WICKMAN Chris

From: GOODBUN Rodney
Sent: Monday, 26 May 2014 11:17 AM
To: WILLIAMS Rebecca
Subject: Memo on staffing arrangements for NQ

Beck

When you are back on deck, I'll need your memo on staffing arrangements for the NQ team – Tamara is chasing me to get this resolved. I'll ask ChrisW to assist, but not sure how much she is across the details.

Regards

Rod Goodbun
A/Executive Director| Nature Conservation Services
Conservation and Sustainability Services
Department of Environment and Heritage Protection
Level 5 | 400 George Street | Brisbane
Tel 07 3330 5865 | **Mobile** sch4p4(6) Personal information
www.ehp.qld.gov.au

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WICKMAN Chris

From: GOODBUN Rodney
Sent: Thursday, 29 May 2014 5:36 PM
To: WILLIAMS Rebecca
Subject: FW: CTS No: 13000/14 for your information/input concerning: Termination of temporary contract (s) in Northern Region

Beck

While I have approved this memo, I would like the details and timeframes relating to the budget management strategy for WMU to be documented, including more details on the budget overspend, directions from the DDG, the inter-relationship with the out-sourced crocodile management service in Cairns and the recruitment process for the 004 positions - RG

Regards

Rod Goodbun
A/Executive Director| Nature Conservation Services
Conservation and Sustainability Services
Department of Environment and Heritage Protection
Level 5 | 400 George Street | Brisbane
Tel 07 3330 5865 | **Mobile** s6(1)p4(6) Personal information
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RTI DL RELEASE - EHP

From: ehpcssncs.corro@ehp.qld.gov.au [mailto:ehpcssncs.corro@ehp.qld.gov.au]
Sent: Tuesday, 27 May 2014 2:24 PM
To: GOODBUN Rodney
Subject: CTS No: 13000/14 for your information/input concerning: Termination of temporary contract (s) in Northern Region

CTS No 13000/14 concerning the above is currently assigned to **EHP - CSS NCS** for action. It has been decided that you need to be involved so you have been sent a link to this item for your information/input. Please see below for relevant comments.

Hi Rod, Memo for your approval. Ta heaps Chris

Please click on the Item Link to view the item on MECS.

If you have any queries please contact EHP - CSS NCS or officers from EHP - CSS NCS by emailing to ehpcssncs.corro@ehp.qld.gov.au or via the link Management Team Link.

email: EmailInformationOfficerNotification

Role	Name	Due Date	Received	Response
Information Officer	WICKMAN Chris		27/05/14	
Agency Author	WILLIAMS Rebecca		27/05/14	
Executive Contact	Corro EHPCSSNCS		27/05/14	
Information Officer	WICKMAN Chris		27/05/14	
EMG Officer	EHP - CSS NCS		27/05/14	27/05/14
Creator	WICKMAN Chris	27/05/14	27/05/14	

CURRENT SIGNATORIES

Signatory	Due Date	Date Completed	Submitted To	Received From
EHP - CSS NCS		27/05/14	27/05/14	27/05/14

ACKNOWLEDGEMENT LETTER DETAILS

Reply to Name: *Position:*

Reply To Org:

Reply to Address:

Regarding:

COMMENTS

Date Added	Added By	COMMENT HISTORY
27/06/14 10:18	LANDS\wickmac	LANDS\wickmac deleted attachment(s) with the following description(s) : (1) Signed ED NCS letter;.
20/06/14 08:28	LANDS\ThomsonSu	File note scanned and uploaded
13/06/14 08:42	LANDS\ThomsonSu	Letter was amended on 12 June, signed by ED NCS in Cairns and delivered to staff member by ED NCS. Holly Wakefield, Executive Officer, was present at meeting.
11/06/14 16:54	LANDS\wickmac	Letter prepared, signed and delivered
02/06/14 10:46	LANDS\goodbur	Beck - please note discussions with Mark Weinert from HR on 29/05 in which he acknowledged that planning for budget savings to address the overspend in WMU had been underway for some time and that he would provide further advice regarding the sequencing of actions flowing from the memo - RG
29/05/14 17:33	LANDS\goodbur	Beck - while I have approved this memo, I would like the details and timeframes relating to the budget management strategy for WMU to be documented, including the inter-relationship with the out-sourced crocodile management service in Cairns and the recruitment process for the 004 positions - RG
27/05/14 14:27	LANDS\wickmac	Finalised by WICKMAN Chris (who was acting for: EHP - CSS NCS) approved by A/ED NCS - now can be finalised.
27/05/14 14:27	LANDS\wickmac	Workflow was CCd to WILLIAMS Rebecca for Information by WICKMAN Chris (who was acting for: EHP - CSS NCS) with the following instructions: .
27/05/14 14:26	LANDS\goodbur	Workflow was CCd to WILLIAMS Rebecca for Information by GOODBUN Rodney (who was acting for: EHP - CSS NCS) with the following instructions: .
27/05/14 14:25	LANDS\goodbur	Approved - RG
27/05/14 14:24	LANDS\wickmac	Item was submitted for SignOff to EHP - CSS NCS Hi Rod, Memo for your approval. Ta heaps Chris
27/05/14 14:22	LANDS\wickmac	Unsolicited Signature Only Item sent for Approval to EHP - CSS NCS by WICKMAN Chris (who was acting for: EHP - CSS NCS).
27/05/14 14:22	LANDS\wickmac	Corro EHP CSS NCS nominated as Executive Contact for Unsolicited Workflow. Hi Rod, Memo for your approval. Ta heaps Chris
27/05/14 14:22	LANDS\wickmac	Workflow was CCd to GOODBUN Rodney; THOMSON Sue;WILLIAMS Rebecca for Information by WICKMAN Chris (who was acting for: EHP - CSS NCS) with the following instructions: .
27/05/14 14:16	LANDS\DAVIDSON_BS	Workflow was CCd to WICKMAN Chris for Information by DAVIDSON Brendan (who was acting for: EHP - CSS NCS) with the following instructions: .

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MECS
PRINT FILE COPY
(FINALISED)

CTS No: 13000/14 *Currently Assigned To:* EHP - CSS NCS *DUE:*

Subject: Termination of temporary contract (s) in Northern Region

Templates:

Campaign:

Ack Letter Template:

Security Classification: EHP - Restricted

CLIENTS

Role	*Name*	*Address*	*Client Type*	*Locality*	*Primary*
Original Correspondent	Mr Rod Goodbun	Level 6, 400 George Street BRISBANE 4000	EHP - Dept of EHP		Yes

GENERAL DETAILS

External Reference No:

Thesaurus No:

Classification:

Locality:

DATES

Created: 27/05/14 *Dated:*

Received: 27/05/14

Draft Due to EHP - CSS NCS:

Draft Received by EHP - CSS NCS:

Date Sent for Signoff: 27/05/14

Due Signatory:

Sent for Redraft:

Signed:

Finalised: 27/05/14

YOUR DUE DATE:

EC Officer Allocated:

DEPARTMENTAL DETAILS

Business Area: EHP - CSS NCS *Business Unit:* NCS - Wildlife Management

Action Type: Brief & Letter for Dir/ED/GM/RS

Further Details:

Hard Copy Attachments:

Redraft Reason:

Transfer To:

Executive Contact: Corro EHP CSS NCS *Agency Author:* WILLIAMS Rebecca

Signing Officer:

INVOLVEMENT DETAILS

Role	*Name*	*Due Date*	*Received*	*Response*
Information Officer	WILLIAMS Rebecca		27/05/14	
Information Officer	WILLIAMS Rebecca		27/05/14	
Signatory	EHP - CSS NCS		27/05/14	27/05/14
Information Officer	GOODBUN Rodney		27/05/14	
Information Officer	THOMSON Sue		27/05/14	
Information Officer	WILLIAMS Rebecca		27/05/14	

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CTS No.

Department of Environment and Heritage Protection
GENERAL BRIEFING NOTE

Approved Not Approved (Noted)
Further information required

Signed. sch4-Signature .....
Dated 17/6/14

TO: **Executive Director, Nature Conservation Services**

SUBJECT: **2014-2015**

RECOMMENDATION

It is recommended that the Executive Director:

- **note** the additional information forming the rational for the strategy to be within budget.

BACKGROUND/KEY ISSUES

Context

- The wildlife unit's budget is a mixture of base and funding for improved crocodile management.
- Wildlife management unit's budget was significantly over expended as at the end of April 2014 and the DDG has required the unit to undertake greater fiscal responsibility next financial year. At the end of May, wildlife base was $200k overspent.
- In the last financial year, a private provider contract was let. A budget of $70k had been allocated to that item however the contract price was for $220k. It is likely that cost for private provision of proactive removal of crocodiles will not go down. It is possible as the area of the proactive zone 2 has been expanded in the course of the year, the cost may rise. It is also worth noting that only 8 months of the contract fell in this financial year and next year a contract would cover the full 12 months.
- The 2013/14 contributions to Local Authorities for complimentary crocodile management was paid in 2012/13 and does not show in this year's accounts. The Minister has made public commitments to continue that contribution in 2014/15. This is for $200k.
- Establishing 5 teams in northern Queensland that work a roster which includes weekends has been effective in improving crocodile management. Two of those teams have been based in Cairns.
- Over the last six months of this financial year, the strategy of filling the Senior Ranger positions across the State (including Mackay, Toowoomba and Rockhampton) and other key positions has been implemented. This is reflected in the significant skewing of employee costs in the last half of this year and the consequence is that the expenditure on salaries next year (2014/15) will be higher than this financial year.
- Other arrangements that have been entered into in the last financial year include the 3M call in procedure (a critical safety feature) and the outsourcing of the out of hours crocodile "hotline".
- Payment to the RSPCA for delivery of the phone service to the public reporting sick and injured wildlife is outstanding for this year. There is negotiation underway regarding the amount but as a minimum this will be $90k.

Current situation

- Indicative budget for 2014/15 has become available. Key points are:
  - The budget papers indicated "*The Government is providing increased funding of $2.3 million over two years to complete the three year pilot Crocodile management plan in North Queensland, including the Hinchinbrook and Cassowary Coast local government areas as well as Cairns and Townsville to limit risks of potential crocodile/human interaction.*" .
  - The preference would be for those funds to be made evenly available over the two financial years however if that does not eventuate there will be greater budgetary pressure in the 2015/16 financial year.
  - The total budget position of wildlife management is likely to remain static (at best) at approximately $6 Million (excluding capital).

Author	Cleared by	Cleared by	Recommended:
Name: Rebecca Williams Position: Director, Wildlife Management Tel No: 33305512 Date: 11 June 2014	Name: Position: Tel No:	Name: Position: Tel No:	Name: Position: Tel No: Date:
	Name: Position: Tel No:	Name: Position: Tel No:	

File Ref:

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- There are currently 76 people employed in Wildlife Management unit with about 6 of those part time and one is paid for through the graduate program.
- A temporary officer based at Cairns funded by the improved crocodile management funding has applied for and been granted 6 months secondment to NPRSR.
- Additional known costs must be factored into this establishment of this year's budget (increased salaries of permanent officers, private provider costs and contribution to Local Authorities).

Goals and strategies

- Reduce planned expenditure by approximately $150k to factor in the difference between last year's budgeted amount and actual for the private providers. This could be achieved by the reduction of two FTEs funded from the improved crocodile management funding. Given one officer is not currently being paid for, to implement this strategy, a reduction of one FTE should occur now and the situation reviewed in 6 months when the other officer is due to return. It is reasonable to have that position be from Cairns which where the service is being provided by contractors. The amount of savings possible is maximised by not having the temporary 005 position filled.
- Undertake the improved crocodile management function and in particular maintain two teams in Cairns for as part of the roster system for weekend responses using more of the permanently employed workforce. This can be achieved by moving the 004 permanent position from Atherton to Cairns and refocusing that position's work duties so that become part of a team that can respond to crocodile matters. This is being implemented.
- Maintain the existing vacancy strategy across the state (e.g. the 006 based at Burleigh Heads).
- Review the situation at the end of September and if necessary implement further more significant budget restraint/actions.

COMMENTS

Sgd noted on Mgmt Act D/WO 27-5-14.

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Author	Cleared by	Cleared by	Recommended:
Name: Rebecca Williams Position: Director, Wildlife Management Tel No: 33305512 Date: 11 June 2014	Name: Position: Tel No:	Name: Position: Tel No:	Name: Position: Tel No: Date:
	Name: Position: Tel No:	Name: Position: Tel No:	

File Ref:

Release

Queensland Government

Exit Advice

Upon Separation of employment from the department, the supervisor/manager and the exiting employee should complete this form and the supervisor/manager should forward it to the HR contact for the relevant region or business group.

Privacy Statement: The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under Chapter 5 and 6 of the *Public Service Act 2008*. The employing agency may disclose only such information to other Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Details of your personal information will be forwarded to the Australian Taxation Office, QSuper, the financial institution nominated by you and other Queensland agencies as above. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.

Department name

1. Employee Details

Family name | Given name/s | Employee number

Classification | Level | Position title | Location

Region | Business group | Business unit

Work contact number ( ) | Network User ID | Recipient of SARAS ☐ Yes ☐ No

Forwarding Address

Forwarding contact number ( )

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2. Exit Date and Type

Exit date from Department / /

Exit type (tick applicable box)

☐ Resignation ☐ Cessation ☐ Dismissal ☐ Retirement ☐ VR

☐ Transfer/Promotion to other Govt. Dept ☐ Deceased ☐ Other ▶

In the event of the death of an employee, nominate the department officer who will act as an intermediary between the deceased's family/representative, the department and Queensland Shared Services.

Name | Position and Location | Contact number

3. Exit Reason

(tick applicable box)

☐ Dissatisfied ☐ Personal ☐ Contract ceased ☐ Casual / wages to salary

☐ Leaving area / State ☐ Further studies ☐ Funding ceased ☐ Retirement

☐ Other employment ☐ Ill health ☐ Absent without leave ☐ Other ▶

4. Exit Questionnaire

Exiting employees are strongly encouraged to complete the exit questionnaire form prior to their departure. The information can be provided anonymously and will be incorporated in a general six monthly report to the senior management team. The form is available from your supervisor.

5. Miscellaneous Information

Do you require a Centrelink "Employment Separation Certificate"?	☐ Yes	☐ No
Have you been receiving Higher Duties Allowance for a continuous period of 12 months or more?	☐ Yes	☐ No

6. Departmental Checklist – Return of Departmental Property

Please tick 'Yes" if the item described has been returned. Please tick 'No" if the item is still to be returned or was not returned, in which case the Supervisor/Manager is to provide comment and follow up. Please tick 'N/A' if the employee did not have the item for return.

	Yes	No	N/A
Vehicle	☐	☐	☐
Fuel card	☐	☐	☐
Car parking token / cards	☐	☐	☐
Keys (to office or any other keys)	☐	☐	☐
Corporate credit card	☐	☐	☐
Proximity access card	☐	☐	☐
Photo identification cards / name badges	☐	☐	☐
Authorised officer ID (issued to officers under various legislation)	☐	☐	☐
Taxi cab charge cards / vouchers / eTickets	☐	☐	☐
Telecard / teleconferencing cards	☐	☐	☐
Accountable forms (including receipt books, requisition and purchase order books)	☐	☐	☐
Mobile and satellite telephones and other communication devices	☐	☐	☐
Firearms	☐	☐	☐
Tools and field equipment	☐	☐	☐
Library materials	☐	☐	☐
Computer equipment (eg PC, laptop, personal organiser, remote access cards)	☐	☐	☐
Other Department Property (including assets on loan, portable and attractive items)	☐	☐	☐
• _____	☐	☐	☐
• _____	☐	☐	☐
• _____	☐	☐	☐
Have all objects allocated to the employee listed in the 'Objects on Loan' database or in accountable registers been returned by the exiting employee? (Items include attractive items assets and registered forms and vouchers)	☐	☐	☐
Have all outstanding Corporate Card and / or Cabcard outstanding accounts been reconciled?	☐	☐	☐
Have any cards referred to above been lost and has a 'Cancelled, Lost or Stolen Notification' form been completed?	☐	☐	☐

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Reimbursement / payment of:

	Yes	No	N/A
Reconciliation of travel advances/expenses	☐	☐	☐
Unpaid Department payroll overpayments	☐	☐	☐
Unpaid accounts receivable debts	☐	☐	☐
SARAS payments / bonding arrangements	☐	☐	☐
Scholarship holder / bonding arrangements	☐	☐	☐
Fines for regulated traffic offences	☐	☐	☐
Unpaid phone accounts (STD, ISD, Mobile)	☐	☐	☐
Unpaid corporate uniform	☐	☐	☐
Refund of appointment expenses	☐	☐	☐

Membership cancelled

	Yes	N/A	Date actioned	Supervisor signature
Library membership:	☐	☐	/ /	
Advise library of impending exit of employee	☐	☐	/ /	
Airline Club Lounge membership:	☐	☐	/ /	
Advise cpltravelbooking@ssa.qld.gov.au	☐	☐	/ /	
Unpaid payroll overpayments	☐	☐	/ /	
Unpaid accounts receivable debts	☐	☐	/ /	

Applications used by Employee for cancellation

☐ Network access	☐ ATS	☐ SMIS	☐ LTL	☐ MIS	☐ RMSII
☐ AMIS	☐ ARMS	☐ QVAS	☐ LAIS	☐ eLVAS	
☐ WERD	☐ Chart Builder	☐ Financial Reporter	☐ Others		

Actions for Supervising Officer

	Yes	No	N/A
Outstanding leave applications	☐	☐	☐
Accrued time and TOIL balances finalised	☐	☐	☐
Advise Payroll, QSS of final pay adjustments	☐	☐	☐
Timesheets completed	☐	☐	☐
Leave recorded on MIS Timesheet reconciled with leave record on SAP	☐	☐	☐
Deletion of cheque signatory	☐	☐	☐
Deletion of encashment authority	☐	☐	☐
Advice to Information and Technology Partners (Deletion of access to IT systems)	☐	☐	☐
Reconciliation of imprest, postage, cash, floats, petty cash, expenses	☐	☐	☐
Local registers updated	☐	☐	☐
Exit questionnaire (employee advised)	☐	☐	☐

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7. Certification by Employee (other than Chief Executives, SES Officers and equivalent)

This section should only be completed by those employees other than Chief Executives, SES Officers (and equivalent).
I have given notice that I will be leaving the Department effective from / /

☐ I acknowledge that any intellectual property developed or used by me whilst with the Department remains with the Department on my separation

☐ I have returned any Department property that was in my position and I acknowledge that I remain liable for all unreturned property

Print name	Employee's signature	Date
		/ /

8. Certification by Chief Executives, SES Officers and equivalent

This section should only be completed by Chief Executives, SES Officers (and equivalent).
I have given notice that I will be leaving the Department effective from / /

☐ I acknowledge that any intellectual property developed or used by me whilst with Department remains with the Department on my separation

☐ I have returned any Department property that was in my possession and I acknowledge that I remain liable for all unreturned Department property

☐ I am aware that public servants appointed to Government Boards as a Government or Departmental representative have an ethical obligation to formally resign from such appointments when they cease employment in Government or the Department relevant to the board position.

- ☐ I understand my obligations under the Criminal Code relating to the unlawful disclosure of information or documents obtained by virtue of my public service employment including my obligations after leaving the Queensland Public Service; and
- ☐ I will not disclose to any person or make use of confidential information obtained by me during the course of my employment with the Queensland Public Service; and
- ☐ I am aware and understand my obligations under the Queensland Lobbyists Code; and
- ☐ I have returned all official information (both hard copes and electronic copies, including those on portable storage devices) and all government property in my possession as indicated above.

Print name	Officer's signature	Date
		/ /

9. Certification by Supervisor

- ☐ The exiting employee has been informed of their obligations under the criminal code relating to the unlawful disclosure of information or documents obtained by virtue of their public service employment including their obligations after leaving public service employment.
- ☐ I have received all Department property marked as returned in 'Return of departmental property' and 'Objects on Loan' mentioned above
- ☐ All items shown in 'Objects on Loan' allocated to the employee have been returned or will be returned before leaving the Department.
- ☐ Corporate Credit Card and/or Cab Charge Card/Vouchers/e-Tickets allocated to the employee have been returned.
- ☐ The exiting employee's PC network account has been deleted by completing and submitting a computer access request form
- ☐ The SAP Systems Access Request form (FDU1212), has been completed (tick 'delete user') to revoke computer systems access to SAP HR and SAP Finance
- ☐ At the date this form was signed, all leave forms have been completed and forwarded to Payroll, Queensland Shared Services.
- ☐ All attendance sheets have been reconciled without debit, and employee has been made inactive on MIS.
- ☐ **Instruction to Payroll:** Hold final payment for my confirmation (leave balances may not be sufficient at date of departure)

Print name	Officer's signature	Date
		/ /

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Forward completed form to

Email: payrolldaff@ssa.qld.gov.au
payrolldnprsr@ssa.qld.gov.au
payrolldtesb@ssa.qld.gov.au
payrolldehp@ssa.qld.gov.au
payrolldews@ssa.qld.gov.au
payrolldnrm@ssa.qld.gov.au
payrollssa@ssa.qld.gov.au