of ensuring consistent messages are provided. The WG agreed that all staff communications will be provided to the WG for comment before being distributed.

ACTION: Daniel to provide question and answer document for staff to Alexia by Monday 10 October.

A Counsellor will be on site tomorrow and a communication to staff regarding this was sent by Debbie Highton today. Daniel will be following up with the counsellor after tomorrow and would also like feedback from staff on whether this service is useful and how often they would like it

provided. Peter B stated that some staff have been enquiring about job seeking skills, career transition training etc. Daniel explained that this has been planned for but was a matter of timing and can be provided when staff want it/are ready for it.

Steve asked a specific question about job search leave. It was clarified that this was part of the old voluntary redundancy package and is no longer available.

3. Update from project manager - Kevin Cooper

Kevin has requested WBS' for the relocation. WBS' are being established for each functional group and will occur at branch, unit and sub-unit level. Any costs incurred by the relocation should be charged to these WBS'. Working Group Team leaders as Senior Managers will have delegation authority. Kevin and HR also have separate WBS' to cover relocation costs not directly related to functional units e.g. organised staff site visits.

The Operational plan will expire on Friday 7 October and a new version covering the next fortnight will be distributed Monday 10 October.

Some feedback has been received on the Communications plan. Working Teams and their leaders still need to fill in their sections relating to their stakeholders. In the absence of further input Kevin and Alexia will fill in the staff section.

The risk assessment has received little feedback so Kevin and Alexia will populate and distribute to the WG for feedback.

The website should be ready very soon and will contain documents as they become available as well as retain a history of documents. The operational plan will be a good reference point to staff about what's happening.

Kevin will be meeting with Steve Kennelly's group and Senior Managers from Peter Turnells' group today and tomorrow.

4. Staff report

Myra tabled a document by Department of Premiers and Cabinet (DPC) titled 'Agency Change Management Guidelines' and asked the WG whether a Change Management Plan existed and whether the guidelines in this document were being followed. Geoff stated that a draft Change Management Plan has been drafted and is in the process of being completed by Erica Stafford. Geoff, Kevin and Daniel all stated that the broad principles of the guidelines were being followed. Daniel highlighted that most of the information in the Change Management Plan is covered in the documents Kevin has drafted, namely the communications plan, operational plan and risk assessment.

ACTION: Geoff Allan to follow up with PLC team to the status of the Change Management Plan and circulate draft to the WG.

ACTION: Geoff Allan to review the guidelines in the document and ensure they are being followed by the WG.

Myra questioned the relocation provisions for employees within the Sydney metropolitan areas as referred to in the guidelines versus the Cronulla relocation. Kevin explained that this is occurring with opportunities for transfers to other DPI areas as well as other government departments being explored. Researchers also have opportunities to talk with educational institutions typically universities and some staff have already approached universities regionally and in the Sydney metro area.

ACTION: Alexia to circulate the DPC 'Agency Change Management Guidelines' document to the WG.

Two locations for staff bulletin boards have been identified, one in the shared tea room in building one and the other in the mail room/daily records room.

Peter Brown is currently working on a list of staff issues/concerns to table at the staff meeting 20 October. This should be completed early next week and will be distribute to the WG to enable responses to be considered and ensure a productive meeting on the 20th. Items for discussion at the staff meeting will be discussed at the next WG meeting (13 October).

5. Review Action list

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

6. Next meeting:

Face to face meeting Thursday 13 October 9:30 – 10:30 am .

Face to face Thursday 20 October 8:30 – 10:30am

Staff meeting Thursday 20 October 11:00am – 12:00pm

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence Working Group Meeting #6

Thursday, 13 October 2011
9:30am-12:30pm

Dial In details: 1800 087 367, then, when prompted, dial 595707#

The Executive meeting room in building 1 has been booked at Cronulla for WG members on site to meet face to face.

Participants:

Geoff Allan (Chair); Kevin Cooper; Charles Gray (for Steve Kennelly); Tim Powys; Della Prowse; Daniel Runbold, Erica Stafford; Adrian Toovey; Pete Turnell; Doug Ferrell (for Andy Goulstone); Debbie Highton; Alexia Lucas

Also invited: Staff representatives Myra Milton and Peter Brown

Apologies: Andy Goulstone, Steve Kennelly

Agenda

1.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
2.	Update on people/change management	Erica / Daniel
3.	Update from project manager	Kevin
4.	Staff report	Myra / Peter
5.	Communications Plan - Staff communications re: intranet site and PLC Q&A - Communication to external stakeholders and stakeholder lists - Workshop to finalise plan	All
6.	Draft Change Management Plan	All
7.	List of staff issues and concerns	Peter Brown
8.	Staff Meeting 20 October	All
9.	Review action list (see attached)	All
	Next meeting(s) - Face to face 20 th October 8:30 - 10:30am - Staff meeting 20 th October 11:00am -12:00pm	

13

13

Ongoing Action List as at 06/10/2011

Action #	Action	Person responsible	Timeline	Current Progress/Comments
Meeting 1 - 8th August 2011				
STAFF LIST				
1.4	Ground truth data for staff and assets	Team Leaders	24/09/11 29/9/11	In progress
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.		UPDATE 29/09/11 In progress – Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 06/10/11 Final check to still occur. Adrian to provide Tim with marine Park staff information.
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 – 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 – 2 weeks	21/09/11	In progress
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress
				UPDATE 06/10/11 No further action required at

Action #	Action	Person responsible	Timeline	Current Progress/ Comments this time. To be finalised at a later date and removed from action list.
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	
1.8	Match functions and people		First draft by the end of November	
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November.	
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	in progress
1.12	COMMUNICAIONS Regular updates (as endorsed by the Working Group) to be circulated to staff via the Cronulla Newsletter which Debbie Highton publishes	All / Debbie Highton	Regular updates	Geoff to ask Craig Vaughan to draft information for Debbie Highton to include in the next edition of the Cronulla Newsletter. COMPLETED 06/10/11 First staff communications distributed via the Cronulla newsletter 30/09/11. Will continue as required and included on the intranet site as well.
Meeting 2 – 15th August 2011				
2.3	LIBRARY Tim to get some initial quotes for moving the library and keep Kevin informed on this. The Library to be kept on the WG agenda as an ongoing item.	Tim	Ongoing agenda item	Preliminary quotes have been obtained. UPDATE 06/10/11

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 3 – 22nd September 2011				
ADMINISTRATION				
3.2	Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.4	Steve to send Geoff a list of projects that currently use the Aquaria facilities at Cronulla.	Steve		COMPLETED 11/10/11
3.6	<p>COMMUNICATAIONS</p> <p>(a) Within the next week, Kevin to turn on his web site and work with Erica to load the information that has already been distributed staff;</p> <p>(b) Additional information for staff to be drafted with assistance from Craig Vaughan and, once endorsed by the WG, given to Debbie Highton to include in the Cronulla newsletter.</p>	Kevin		<p>UPDATE 29/09/11 Kevin has been advised by IT that the website will be ready by tomorrow or early next week at the latest.</p> <p>UPDATE 06/10/11 Website ready as of 06/10/11 documents in the process of being uploaded and staff comms to be drafted to inform of launch.</p>
3.7	Formal letters will be sent next February advising staff where they will be moving to.			<p>UPDATE 29/09/11 Draft letters will be considered by the WG before being finalised and sent.</p> <p>UPDATE 06/10/11 No further action required at this time. To be finalised at a later date and removed from action list.</p>
STAFF COUNSELLING				

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.8	Erica to organise counselling for staff (via EAP) early next week.	Erica		<p>UPDATE 29/09/11 EAP will be onsite week of 4 October. Erica would like advice from Peter and Myra as whether staff would like site visits to continue and if other site visits from other groups like HR would be useful.</p> <p>COMPLETED 06/10/11 Counsellor on site 7/10/11. Feedback to be provided from counsellor and staff.</p>
3.10	<p>GUIDING PRINCIPLES FOR ALIGNING FUNCTIONS</p> <p>Pete, Steve and Adrian to consult with staff and identify 3 or 4 guiding principles that can be used to assist with the integration of functions. These principles to be circulated to the WG to discuss and build on and then sent to Richard Sheldrake for sign-off.</p>	Pete / Steve / Adrian		<p>UPDATE 29/09/11 In progress</p> <p>COMPLETED 06/10/11 Peter Turmeil drafted principle of wholistic fisheries management, supported by WG and Richard.</p>
3.12	<p>DECOMMISSIONING OF THE CRONULLA SITE</p> <p>Geoff to ask if there are any plans for the site so we can inform staff.</p>	Geoff		<p>UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available.</p> <p>UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with</p>

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.13	STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.	All		UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers media release.
Meeting 4 – 29th September 2011				
4.1	STAFF COMMUNICATIONS Staff communication to be drafted and distributed to the WG for comment. Staff communication to be sent to Cronulla staff by email, included in Cronulla newsletter, on website and bulletin boards Bulletin board location to be identified Bulletin boards to be sourced, installed and populated with information	Alexia Lucas Geoff Alan / Debbie Highton / Kevin Cooper Myra Milton / Peter Brown Kevin Cooper / Debbie Highton	COB 29/09/11 COB 30/09/11 06/10/11 13/10/11	COMPLETED 06/10/11 Sent to Cronulla and Wolstonecraft staff 30/09/11 via Cronulla Newsletter. Will be included on intranet site once launched and bulletin boards once established in locations identified.
4.2	FEEDBACK ON DOCUMENTS FROM WG Team leaders to provide feedback on the Communications Plan to Alexia Team leaders to provide feedback on the Operational Plan to Alexia Team leaders to provide feedback on the risk assessment to Alexia	Team leaders Team leaders Team leaders	13/10/11 13/10/11 13/10/11	UPDATE 06/10/11 Feedback received from AG and DP.
4.3	FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan	Alexia / Kevin	21/10/11	UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	Alexia to work with Kevin to coordinate input from team leaders and to finalise the Operational Plan	Alexia / Kevin	21/10/11	
Meeting 5 - 06th October 2011				
5.1	FUNCTIONAL GROUP SCENARIOS Geoff and Kevin to draft scenarios/options based on function groups for working teams to consider and provide feedback.	Geoff/Kevin	20/10/11	
5.2	INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.	Working team leaders		
5.3	CORPORATE SERVICES WORKING TEAM Tim and Kevin to organise a Working Team meeting for Corporate Services and other staff not covered by existing Working Teams for Monday 10 October.	Tim/Kevin	10/10/11	COMPLETED 10/10/11 Corporate Services Working Team met on 10 Oct and will continue to meet as needed. Debbie Highton will fill Tim Powys role whilst he is on leave and will become a member of the WG
5.4	STAFF INFORMATION FROM PLC Kevin to finalise Q&A document for staff and provide to Alexia to distribute to the WG for feedback.	Kevin	10/10/11	

MEETING	Cronulla Relocation Working Group Meeting 6		
DATE/TIME	Thursday 13 October 2011 9.30 am to 12:30 pm	LOCATION	Cronulla Executive Meeting Room, building 1
ATTENDEES	<p>Geoff Allan Alexia Lucas Kevin Cooper Daniel Rumbold Erica Stafford Tim Powys</p> <p>Apologies Della Prowse Steve Kennelly Andrew Goulstone</p> <p>Debbie Highton Peter Turnell Adrian Toovey Peter Brown Myra Milton Doug Ferrel (for Andrew Goulstone) Charles Gray (for Steve Kennelly)</p>		
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)		

Outcome notes

Introduction

Geoff Allan opened the meeting with a few issues of concern regarding staff action against the decision to close Cronulla. Geoff explained that whilst this is not the purpose of the Working Group it is important that staff are aware of the appropriate policies and code of conduct that should be followed. Issues covered included:

- Any protest action taken by staff must be done in their own time and leave must be submitted if undertaken during work hours.
- Departmental equipment must not be used for protest action, including email and telephones.
- All staff must be treated fairly and not feel coerced and/or bullied into partaking in protest action or in making decisions regarding their future.
- Particular comments made about Port Stephens Fisheries Institute and the quality of the water must stop as they are untrue and disrespectful to staff at that site.

The Working Team leaders were asked to convey these messages to their staff and Geoff will also raise this at the staff meeting on 20 October.

ACTION: Geoff to email Cronulla staff addressing the above issues and reminding staff of the departments' code of conduct and relevant policies that should be followed.

1. Update from Working Teams

Charles Gray for Steve Kennelly – Fisheries Research team leader

The research staff have elected to have a single Working Team which will have a number of sub groups that can look at specific tasks. A large discussion was had to update Charles on the role and purpose of the Working Teams. Geoff explained that the researchers default location was Port Stephens but the purpose of the Working Teams and Working Group is to explore other options with input from the staff. Voluntary redundancies (VRs) and exploring the possibilities to make long term temporary staff permanent was also discussed in detail. The Working Groups agreed that all decisions relating to VRs and permanency need to be done equitably amongst the staff. Geoff and Kevin are meeting with Steve later that today and would continue these discussions.

14

14.

Charles stated that one rumour staff was concerned about was the possibility for Fisheries to be restructured again. Geoff assured the Working Groups that the current Fisheries structure would remain and that this would be highlighted at the staff meeting for staff. Charles also has a number of questions from staff and will send these to Peter Brown so that they can be added to the list of staff issues and concerns.

ACTION: Geoff to reassure staff at the staff meeting that no further restructuring of the Fisheries branch is planned as part of the relocation.

ACTION: Charles to provide Peter Brown with his staff questions to be added to the list of staff issues and concerns.

Peter Turnell – Recreational Fisheries and Licensing team leader

The Recreational Management teams have not met since the last Working Group meeting but are due to meet following this meeting at 11:30am. The Commercial fisheries staff are again invited to join them. Peter also invited Charles Gray to sit in on his meeting to get a feel for how they run and what is discussed.

Peter's staff are still struggling to consider functions and locations. Geoff reiterated that the broad plan to place the different groups is known and that he is interested in staffs input in whether locations and functions should deviate from this plan. In order to go forward Kevin and Geoff will draft a plan for discussion by the Working Teams. Kevin stated that staff can also start considering facilities required and that this might help to work out the suitability of proposed locations.

ACTION: Geoff and Kevin to provide a draft plan outlining function and locations for each of the functional units. The plan will be discussed with the WT leaders in the first instance and can then be provided to the Working Teams.

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

The Commercial Fisheries team will again sit in on the Recreational Working Team meeting following this meeting.

Doug reported that staff are very interested in the costs of the relocation and what the department will cover in terms of visiting receiving locations. Erica explained that information packs are to be prepared about each receiving site and site visits will be available for groups as well as opportunities for individuals to visit.

Tim Powys – Corporate Services team leader

Tim will be on leave for four weeks from Monday 17 October Debbie Highton will fill in for Tim as Corporate Services Working Team Leader in his absence.

Corporate Services held their first Working Team meeting on Monday 10 October. Kevin and Geoff also attended and Tim reported the meeting helped resolve a key misunderstanding that not all staff would be provided with ongoing employment once the site closed. Another key issue from this meeting was the need to further engage the Corporate Services Management staff. Geoff reported that he had spoken to Jeannine Biviano (DDG Finance, Strategy & Operations) and Tony Heffernan (Director of Corporate Services) about this issue and Erica advised a reminder to Managers was issued earlier in the week. Tim reminded the group that Corporate Services have been undergoing their own restructure and that reporting lines may change as a result.

Adrian Toovey – Marine Parks team leader

Adrian reported his Working Team had not met since the last Working Group meeting but are scheduled to meet Tuesday 18 October. Half of Adrian's staff are temporary, three of which have contracts that end in December. With the budget unknown this is causing more immediate concern for his staff than the relocation.

Some other considerations for this group are; Marine Parks are currently undergoing a scientific audit which is likely to have implications on how they are managed into the future; there are a number of statutory reviews currently on hold until the audit is completed; and Marine Parks have only just come across into DPI so is still working out how they fit into the broader fisheries unit.

Kevin stated that some issues are emerging because Marine Parks are not yet on the DPI systems; Daniel reported that Marine Parks are on the list to be migrated across by December 2011.

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

Daniel reported that a counselor was on site 7 October but was not seen by any staff member. The counselor provided feedback to Daniel that people are still very focused on 'plan A' and are ~~expressing emotions of anger and denial, which may explain why no one made an appointment~~ with him. Debbie also pointed out that it was school holidays and many staff had taken leave. Kevin reported that a few staff members had made positive comments to him about having a counselor onsite and the commitment to staff it represented. Kevin suggested the counselor be invited to the staff meeting on 20 October and that he introduce himself and outline the support options available to staff including the 1800 number and offsite meetings. Further discussions were had about continuing this service and providing a regular day. Feedback will be gained from staff at the meeting and through the staff representatives.

ACTION: Daniel to invite and organise the counsellor to come to the staff meeting 20 October.

Daniel and Erica outlined the other support services that can be offered. Daniel explained what was involved in a Change Management Workshop and the Working Group resolved to hold one workshop in Late November/early December. Requests for other training e.g. CV writing and interview skills had also been made by a few staff and the WG resolved to organise a course of this type before the end of the year as well. If these type of courses are being run elsewhere across the agency Cronulla staff should be provided access to them.

ACTION: Daniel and Erica to organise a Change Management Workshop and CV writing and interview skills course in Late November/early December for Cronulla staff.

3. Update from project manager - Kevin Cooper

Kevin has organised to meet with the head librarian in the coming weeks. Kevin would also like to have input from library users including those not at Cronulla and asked the Working Teams leaders to consider this as a specific task for their teams.

ACTION: Working Teams to consider the relocation of the library.

Kevin is in the process of gathering information about the projects that use the Aquaria and what resources and facilities are required by each. Kevin asked the Research Working Team to consider the facilities they require including aquaria, laboratories etc.

ACTION: Research Working Team to consider facilities required including aquaria and laboratories.

Kevin has distributed version 2 of the Communications plan to the Working Group and included this on the intranet site. The Working Teams need to continue to populate their stakeholder information and a communication to external stakeholders is currently being drafted. Working Team leaders also need to provide a list of stakeholder contacts to be provided as an attachment to the communications plan.

ACTION: Alexia to collect stakeholder contact details and draft external communication document for distribution by the Working Team leaders.

Kevin reported that the intranet site went live today and includes copies of all the relocation documents.

Kevin stated that the staff list is close to being finalised. Kevin has removed a number people from the list in the past week as that don't reside at Cronulla. The list is now with payroll staff for validation. The staff list will be updated Monday 17 October with any changes.

4. Staff report

Myra thanked the group for providing her and Peter with a copy of the draft Change Management Plan and will provide comments at a later date. Peter asked whether the plan had been approved by Richard Sheldrake as Director General and whether the unions had been consulted as per the guidelines. Geoff responded that Richard and the Minister have seen and approved an earlier version of the document. Erica informed the group that she is in consultation with the unions and is seeking further discussions with them most likely on the 20 October. It was confirmed that the plan can be shown to other Cronulla staff and Kevin suggested it was raised at the staff meeting on the 20 October. Peter Brown is tasked with consolidating staff comments on the plan following the staff meeting.

ACTION: Draft Change Management Plan to be raised at the staff meeting.

ACTION: Peter Brown to consolidate staff comments on the draft Change Management Plan

Myra asked what help could be provided to staff applying for jobs now. Daniel outlined the type of courses PLC can provide as well as offering his services to help coach individual staff members. Erica explained that the change to the industrial relations legislation means that staff can no longer be declared as 'potential excess' and therefore can not be given preference for positions until they are formally declared as excess. Erica suggested that if staff advise them of the positions they are looking at PLC can approach external agencies about the possibility of lateral transfers and/or internal recruiters of that persons situation. It was raised that DPI is now a part of a bigger agency and that it would be good if the other departments etc were made aware of the Cronulla relocation and that staff are likely to be applying for these positions.

ACTION: Geoff to talk with Richard Sheldrake about informing the wider Trade and Investment department about the Cronulla relocation and that staff are likely to be applying for advertised internal positions.

Peter asked about the confidentiality of the relocation documents. Kevin explained that in confidence' documents can be provided to Cronulla staff but can not be distributed to external parties. Geoff requested that the minutes from the Working Group meetings are not provided to staff outside of the Working Group due to privacy issues. All other relocation documents can be shared with staff and will be available on the intranet.

5. Communications Plan

The communications plan was not discussed as a separate item, discussion on this topic were had throughout the meeting.

6. Draft Change Management Plan

The communications plan was not discussed as a separate item, discussion on this topic were had under the staff report.

7. List of staff issues and concerns

The list of staff questions and concerns was tabled. Some questions being asked by staff are addressed in the latest Question and Answer document from PLC. It was suggested that the list of staff questions be sorted into the different topics e.g. Human resource questions etc as there are a number of related questions. A special meeting to review and answer the questions on this list will be arranged for the first week in November.

ACTION: Peter Brown to categorise the list of staff questions and concerns.

ACTION: Alexia to organise WG meeting to review and answer the list of staff issues and concerns for the first week in November.

8. Staff Meeting 20 October 2011

The staff meeting on 20 October was confirmed at 11:00am -12:00pm in the Main Conference room at Cronulla. Geoff stated that Richard had expressed an interest in attending and that he or Richard would open the meeting. The Working Group agreed that Kevin would provide an update on the relocation project and Daniel information about human resources support and advice available to staff. It was also agreed that a large portion of the meeting would be dedicated to staff questions. Peter Lawrence and Peter Blore from asset services will also attend and be introduced at the meeting.

Kevin stated that he would like these meetings to become regular weekly events. The meetings would provide routine updates to staff on what's happened, what's been done and what will be done.

ACTION: Alexia to include staff meeting details in the Cronulla newsletter update on Friday 14 October.

Review Action list

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

6. Next meeting/s:

Face to face Thursday 20 October 8:30 – 10:30am

Staff meeting Thursday 20 October 11:00am – 12:00pm

Geoff reported that he will be unable to attend the WG meeting scheduled for the 27th October and asked Kevin Cooper to chair the meeting in his absence.

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

D A T A O K N G T U I C N I E

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #7

Thursday, 20 October 2011

8:30 - 10:30am

Dial in details: 1800 087 367, then, when prompted, dial 595707#

The Main Conference Room has been booked at Cronulla for WG members on site to meet face to face.

Participants:

Geoff Allan (Chair); Kevin Cooper; Steve Kennelly; Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Peter Turnell; Andrew Goulstone; Debbie Highton (for Tim Powys); Alexia Lucas

Also invited: Staff representatives Myra Milton and Peter Brown
Richard Sheldrake
Andrew Dean (Building & Engineering Services), Peter Blore (Asset Support Services) and Peter Lawrence (Asset Strategy)
Tony Heffernan

Apologies: Tim Powys

Agenda

1.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
2.	Update on people/change management - Change Management Workshop/s	Erica / Daniel
3.	Update from project manager - Communications Plan - Risk Assessment - Library - Aquaria	Kevin
4.	Staff report	Myra / Peter
5.	Human Resources topics	All
6.	Staff Meeting 20 October	All
7.	Review action list (see attached)	All
	Next meeting(s) - 27 October 9:30 - 11:30am - Late October/early November Extraordinary meeting to discuss list of staff issues and concerns - 3 November 9:30 - 11:30am	

Ongoing Action List as at 13/10/2011

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 1 - 8th August 2011				
STAFF LIST				
1.4	Ground truth data for staff and assets	Team Leaders	21/09/11 29/9/11	In progress
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.		UPDATE 29/09/11 In progress - Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 06/10/11 Final check to still occur. Adrian to provide Tim with marine Park staff information.
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	UPDATE 13/10/11 Staff list with payroll for validation.
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	21/09/11 End of November	In progress
Update 22/09/11 3.11	The WG to have the lists of equipment completed by the end of November.	All	End of November	In progress
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress UPDATE 06/10/11 No further action required at this time. To be finalised at a later date.
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	
1.8	Match functions and people		First draft by the end of November	
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
Meeting 3 – 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.4	Steve to send Geoff a list of projects that currently use the Aquaria facilities at Cronulla.	Steve		COMPLETED 13/10/11
3.6	COMMUNICATIONS (a) Within the next week, Kevin to turn on his web site and work with Erica to load the information that has already been distributed staff. (b) Additional information for staff to be drafted with assistance from Craig Vaughan and, once	Kevin		UPDATE 29/09/11 Kevin has been advised by IT that the website will be ready by tomorrow or early next week at the latest.

15

Action #	Action	Person responsible	Timeline	Current Progress/Comments
	endorsed by the WG, given to Debbie Highton to include in the Cronulla newsletter.			<p>UPDATE 06/10/11 Website ready as of 06/10/11 documents in the process of being uploaded and staff comms to be drafted to inform of launch.</p> <p>COMPLETED 13/10/11 Intranet site live 13/10/11 and staff comms distributed 17/10/11</p>
3.12	<p>DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.</p>	Geoff		<p>UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with members of the local council is being formed. Geoff will continue to update the group on this item as information is available.</p> <p>UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with the MO's office as to whether a decision about the site is at</p>
3.13	<p>STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p>	All		<p>UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers media release.</p>
Update 13/10/11	<p>Collect stakeholder contact details and attach to communications plan</p> <p>Draft communication to external stakeholders for Working Team leaders to distribute</p>	Alexia/ Working Team leaders	Alexia/ Working Team leaders	

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 4 – 29th September 2011				
4.1	Bulletin boards to be sourced, installed and populated with information	Kevin Cooper / Debbie Highton	13/10/11	COMPLETED 13/10/11 Debbie Highton to update bulletin boards as required
4.2	FEEDBACK ON DOCUMENTS FROM WG Team leaders to provide feedback on the Communications Plan to Alexia Team leaders to provide feedback on the Operational Plan to Alexia Team leaders to provide feedback on the risk assessment to Alexia	Team leaders Team leaders Team leaders	13/10/11 13/10/11 13/10/11	UPDATE 06/10/11 Feedback received from AG and DP. COMPLETED 13/10/11 To continue as required by Project Manager Kevin Cooper.
4.3	FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan	Alexia / Kevin	21/10/11	UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.
4.3b	Alexia to work with Kevin to coordinate input from team leaders and to finalise the Operational Plan	Alexia / Kevin	21/10/11	COMPLETED 13/10/11
Meeting 5 – 06th October 2011				
5.1	FUNCTIONAL GROUP SCENARIOS Geoff and Kevin to draft scenarios/options based on function groups for working teams to consider and provide feedback.	Geoff/Kevin	20/10/11	
5.2	INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.	Working team leaders		UPDATED 13/10/11 Added to WT TOR. Research in particular needs to consider facilities required e.g. laboratories and aquaria.

15

Action #	Action	Person responsible	Timeline	Current Progress / Comments
5.3	CORPORATE SERVICES WORKING TEAM Tim and Kevin to organise a Working Team meeting for Corporate Services and other staff not covered by existing Working Teams for Monday 10 October.	Tim/Kevin	10/10/11	COMPLETED 13/10/11 Meeting held Monday 10 October 2011
5.4	STAFF INFORMATION FROM PLC Kevin to finalise Q&A document for staff and provide to Alexia to distribute to the WG for feedback.	Kevin	10/10/11	COMPLETED 13/10/11 Document added to intranet site 17/10/11
Meeting 6 – 13th October 2011				
5.5	CODE OF CONDUCT AND POLICIES Geoff to email Cronulla staff reminding staff of the departments' code of conduct and relevant policies that should be followed.	Geoff Allan	14/10/11	
5.6	STAFF MEETING Geoff to reassure staff that no further restructuring of the Fisheries branch is planned as part of the relocation. The draft Change Management Plan is to be raised at the staff meeting. Invite the counselor to attend the staff meeting Invitation and agenda for staff meeting included in Cronulla newsletter update 2	Geoff Allan Daniel Rumbold Alexia	20/10/11 14/10/11	
	LIST OF STAFF ISSUES AND CONCERNS Charles to provide Peter Brown with his staff questions to be added to the list Categorise the staff issues and concerns Organise WG meeting to review and answer the list of staff issues and concerns.	Charles Gray/ Peter Brown Peter Brown Alexia	By early November By early November	
	PLC TRAINING Organise Change Management Workshop Organise Career support training	Daniel/Erica Daniel/Erica	Late November/early December	

5

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	LIBRARY Working Teams to consider the library and provide input as users into the relocation of the library and its services.	Working Team leaders		
	DRAFT CHANGE MANAGEMENT PLAN Compile staff comments on the draft Change Management Plan	Peter Brown		

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

Outcome notes

Introduction

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

1. Update from Working Teams

Steve Kennelly – Fisheries Research team leader

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

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

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

Peter Turnell – Recreational Fisheries and Licensing team leader

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

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

The Working Teams will meet again Friday 21 October.

Andrew Goulstone – Commercial Fisheries team leader

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

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

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

Debbie Highton for Tim Powys – Corporate Services team leader

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

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

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

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

Adrian Toovey – Marine Parks team leader

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

Adrian reported that his group are facing a number of other issues likely to impact on the relocation including; temporary arrangements of staff; an increased Aquatic Reserve work load since the move to DPI and removal of National Parks ground support; newness to the fisheries agency, Marine park science audit underway and uncertainty about future priorities and work demands, status of budget unknown; a number of statutory reviews currently on hold are due pending the audits findings.

Geoff Allan asked about the status of the Marine Parks Authority (MPA). Adrian reported that this is the longest period the MPA had not met and that whilst he is trying to arrange a meeting it is unlikely they will meet before the audit is completed.

2. Staff report

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

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

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

Peter provided feedback from staff on the Change Management Plan. Staff see the Change Management Plan as a key driver in the relocation process and in ensuring the fair treatment of staff. The DPC guidelines on this document covers a number of issues currently concerning staff and they would like to see this document completed in consultation with staff and the unions before being signed off by the DG and Minister. Staff want this process completed prior to letters being issued in February. Erica explained that the timeframes can not be adjusted and agreed that the

change management plan must be in place by February. Geoff reported that a meeting has been arranged with the unions for next Thursday 27 October.

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

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

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

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

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

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

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

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

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

4. Update from project manager - Kevin Cooper

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

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

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

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

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

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

5. Human Resources topics

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

6. Staff Meeting 20 October 2011

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

7. Other Business

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

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

8. Review Action list

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

Next meeting/s:

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

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

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

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #8

Thursday, 27 October 2011

9:30 - 10:30am

Dial in details: 1800 087 367, then, when prompted, dial 595707#

The Executive Meeting Room, Building 1 has been booked at Cronulla for WG members on site to meet face to face.

Participants:

Kevin Cooper (Chair); Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Peter Turnell; Andrew Goulstone; Debbie Highton (for Tim Powys); Alexia Lucas; Charles Gray (for Steve Kennelly).

Also invited: Staff representative Myra Milton
Mika Malkki

Apologies:

Geoff Allan (Chair)
Tim Powys
Steve Kennelly
Peter Brown

Agenda

1.	Change Management Plan	All
2.	List of Staff issues and concerns	All
3.	Human Resources topics	All
4.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
5.	Staff report	Myra / Peter
6.	Update on people/change management	Erica / Daniel
7.	Update from project manager - Library - Aquaria	Kevin
8.	Review action list (see attached)	All
	Next meeting(s) – 3 November 2011 9:30 - 10:30am - Late October/early November Extraordinary meeting to discuss list of staff issues and concerns	

17

17

Ongoing Action List as at 20/10/2011

Action #	Action	Person responsible	Timeline	Current Progress/ Comments
Meeting 1 - 8th August 2011				
STAFF LIST				
1.4	Ground truth data for staff and assets	Team Leaders	24/09/11 29/9/11	In progress
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.		UPDATE 29/09/11 In progress – Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 06/10/11 Final check to still occur. Adrian to provide Tim with marine Park staff information.
				UPDATE 13/10/11 Staff list with payroll for validation.
				UPDATE 20/10/11 Kevin to update excel spreadsheet with information collected on the ghan chart.
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 – 2 weeks	21/09/11	In progress
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11	The WG to have the lists of equipment completed	All	End of November	In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.11	by the end of November.			
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 – 2 weeks	21/09/11	In progress
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress UPDATE 06/10/11 No further action required at this time. To be finalised at a later date.
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	In progress
1.8	Match functions and people		First draft by the end of November	In progress
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	In progress
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
Meeting 3 – 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with

Action #	Action	Person responsible	Timeline	Current Progress/Comments
				members of the local council is being formed. Geoff will continue to update the group on this item as information is available.
3.13	<p>STAKEHOLDERS LIST</p> <p>The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p>	All		<p>UPDATE 06/10/11</p> <p>Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with the MO's office as to where a decision about the site is at.</p>
Update 13/10/11	Collect stakeholder contact details and attach to communications plan	Alexia/ Working Team leaders		<p>UPDATE 06/10/11</p> <p>Stakeholder list should also include regional communities as detailed in the Ministers media release.</p> <p>In progress</p>
3.13c	Draft communication to external stakeholders for Working Team leaders to distribute	Alexia/ Working Team leaders		<p>COMPLETED 20/10/11</p> <p>Communication drafted and Geoff emailed to WT leaders to distribute.</p>
Meeting 4 – 29th September 2011				
4.3	<p>FINALISE RELOCATION DOCUMENTS</p> <p>Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan</p>	Alexia / Kevin	21/10/11	<p>UPDATE 06/10/11</p> <p>Kevin and Alexia met 05/10/11 to progress documents.</p>
Meeting 5 – 06th October 2011				

Action #	Action	Person responsible	Timeline	Current Progress / Comments
5.1	FUNCTIONAL GROUP SCENARIOS Geoff and Kevin to draft scenarios/options based on function groups for working teams to consider and provide feedback.	Geoff/Kevin	20/10/11	In progress
5.2	INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.	Working team leaders		UPDATED 13/10/11 Added to WT TOR. Research in particular needs to consider facilities required e.g. laboratories and aquaria.
Meeting 6 – 13th October 2011				
6.0	CODE OF CONDUCT AND POLICIES Geoff to email Cronulla staff reminding staff of the departments' code of conduct and relevant policies that should be followed.	Geoff Allan	14/10/11	COMPLETED 20/10/11 Geoff sent email to staff on 14/10/11
6.1	STAFF MEETING Geoff to reassure staff that no further restructuring of the Fisheries branch is planned as part of the relocation. The draft Change Management Plan is to be raised at the staff meeting. Invite the counselor to attend the staff meeting Invitation and agenda for staff meeting included in Cronulla newsletter update 2	Geoff Allan Daniel Rumbold Alexia	20/10/11 14/10/11	COMPLETED 20/10/11 Staff meeting held 20 October.
6.2	LIST OF STAFF ISSUES AND CONCERNS Charles to provide Peter Brown with his staff questions to be added to the list Categorise the staff issues and concerns Organise WG meeting to review and answer the list of staff issues and concerns.	Charles Gray/ Peter Brown Peter Brown Alexia	By early November By early November	
6.3	PLC TRAINING Organise Change Management Workshop	Daniel/Erica	Late November/early	COMPLETED 20/10/11 Two workshops proposed for the 8 November.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	Organise Career support training	Daniel/Erica	December	One workshop proposed for 15 November.
6.4	LIBRARY Working Teams to consider the library and provide input as users into the relocation of the library and its services.	Working Team leaders		COMPLETED 20/10/11 Library working team established and Working Teams will continue to provide input on the relocation of the library and its services
6.5	DRAFT CHANGE MANAGEMENT PLAN Compile staff comments on the draft Change Management Plan	Peter Brown		COMPLETED 20/10/11 Peter reported to The WG the staff comments on Change Management Plan and will refer other comments to Erica and Daniel.
Meeting 7 – 20th October 2011				
7.0	WG MEETING MINUTES Minutes of WG meetings from now on to be provided to staff in confidence on the intranet	Alexia/Kevin		
7.1	CHANGE MANAGEMENT PLAN Work to continue on Change Management Plan including addressing staff feedback on the document.	Erica/Daniel	By February (prior to letters)	
7.2	LONG TERM TEMPORARY STAFF Mangers to identify long term temporary staff suitable for permanency.	Working Team leaders		
7.3	STRESS AND MENTAL HEALTH ISSUES Information about stress and signs of mental health issues to be provided on the intranet for staff and Managers.	Erica/Daniel		

7

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

Outcome notes

Introduction

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

1. Change Management Plan

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

2. List of staff issues and concerns

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

3. Human resources topics

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

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

18

18

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

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

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

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

4. Staff Report

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

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

5. Update from Working Teams

Charles Gray for Steve Kennelly – Fisheries Research team leader

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

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

Adrian Toovey – Marine Parks team leader

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

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

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

Peter Turnell – Recreational Fisheries and Licensing team leader

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

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

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

Debbie Highton for Tim Powys – Corporate Services team leader

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

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

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

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

7. Update from project manager - Kevin Cooper

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

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

8. Review Action list

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

Next meeting/s:

WG meeting – 3 November 8:30-10:30am

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

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

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #9

Thursday, 3 November 2011

8:30 - 10:30am

Dial In details: 1800 087 367, then, when prompted, dial 595707#

The Executive Meeting Room, Building 1 has been booked at Cronulla for WG members on site to meet face to face.

Participants:

Geoff Allan (Chair); Kevin Cooper; Steve Kennelly; Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Debbie Highton (for Tim Powys); Mika Malkki (for Peter Turnell); Alexia Lucas; Philip Gibbs

Also invited: Staff representatives Myra Milton and Peter Brown
Simon Kempson
Charles Gray
Doug Ferrell

Apologies:

Tim Powys; Andrew Goulstone; Peter Turnell

Agenda

1.	Change Management Plan - Article in The Leader	All
2.	Industrial relations	Simon Kempson
3.	Human Resources topics - Temporary staff	Erica/Daniel/Simon
4.	List of Staff issues and concerns - Meeting date TBC	All
5.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
6.	Staff report	Myra / Peter
7.	Update from project manager	Kevin
8.	Update on people/change management	Erica / Daniel
9.	Review action list (see attached)	All
10.	Next meeting(s) – 10 November 2011 9:30 - 10:30am - Late October/early November Extraordinary meeting to discuss list of staff issues and concerns	

19

19

Ongoing Action List as at 27/10/2011

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 1 - 8th August 2011				
1.4	STAFF LIST Ground truth data for staff and assets	Team Leaders	24/09/11 29/9/11	In progress UPDATE 29/09/11 In progress - Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders		UPDATE 06/10/11 Final check to still occur. Adrian to provide Tim with marine Park staff information.
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 13/10/11 Staff list with payroll for validation.
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	UPDATE 20/10/11 Kevin to update excel spreadsheet with information collected on the ghant chart.
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	24/09/11 End of November	In progress
Update 22/09/11	The WG to have the lists of equipment completed	All	End of November	In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.11	by the end of November.			
1.6	RECORDS Compile a list of records / files	Tim to compile in 1 - 2 weeks	21/09/11	In progress
Update 15/08/11 2.2	Tim to arrange a stocktake of files held at Cronulla (i.e., determine who owns existing files), and then get Chip Howitt engaged to develop a plan for consolidating the files.	Tim (with assistance from Chip Howitt)	End of November	In progress UPDATE 06/10/11 No further action required at this time. To be finalised at a later date.
1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	In progress
1.8	Match functions and people		First draft by the end of November	In progress
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	In progress
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
Meeting 3 - 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with

Action #	Action	Person responsible	Timeline	Current Progress / Comments
3.13	<p>STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p> <p>Collect stakeholder contact details and attach to communications plan</p>	All		<p>members of the local council is being formed. Geoff will continue to update the group on this item as information is available.</p> <p>UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with the MO's office as to whether a decision about the site is at</p> <p>UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers' media release.</p> <p>In progress</p>
3.13c	Draft communication to external stakeholders for Working Team leaders to distribute	Alexia/ Working Team leaders		<p>COMPLETED 20/10/11 Communication drafted and Geoff emailed to WT leaders to distribute.</p>
Meeting 4 – 29th September 2011				
4.3	<p>FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan</p>	Alexia / Kevin	21/10/11	<p>UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.</p>
Meeting 5 – 06th October 2011				

Action #	Action	Person responsible	Timeline	Current Progress / Comments
5.1	FUNCTIONAL GROUP SCENARIOS Geoff and Kevin to draft scenarios/options based on function groups for working teams to consider and provide feedback.	Geoff/Kevin	20/10/11	In progress
5.2	INFRASTRUCTURE NEEDS Working teams to consider infrastructure/facilities required for service delivery.	Working team leaders		UPDATED 13/10/11 Added to WT TOR. Research in particular needs to consider facilities required e.g. laboratories and aquaria.
Meeting 6 – 13th October 2011				
6.2	LIST OF STAFF ISSUES AND CONCERNS Charles to provide Peter Brown with his staff questions to be added to the list	Charles Gray/ Peter Brown		COMPLETED
	Categorise the staff issues and concerns	Peter Brown	By early November	COMPLETED
	Organise WG meeting to review and answer the list of staff issues and concerns.	Alexia	By early November	COMPLETED
Meeting 7 – 20th October 2011				
7.0	WG MEETING MINUTES Minutes of WG meetings from now on to be provided to staff in confidence on the intranet	Alexia/Kevin		
7.1	CHANGE MANAGEMENT PLAN Work to continue on Change Management Plan including addressing staff feedback on the document.	Erica/Daniel	By February (prior to letters)	UPDATE 27/10/11 Will be updated including incorporating the outcomes from the PSA meeting. List of staff issues categorised with Change Management Plan sections.
7.2	LONG TERM TEMPORARY STAFF Managers to identify long term temporary staff suitable for permanency.	Working Team leaders		UPDATE 27/10/11 Kevin Cooper distributed staff list to Managers. Meetings to with Kevin, Geoff and Managers are being arranged and will discuss

Action #	Action	Person responsible	Timeline	Current Progress/Comments
7.3	STRESS AND MENTAL HEALTH ISSUES Information about stress and signs of mental health issues to be provided on the intranet for staff and Managers.	Erica/Daniel		this issue. In progress
Meeting 8 - 27 th October 2011				
8.1	ADVERTISING POSITIONS Investigate a more proactive mechanism to advertise positions to staff at Cronulla	Daniel		



Primary Industries

MEETING	Cronulla Relocation Working Group Meeting 9																										
DATE/TIME	Thursday 03 November 2011 8.30 to 11:00am	LOCATION	Cronulla Executive Meeting Room/ Teleconference																								
ATTENDEES	<table border="0"> <tr> <td>Geoff Allan</td> <td>Steve Kennelly</td> </tr> <tr> <td>Kevin Cooper</td> <td>Mika Malkki</td> </tr> <tr> <td>Alexia Lucas</td> <td>Adrian Toovey</td> </tr> <tr> <td>Daniel Rumbold</td> <td>Doug Ferrell (for Andrew Goulstone)</td> </tr> <tr> <td>Erica Stafford</td> <td>Philip Gibbs</td> </tr> <tr> <td>Debbie Highton</td> <td>Simon Kempson</td> </tr> <tr> <td>Myra Milton</td> <td></td> </tr> <tr> <td>Peter Brown</td> <td></td> </tr> <tr> <td>Apologies</td> <td></td> </tr> <tr> <td>Della Prowse</td> <td>Charles Gray</td> </tr> <tr> <td>Tim Powys</td> <td>Peter Turnell</td> </tr> <tr> <td>Andrew Goulstone</td> <td></td> </tr> </table>			Geoff Allan	Steve Kennelly	Kevin Cooper	Mika Malkki	Alexia Lucas	Adrian Toovey	Daniel Rumbold	Doug Ferrell (for Andrew Goulstone)	Erica Stafford	Philip Gibbs	Debbie Highton	Simon Kempson	Myra Milton		Peter Brown		Apologies		Della Prowse	Charles Gray	Tim Powys	Peter Turnell	Andrew Goulstone	
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Tim Powys	Peter Turnell																										
Andrew Goulstone																											
PREPARED BY	Alexia Lucas (8289 3922 or 0419 611 032)																										

20

Outcome notes

1. Change Management Plan

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

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

20

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

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

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

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

2. Industrial relations

This agenda item was covered in the above discussions.

3. Human resources topics

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

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

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

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

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

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

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

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

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

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

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

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

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

4. List of staff issues and concerns

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

5. Update from Working Teams

Steve Kennelly – Fisheries Research team leader

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

Debbie Highton for Tim Powys – Corporate Services team leader

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

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

Adrian Toovey – Marine Parks team leader

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

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

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

Doug Ferrel for Andrew Goulstone – Commercial Fisheries team leader

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

6. Staff Report

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

7. Update from People/change management (Daniel Rumbold/ Erica Stafford)
This agenda item was covered in discussions had under an earlier agenda item, 'Human Resources topics'

8. Update from project manager - Kevin Cooper

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

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

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

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

9. Review Action List

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

Next meeting/s:

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

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

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

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

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

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

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #10

Thursday, 10 November 2011

9:30 - 10:30am

Dial in details: 1800 087 367, then, when prompted, dial 595707#

The Executive Meeting Room, Building 1 has been booked at Cronulla for WG members on site to meet face to face.

Participants:

Geoff Allan (Chair); Kevin Cooper; Steve Kennelly; Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Debbie Highton (for Tim Powys); Mika Malkki (for Peter Turnell); Alexia Lucas

Also invited: Staff representative Peter Brown
Charles Gray
Doug Ferrell

Apologies:

Tim Powys; Myra Milton, Philip Gibbs

Agenda

1.	Change Management Plan	Geoff
2.	Human Resources topics - Temporary staff	Erica/Daniel
3.	List of Staff issues and concerns	All
4.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
5.	Staff report	Myra / Peter
6.	Update from project manager	Kevin
7.	Update on people/change management	Erica / Daniel
8.	Review action list (see attached)	All
9.	Next meeting(s) – 17 November 2011 9:30 – 12:30 (WG meeting and meeting to consider answers to list of staff questions and concerns)	

21

21

Ongoing Action List as at 27/10/2011

Action #	Action	Person responsible	Timeline	Current Progress/Comments
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STAFF LIST				
1.4	Ground truth data for staff and assets			
Update 15/08/11 2.4	WG Teams to identify all staff in their team and send to Tracey to compile and then table at the next WG meeting so the WG can check for any staff that are not currently represented by a WG Team.	Team Leaders Team Leaders to send their input to Tracey to compile then WG to review. Tim to be in charge of the master list.	21/09/11 29/9/11	In progress UPDATE 29/09/11 In progress - Alexia to seek most recent staff list from Tracey and distribute to the WG for final checks. To be completed due 6/10/11
Update 22/09/11 3.9	Team Leaders to have their staff lists ground truthed by next meeting. Lists to be sent to Tracey to compile and then Tracey to give to Tim.	Team Leaders		UPDATE 06/10/11 Final check to still occur. Adrian to provide Tim with marine Park staff information.
1.5	EQUIPMENT LIST Compile a list of all equipment (including equipment stored in off-site storage areas)	Team Leaders to compile lists in 1 - 2 weeks	21/09/11	UPDATE 13/10/11 Staff list with payroll for validation.
Update 15/08/11 2.1	Team members to compile a list of all equipment and volume of space required (including offsite storage) and then the WG to review the lists based on functions.	Team leaders to compile then WG to review 1-2 weeks	21/09/11 End of November	UPDATE 20/10/11 Kevin to update excel spreadsheet with information collected on the ghant chart.
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1.7	FUNCTIONS Identify functions to go to new locations		First draft by the end of November	In progress
1.8	Match functions and people		First draft by the end of November	In progress
Update 15/08/11 3.11	The WG to have the lists of functions completed by the end of November.	All	End of November	In progress
1.10	SITE IDENTIFICATION scope new locations		21/09/11 (within next 2 weeks)	In progress
Meeting 3 - 22nd September 2011				
3.2	ADMINISTRATION Tim and Kevin to set-up new wbs' for the relocation.	Tim / Kevin		UPDATE 29/09/11 Kevin has commenced set-up wbs' for the relocation and will provide to the group once finalised.
3.12	DECOMMISSIONING OF THE CRONULLA SITE Geoff to ask if there are any plans for the site so we can inform staff.	Geoff		UPDATE 29/09/11 Geoff advised that plans for the site have not been determined but that another working group with

Action #	Action	Person responsible	Timeline	Current Progress/Comments
3.13	<p>STAKEHOLDERS LIST The WG to compile lists of stakeholders and circulate to the working teams to populate and, at the next meeting, the WG to identify a process for stakeholder consultation.</p> <p>Collect stakeholder contact details and attach to communications plan</p>	All		<p>members of the local councils being formed. Geoff will continue to update the group on this item as information is available.</p> <p>UPDATE 06/10/11 Staff asked Kevin whether they can be a part of this working group which the WG saw no issue with. GA will raise with the MO's office as to where a decision about the site is at.</p> <p>UPDATE 06/10/11 Stakeholder list should also include regional communities as detailed in the Ministers media release.</p> <p>In progress</p>
3.13c	<p>Draft communication to external stakeholders for Working Team leaders to distribute</p>	Alexia/ Working Team leaders		<p>COMPLETED 20/10/11 Communication drafted and Geoff emailed to WT leaders to distribute.</p>
Meeting 4 – 29th September 2011				
4.3	<p>FINALISE RELOCATION DOCUMENTS Alexia to work with Kevin to coordinate input from team leaders and to finalise the Communications Plan</p>	Alexia / Kevin	21/10/11	<p>UPDATE 06/10/11 Kevin and Alexia met 05/10/11 to progress documents.</p>
Meeting 5 – 06th October 2011				

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5.1	FUNCTIONAL GROUP SCENARIOS Geoff and Kevin to draft scenarios/options based on function groups for working teams to consider and provide feedback.	Geoff/Kevin	20/10/11	In progress
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6.2	LIST OF STAFF ISSUES AND CONCERNS Charles to provide Peter Brown with his staff questions to be added to the list Categorise the staff issues and concerns Organise WG meeting to review and answer the list of staff issues and concerns.	Charles Gray/ Peter Brown Peter Brown Alexia	 By early November By early November	 COMPLETED COMPLETED
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7.0	WG MEETING MINUTES Minutes of WG meetings from now on to be provided to staff in confidence on the intranet	Alexia/Kevin		
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7.3	STRESS AND MENTAL HEALTH ISSUES Information about stress and signs of mental health issues to be provided on the intranet for staff and Managers.	Erica/Daniel		this issue. In progress
Meeting 8 -- 27 th October 2011				
8.1	ADVERTISING POSITIONS Investigate a more proactive mechanism to advertise positions to staff at Cronulla	Daniel		

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

Outcome notes

1. Human Resources Topics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Staff Report

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

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

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

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

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

Peter asked whether a business case was or was not prepared for the Cronulla relocation as there is conflicting information regarding this and to the reasons the decision was made. Geoff stated that to the best of his knowledge, a business case was never signed off or approved. Peter reported that staff are increasingly angry about the decision and are putting further importance on the Change Management Plan and for the plan to outline why the decision was made. Geoff stated

that the justification or reasons behind the decision is not the purpose of this document and that as both parties have a different interpretation of the purpose of the plan some agreement needs to be reached.

Peter reinforced that staff are outraged by the treatment of temporary staff and refuse to accept that the department can't do better in terms of their treatment and are actively seeking a better outcome. Staff feel that the avenue of only making people permanent in the new locations is not appropriate and believe that the department has been negligent in making people permanent in the past which is now having a serious material impact on a number of individuals. Geoff stated that the excess officer entitlements are only a problem if people can't or won't relocate. It was identified that there are approximately 15 staff members significantly affected by the change in legislation (i.e. have >7 years of service). It was agreed that Kevin would work individually with people in this group to try to find acceptable outcomes.

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

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

3. Update from Project Manager - Kevin Cooper

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

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

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

Peter Brown requested that 'all staff meetings' be made a regular occurrence as previously stated. Kevin agreed to organise a meeting the week of 21 November and to have meetings occur regularly which Geoff agreed to attend. Peter also requested that Kevin produce a highlights report for staff. Kevin responded that the Operational Plan is provided for that purpose and is updated fortnightly and available on the intranet.

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

4. Update from Working Teams

Steve Kennelly / Charles Gray – Fisheries Research Team Leaders

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

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

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

Peter Turnell – Recreational Fisheries and Licensing Team Leader

~~Peter will be on leave as of next week and Mika will fill in for him.~~ Peter highlighted that the definition of the trust money as previously discussed is extremely important to his section. Peter reported that he and Mika are compiling a brief to outline the proposals put forward by their different functional groups. The brief will include the pros and cons of the different options and will include cost/benefit information.

Debbie Highton for Tim Powys – Corporate Services Team Leader

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

Debbie stated that there is some concern about the location and distance of positions that may be offered in Sydney. Some locations being discussed would add significant travel time to positions with no option for entitlements if refused. Peter Brown stated that this is a wider staff concern, with a number of staff limited in the distance they can travel.

Adrian Toovey – Marine Parks and Conservation Team Leader

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

Andrew Goulstone – Commercial Fisheries Team Leader

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

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

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

6. Review Action list

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

Next meeting/s:

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

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

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

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

{In Archive} Message

Geoff Allan

to:

#Site All Fisheries sites - Exec Approval Required

11/09/2011 11:45 AM

Bcc:

Richard Sheldrake, Phil Anquetil, Renata Brooks, Regina Fogarty, Philip Wright, Bruce Christie, Della Prowse, "Erica Stafford", adrian.toovey
Show Details

Archive: This message is being viewed in an archive.

Dear all

Major changes in Primary Industries and relocation of staff from Cronulla

I wanted to email all our fisheries staff about the recent restructure of Primary Industries and decision to close Cronulla and relocate staff. The restructure consolidates our changes to bring all fisheries functions back under a single Branch. I believe this has some great advantages for fisheries staff and for our stakeholders. I look forward to working with everyone as Acting Executive Director to help ensure this change improves the way we work and how we communicate our work to our stakeholders. As part of the restructure, George Davey is retiring as Deputy Director-General and I want to acknowledge his contribution to fisheries during his tenure. George has worked closely with many stakeholders from industry and is very well regarded. George has also been a great mentor to me over the last couple of months and I am grateful for his help. We had a meeting at Port Stephens on Monday and Tuesday this week with research, compliance and management staff and I want to thank everyone who came for the great work you do, for your enthusiasm for fisheries and for your desire to work together to make a positive difference.

The restructure and our fisheries meeting were overshadowed by the announcement on Thursday to relocate staff at Cronulla. That decision was announced yesterday by the Deputy-Premier and Minister Regional Infrastructure and Services, Andrew Stoner, and the Minister for Primary Industries, Katrina Hodgkinson and communicated first to staff on site at Cronulla by Dr Richard Sheldrake and myself. Della Prowse and Erica Stafford from Corporate Services (Finance Strategy and Operations) were on hand to discuss corporate issues.

The decision was made to help deliver the Government election promise to decentralise services; the Decade of Decentralisation Strategy. It is part of the strategy to help reinvigorate regional NSW and ensure government services are concentrated in areas where stakeholders are located.

Dr Sheldrake has given an undertaking that this move is not aimed at deleting positions. Even so, I understand that this announcement is very upsetting for many of our staff at Cronulla and that it will affect all our staff within Fisheries. Everyone has a connection to the Cronulla site. I understand the disruption and personal concern this might cause many people.

I want to repeat the commitment both Richard and I gave on Thursday that we will work as hard as possible to consider individual circumstances when implementing the relocation. I will be leading a working party made up of representatives from Fisheries, Finance, Strategy & Operations and People, Learning & Culture will oversee this transition. That team will seek

input from all the work units affected. This working party will also take into account the needs of Government and those of our customers. We will attempt to do whatever we can to make the transition as smooth as possible.

I also know that for some people, the move will present opportunities. The new locations for the staff are Coffs Harbour, Port Stephens and Nowra. The physical move will be managed by Kevin Cooper. Kevin has a huge amount of experience in managing large relocations of staff. His aim is to work as hard as possible to achieve the best outcomes for staff and our organisation.

As you know our new fisheries branch includes:

- o Commercial fisheries management
- o Recreational & indigenous fisheries management and licensing
- o Aquaculture, conservation and marine parks
- o Fisheries research
- o Fisheries compliance

In general terms, commercial fisheries management is to be located on the north coast at Coffs Harbour, Recreational & indigenous fisheries to Nowra and fisheries research at Port Stephens. Fisheries compliance is already decentralised. Within these general intentions, there will be opportunities to modify the structure of some work units and there may be compelling reasons to some locate staff at different locations from their colleagues. Integrating research and management, commercial, conservation, recreation and marine parks is a high priority, as we discussed at our Port Stephens meeting. As I said, we will seek input from staff to try to ensure this relocation works for as many people as possible and improves our ability to do our job.

I look forward to working with you all.

Best regards, Geoff

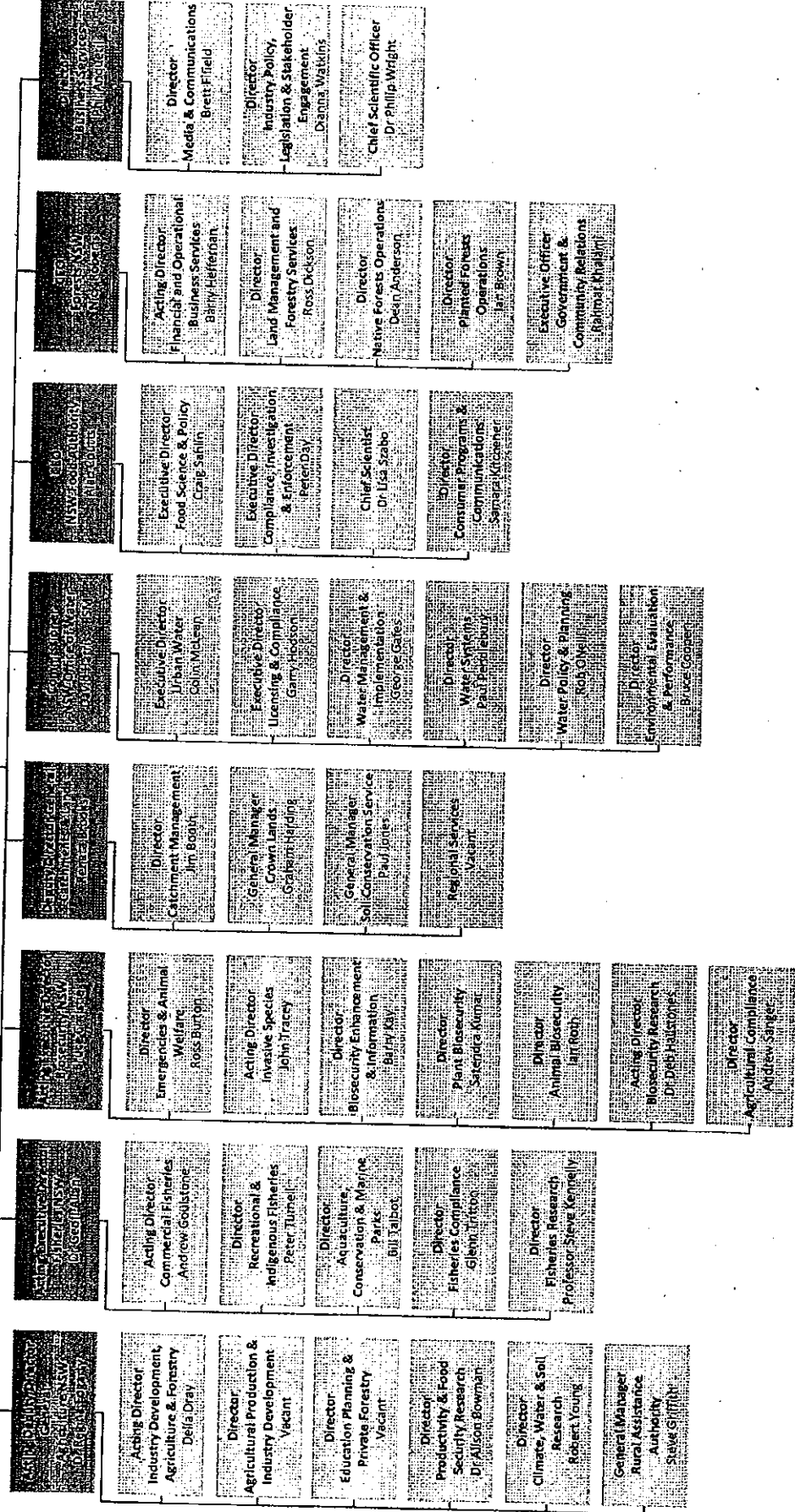
Dr Geoff Allan | A/Executive Director, Fisheries | Centre Director, Port Stephens Fisheries Institute | Primary Industries | NSW Department of Trade & Investment, Regional Infrastructure & Services | Port Stephens Fisheries Institute | Locked Bag 1 | Nelson Bay | NSW 2315 T: 02 49163909 | F: 02 49821107 | M: 0419185510 | E: Geoff.Allan@industry.nsw.gov.au
W: www.industry.nsw.gov.au | www.dpi.nsw.gov.au | www.was.org | www.aquaculturewithoutfrontiers.org

Primary Industries



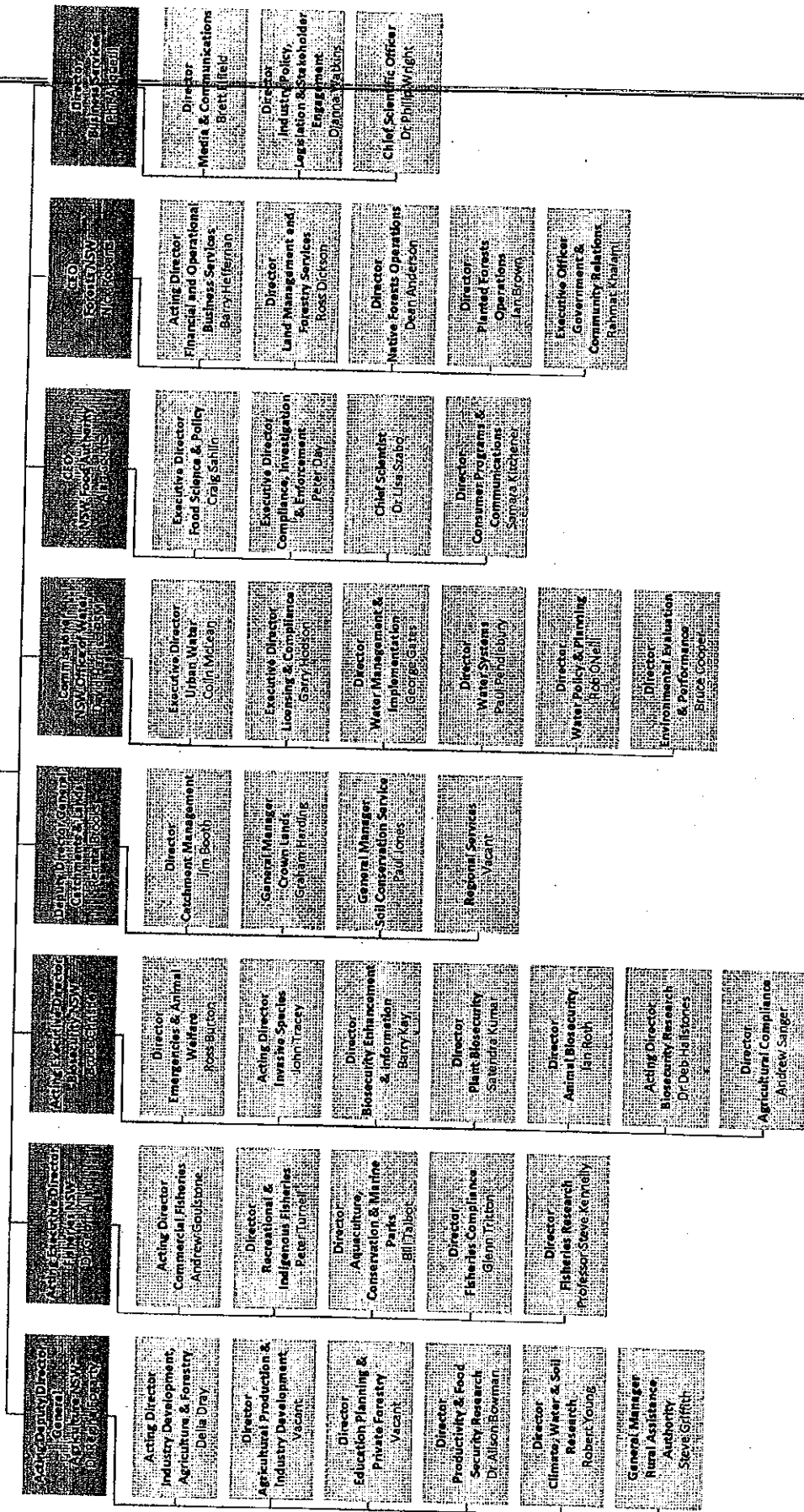
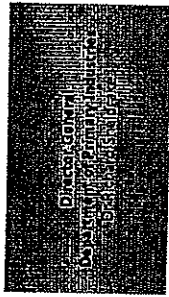
Department of Primary Industries

CHIEF EXECUTIVE OFFICER SUSAN WATSON



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Fisheries Management Structure as at 18 May 2011

