

Schedule of Documents

Documents with red crosses through them are not to be put on the website.

File no. 12-75

No.	Description of record	Agency's view on release
1.	Response to staff questions, 21/11/11	Release
2.	Agenda and Action List, 24/11/11	Release
3.	Agenda and Action List, 1/12/11	Release
4.	Operations Plan for Regionalisation, 21/11/11 – 5/12/11	Release
5.	Transfers, 24/11/11	Withhold under 1(e), 3(a)(b),
6.	Change Management Plan, 1/12/11	Release in part under 1(e)
7.	Staff Communication, 22/11/11	Release
8.	Agenda and Action List, 17/11/11	Release
9.	Working Group Minutes Draft, 17/11/11	Not for Release
10.	Working Group Minutes Final, 17/11/11	Not for Release
11.	Working Group Minutes, 24/11/11	Release in part under 1(e)
12.	Working Group Minutes, 1/12/11	Release in part under 1(e)

Responses to Cronulla Staff Questions

Introductory note

Change management plan

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

Operational project planning documents

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

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

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

Most recent versions of the *Operations plan*, the *Communications plan* and the *Staff relocation plan* (Gantt chart) can be found on the Cronulla relocation intranet site at:

<http://intranet.trade.nsw.gov.au/cronulla>

Staff relocation plan (Gantt chart)

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

Table of questions and responses

ID	Issue	Date Raised	Response	Staff rep comments	CM Plan	Responsible Party	Last Updated	Status
1	Can staff be given a minimum of 12 months written notice of relocation/redundancy specifying full details of proposed work location, work classification, employment status, relocation benefits and redundancy benefits personalised to the circumstances of the individuals involved so that informed decisions can be made?	30/09/2011	No. The timetable of implementation is contained within Section 15 of the <i>Change management plan</i> and the Staff relocation plan (Gantt chart), which can be found on the Cronulla relocation intranet site at: http://intranet.trade.nsw.gov.au/cronulla	WT to identify positions under s7 HR to prepare WG to endorse Union's Consulted DG to approve	Sections 7, 8, 9, 10, 11, 13, 14, 16	HR	24/10/2011	OPEN
3	Will all staff be offered redundancy provisions as an alternative to relocation including staff on temporary employment contracts?	30/09/2011	Only permanent staff who decline an offer to transfer with their position to a new location outside the Sydney metropolitan area will have the option of accepting a redundancy payment. Refer to Section 9 of the <i>Change management plan</i> In this case the Sydney metropolitan area will be the Central Coast on the Northern Line as far as Gosford, the area on the Western Line as far as Mt Victoria and on the Illawarra Line as far as Wollongong. Temporary staff may be entitled to a severance payment. Refer to Section 9 of the <i>Change management plan</i> .	HR to prepare WG to endorse Union's Consulted DG to approve	Sections 9, 13, 14	HR	24/10/2011	OPEN
4	Will staff, upon notification to the Department of intention to take redundancy, be entitled to remain in existing positions at the Cronulla site unless and until the Cronulla Centre is closed to all DTIR/S staff? Whilst the centre remains open, will staff be entitled to remain in existing jobs at Cronulla?	30/09/2011	These situations will need to be individually assessed & ultimately will be dependent upon operational planning. Operational planning will be documented in the operational project planning documents—including: <ul style="list-style-type: none"> • the latest version of the <i>Operations plan</i> (updated regularly) • the <i>Communications plan</i> • the <i>Staff relocation plan</i> (Gantt chart) 	HR to prepare WG to endorse Union's Consulted DG to approve	Sections 9, 13, 14, 16	HR	24/10/2011	OPEN

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

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	universities than any other suggested relocation area.							
33	If the decision to relocate Aquaria projects to another facility such as the PSERC is maintained, has consideration been made to preserve the present infrastructure of the CFRC Aquaria and continue research at the facility under another regime, such as providing an aquatic research centre for our universities. 4.1. If such a decision was made would the DPI continue its Aquaria staff to maintain the facility and provide research assistance and advice to students.	10/10/2011	No. The future use of the Cronulla site and facilities has yet to be decided but it is highly unlikely that DPI will continue to support any facilities once the relocation is complete.		Sections 1, 6	GA	24/10/2011	OPEN
34	On transfer to a new work location would management consider more flexible working arrangements such as: working the same hours but not 5 days every week and working from home for part of the week? For example, staff may wish to maintain a residence in Sydney whilst working in the regional location.	10/10/2011	Staff, with approval from their line management can utilise the full provisions of their Flexible Working Hours Agreement and the Crown Employees (Public Service Conditions of Employment) Award 2009. This Award and the Crown Employees (NSW Department of Primary Industries) Fisheries Staff Award can be found on the DPI intranet at: http://intranet.dpi.nsw.gov.au/admin/hr/conditions		Section 6	WG	24/10/2011	OPEN
35	Given that many officers are now actively seeking alternate employment and many positions are likely to be vacated during the next 12 months, will such vacancies be advertised and recruited at the new sites, (potentially without infrastructure, training, or support) ? and if not, will remaining staff at Cronulla be expected to cover them?	10/10/2011	All staff should continue to work in accordance with their position requirements and department policies. Staff should discuss their workloads with their managers. Each situation will be reviewed as it occurs & business continuity issues will be addressed in the operational project planning documents (see explanation included in the Introductory note). Refer also to Section 6 of the Change management plan. Staff are not expected nor required to work beyond their grade, function or skill level.		Section 6	HR	24/10/2011	OPEN
36	What does the department propose to do to assist casual staff adjust to this decision? Will Cronulla casual staff be given first preference (before advertising the position at all, internally within the department and externally) to fill a permanent position if someone does not take up their position in one of the regional offices?	10/10/2011	The department will fill positions in order of priority as referenced in Section 8 of the Change management plan.		Section 8	HR	24/10/2011	OPEN
37	Is the relocation process consistent with the premier's agency change management guidelines attached, if not why?	10/10/2011	Yes, the department is following Government Policy as outlined in M2011-11 'Agency Change Management Guidelines', M2011-11 'Case Management and Redeployment Guidelines' and M2011-11 'Managing Excess Employees'		ALL	GA	24/10/2011	OPEN
38	Can we be given a copy of the change management plan for the proposed organisational change which was prepared for approval by the DG? When was it approved and when was Ministerial approval obtained?	10/10/2011	When approved by the Director General all staff will have access to the Change management plan document.		ALL	GA	24/10/2011	OPEN
39	Why has a change been approved which is not consistent with section 4.1.1.1 which indicates that "Employees within Sydney metropolitan area may be transferred to suitable available positions elsewhere in the metropolitan area" and secondly "Employees should not be relocated if they have a valid reason for refusing a transfer"	10/10/2011	The department will always make decisions in accordance with the provisions contained within the Public Sector Employment Management & Act 2002. Compassionate needs of staff are being assessed as part of the transfer of functions and positions from Cronulla, consistent with department and government policy.		Sections 6, 7, 8, 13	GA	24/10/2011	OPEN

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

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Responses to Cronulla Staff Questions

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

Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #12

Thursday, 24 November 2011

8:30 - 10:30am

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

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

Participants:

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

Apologies:

Andrew Goulstone; Philip Gibbs

Agenda

1.	Current Operational plan	Kevin Cooper
2.	Updated Gannt chart	Kevin Cooper / Geoff Allan
3.	Staff meeting 25 November	Geoff Allan
4.	Receiving locations	Kevin Cooper / Geoff Allan
5.	Relocation of records	Kevin Cooper
6.	Relocation of the library	Kevin Cooper
7.	Relocation funding	Kevin Cooper / Geoff Allan
8.	Relocation support services for staff	Daniel Rumbold
9.	Review action list (see attached)	Alexia Lucas
	Next meeting(s) - Staff Meeting Friday 25 Nov 9:00 - 11:00am - WG Meeting 13, Thursday 1 December	

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	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)	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.
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

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

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.
9.2a	TEMPORARY STAFF The guidelines for making long term temporary staff permanent to be provided to staff.	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

Action #	Action	Person responsible	Timeline	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 Malkki, Andrew Goulstone, Doug Ferrell, Steve Kennelly, Charles Gray, Adrian Toovey, Philip 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 #13

Thursday, 01 December 2011

9:30 - 10:30am

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

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

Participants:

Geoff Allan (Chair); Charles Gray; Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Mika Malkki; Doug Ferrell; Tim Powys; Alexia Lucas; Andrew Goulstone; Philip Gibbs

Apologies:

Peter Turnell; Kevin Cooper; Steve Kennelly; Debbie Highton

Agenda

1.	Follow up from staff meeting (25 November) - Sydney positions	All / Geoff Allan
2.	Feedback from Industrial Relations Consultation Group meeting	Geoff Allan / Daniel Rumbold / Erica Stafford
3.	Review action list (see attached)	Alexia Lucas
	Next meeting(s) - WG Meeting 14, Thursday 8 December	

3

3.

Ongoing Action List as at 24/11/2011

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)	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.
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

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.
3.13	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				
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.

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 7 – 20th October 2011				
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				
9.2b	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
Meeting 10 – 10th November 2011				
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		
10.4	STAFF 'Your Questions answered' DOCUMENT Issue new FAQ document once the Change Management Plan is finalised	Daniel Rumbold		
Meeting 11 – 17th November 2011				

Action #	Action	Person responsible	Timeline	Current Progress / Comments
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 Malkki, Andrew Goulistone, Doug Ferrelli, Steve Kennelly, Charles Gray, Adrian Toovey, Philip Gibbs and Alexia Lucas.			COMPLETED 24/11/11
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		COMPLETED 24/11/11
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		
Meeting 12 – 24th November 2011				
12.1	SITE VISITS Daniel to follow up with fleet services as to the process of approval for non government employees to travel in government vehicles including hire cars.	Daniel Rumbold		

Action #	Action	Person responsible	Timeline	Current Progress / Comments
12.2	RISK ASSESSMENT Risk assessment to be added to the intranet and most recent version distributed to the WT leaders to enable them to consult with their staff on this document directly	Kevin Cooper		
12.3	STAFF COMMUNICATIONS An Explanation of each of the relocation documents, including the operational plan is to be included in the next staff communications message	Alexia Lucas		
12.4	MAP Kevin to map fisheries staff locations before and after the relocation from Cronulla	Kevin Cooper		
12.5	STAFF MEETING Debbie to send follow up email inviting staff to the staff meeting, Friday 25 November 9:00-11:00am in the main conference room	Debbie Highton		



Primary Industries

Operations Plan for

Regionalisation of Cronulla Fisheries Institute Version 4

Location Cronulla	Operational Period From 21 Nov 11 to 5 Dec 2011
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4

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

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

TASKS For this operational period	Consult with and validate staff and their working relationships, and facilities needs to produce strategic framework by Nov 2011	Project Mgr
	Finalise staff list for Cronulla	Complete
	Continue to consolidate lists of equipment, assets and collections	Working Teams
	Develop an understanding of the issues associated with the on going management of the Cronulla site.	Project Mgr
	Assess the facilities likely to be needed at the receiving sites	Project Mgr
	Consolidate records	Corporate Records Mgr
	Continue development and implementation of Comms Plan for stakeholder group	Working Team Leaders
	Finalise the development of Plan in accordance with Premier Dept requirement	Project Sponsor
	Identify Projects that may be negatively affected by the transfers	Working Team Leaders
	Develop briefs for specific facilities needs/transfers such as library, labs and aquaria	Project Mgr
	Continue to develop Risk Assessment for project	Project Mgr
	Review temp positions to determine that may be eligible to be made permanent as part of the transfers	Working Group Mgrs
	Develop an approach that will identify and circulate any vacant dept positions that may be suitable for staff at Cronulla	PLC

4.0 ADMINISTRATION

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

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

INDUCTION/ TRAINING	<ul style="list-style-type: none"> All personnel involved in any relocation activities must have completed a site induction, and suitable training for any task they undertake. Stand-by arrangements are in place to provide training workshops that will assist staff with their career development where they may not be able to re-locate. These workshops will be available subject to feedback from staff. <p>Staff training</p> <ul style="list-style-type: none"> Staff may access training that assists in developing their skills that increase their chances of success in applying for positions during the relocation. Line Mgrs are to approval any training undertaken by staff. Where the training has no benefit to everyday work, the cost of the training can be allocated to their relocation WBS.
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DESTINATION INFORMATION	<ul style="list-style-type: none"> Engage with local govt at each destination site for information required by staff to assist in their relocations. Arrange for staff to visits destinations – as per TRAVEL section.
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5.0 CONTROL, COORDINATION & COMMUNICATION

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

Plan developers	
Approval	



Department of Primary Industries

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

Dear Colleagues,

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

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

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

The plan for this meeting is:

Introduction - Geoff Allan

Draft *Change management plan* - Daniel Rumbold

Operations plan - Kevin Cooper

Broad timetable for the next 12 months - Kevin Cooper

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

Open forum - staff questions and answers

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

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

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

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



Draft Agenda

Decentralisation of the Cronulla Fisheries Research Centre of Excellence

Working Group Meeting #11

Thursday, 17 November 2011

8:30am – 12:30 pm

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); Steve Kennelly; Della Prowse; Daniel Rumbold, Erica Stafford; Adrian Toovey; Debbie Highton (for Tim Powys); Mika Malkki (for Peter Turnell); Andrew Goulstone; Alexia Lucas; Philip Gibbs

Also invited: Staff representative Myra Milton and Peter Brown
Charles Gray
Doug Ferrell

Apologies:

Tim Powys; Kevin Cooper; Peter Turnell

WG Meeting Agenda 8:30-10:00am

1.	Human Resources topics	All/Erica/Daniel
2.	Updates from working teams	Steve / Pete / Andy / Tim / Adrian
3.	Staff report	Myra / Peter
4.	Update from project manager	Kevin
5.	Review action list (see attached)	All

Special Meeting Agenda 10:00am-12:30pm

1.	Answers to list of staff questions and concerns	All
2.	Updated Change Management Plan	All

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Ongoing Action List as at 10/11/2011

Action #	Action	Person responsible	Timeline	Current Progress / Comments
Meeting 1 - 8th August 2011				
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	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	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	
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	Kevin Cooper	21/09/11 (within next 2 weeks)	In progress

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.
3.12	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.
3.13	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 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. 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

Action #	Action	Person responsible	Timeline	Current Progress / Comments
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 additional information about the signs to look for.
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	Geoff Allan		In progress

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	consideration after consultation with the industrial relations group.			
	The Change Management Plan to clearly outline the severance entitlements of temporary and permanent employees.	Simon Kempson/ Daniel Rumbold		
9.2	<p>TEMPORARY STAFF The guidelines for making long term temporary staff permanent to be provided to staff.</p> <p>Continue to review staff lists and identify/put forward long term temporary staff eligible for permanency.</p> <p>Review staff lists and identify temporary contracts expiring before February 2012 and propose options consistent with relocation.</p>	Simon Kempson/ Daniel Rumbold Working Team leaders Working Team leaders		<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> <p>In progress</p> <p>In progress</p>
9.3	<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				
	RESILIENCE WORKSHOPS	Daniel Rumbold		
	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.			
	INDUSTRIAL RELATIONS	Daniel Rumbold		
	Arrange a summary document and link to DPC 'Commentary and guidelines on temporary employment and casual employment' to be added			

Action #	Action	Person responsible	Timeline	Current Progress / Comments
	<p>to the intranet site.</p> <p>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>	Simon Kempson/ Daniel Rumbold		
	<p>STAFF 'Your Questions answered' DOCUMENT</p> <p>Issue new FAQ document once the Change Management Plan is finalised</p>	Daniel Rumbold		