



TRS19D1198

Hon Stephen Mullighan MP
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Dear Mr Mullighan

APPLICATION UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your application made under the *Freedom of Information Act 1991* (FOI Act), dated 10 May 2019.

Your application seeks access to:

"All minutes, briefings and correspondence titled 'Relocation to Port Adelaide Update' as described on the Objective document management system, between 12 July 2018 and 10 May 2019."

The legislative prescribed timeframe to determine this application has expired and is now deemed to have refused you access to all documents relevant to your application. I refer to my letter dated 26 May 2019 where I sought additional time to make my determination.

The purpose of this letter is to advise you of my determination. An extensive search was conducted within this office. A total of 1 document was identified as answering the terms of your application

I grant you access in full to 1 document; a copy of which is enclosed.

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), the Department of Treasury and Finance is now required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>. Please visit the website for further information.

As I am determining this application as Principal Officer, Section 29(6) of the Act does not provide for an internal review. If you are dissatisfied with my determination you are entitled to exercise your rights of external review with the Ombudsman.

Alternatively, you can apply to the South Australian Civil and Administrative Tribunal. If you wish to seek a review, Section 39(3) of the Act states you must do so within 30 calendar days of receiving the determination.

If you require any further information, please contact Vicky Cathro on 8226 9769.

Yours sincerely



Hon Rob Lucas MLC
Principal Officer

27 July 2019

MINUTE

28/11/2018
718/060
7.18.18.2115



Government
of South Australia
Department of Treasury
and Finance

MINUTES forming ENCLOSURE

File DPC18/1220

Doc B271698

To: The Treasurer

GOVERNMENT SERVICES - RELOCATION TO PORT ADELAIDE UPDATE

Timing: ROUTINE for Noting

Recommendations/Issues:

- Note the update provided on activities to relocate Government Services staff from Westpac House to Port Adelaide

Noted

Hon Rob Lucas MLC
Treasurer

1/12/2018

Key Points:

- Since May 2018, two floors (levels 4 and 5) of the new office accommodation commissioned by the previous Government on the Corner of Robe and Nile Streets in Port Adelaide have remained vacant. The cost to the public sector of this unused accommodation is approximately \$136K per month.
- The Department of Treasury and Finance has committed to relocating staff from the Government Services branch currently located in Westpac House to fill the vacant floors.
- The new groups will join approximately 170 staff from Government Services who previously relocated to Port Adelaide over May and June 2018.
- The initial number of in-scope staff located in Westpac House was approximately 260, with 236 usable workstations available on the two vacant floors (as built). The actual number of staff expected to relocate is 202. This reduction is due to the following:
 - Planned wind-down of the End User Computing project team;
 - A decision not to relocate 16 Work Injury Services staff to Port Adelaide as a result of operational impacts, particularly the requirement for regular physical attendance at the SA Employment Tribunal and ad hoc meetings with injured workers and their representatives. The cost of travel to and from the CBD, including lost productivity, for this group was estimated at \$80K per annum;



- Proposed restructure of the procurement area which will result in a significant reduction (up to 28 FTE) in current staff numbers;
- Other staff reductions aligned with achievement of the 2018-19 State Budget savings targets.
- It is expected that a majority of the staff reductions referred to above will occur prior to the relocation.
- Without the planned FTE reductions and change to the location of Work Injury Services, fit-out modifications would have been required to accommodate all in-scope staff. As Renewal SA (the original planned tenants) designed Level 4 and 5 with an open style incorporating several shared workspaces, there was scope to increase the number of workstations if required.
- Even with additional workstations, however, the relocation of 260 staff would have left Government Services with little flexibility to support increased staff numbers for projects and/or during peak work periods.
- In relation to the anticipated 34 vacant workstations the following should be noted:
 - Seven to eight workstations will be utilised, for two years commencing early 2019, by additional staff recruited to undertake the Basware Upgrade Project;
 - 2 ○ Two workstations will be needed (ongoing) for new staff to support increased checking activities as a result of the amended late payment interest legislation;
 - 2-3 ○ Two to three workstations will be required (ongoing) for new staff who will provide various shared services to the Department of Energy and Mining and Department for Trade, Tourism and Investment;
 - 3-4 ○ Three to four workstations may be required ongoing for staff in the procurement groups. As a result of employee consultation and further assessment of operational impacts, it is proposed to retain up to four positions previously identified as excess;
 - 2-3 ○ Two to three workstations will be required (ongoing) for staff from DTF Corporate to provide on-site administrative and facilities support at Port Adelaide;
 - During May to early July each year, Accounts Payable & Receivable require eight to 10 additional workstations for temporary staff brought in to process significantly higher transaction volumes over this period;
 - During July to September each year, Financial Operations require five to six additional workstations for temporary staff brought in to assist with the preparation of agency financial statements; and
 - There is a requirement to accommodate up to 35 staff from the Auditor General's Department who come on-site to review agency financial statements from early August to mid-September each year.
- In total the above equates to a requirement of between 29 and 36 workstations (excluding the audit teams), approximately 10 of which are likely to be required ongoing.
- It is acknowledged that even with the above temporary and ongoing workstation requirements, there will still be some unused office space at Port Adelaide. To address this issue DTF has identified a further group of approximately 20 staff from the corporate area who could also relocate. A separate briefing is currently being prepared regarding this additional transition.

- It should also be noted that Renewal SA is yet to finalise lease arrangements for the three ground floor retail tenancies, however it is understood that two proposals are currently under consideration. Should these proposals not eventuate, DTF will work with the Government Office Accommodation Committee to ensure these tenancies are leased as soon as possible.
- Extensive staff engagement is being undertaken in preparation for the relocation, including:
 - Tours of the new building and surrounding areas, which were conducted during the week of 12 November 2018;
 - Identification of flexible working arrangements for staff aligned to operational requirements. The objective is to reduce impacts for those staff who will have increased travel time in commuting to and from Port Adelaide (or other related personal impacts);
 - Conducting a 'lottery' process for staff to access the in-building car parks (approximately 110 are available), which opened on 19 November 2018; and
 - Undertaking a travel survey of in-scope staff to identify their planned mode of travel to and from Port Adelaide (primarily to explore the best options for staff intending to use public transport).
- Other than increased travel time, the main issue raised by staff is potential health risks due to higher levels of airborne pollution on the Lefevre Peninsula (this perception is based on a Select Committee Report to Parliament in November 2013 and subsequent media articles).
- While it is evident that significant remedial action has been undertaken by the State and Local Government to reduce environmental risks in the area since 2013, staff have requested further assurances regarding any negative health consequences that may result from the relocation. The Environment Protection Authority (EPA) has been approached to provide staff with an up-to-date assessment of potential risk factors and identify any further mitigation strategies that should be considered.
- The current plan is to relocate staff in groups commencing December 2018 and finishing in March 2019, as shown in the following table.

Weekend Dates	Business Unit	Transition Total
Sat 8 th & Sun 9 th December 2018	Business Performance Team	36
Sat 16 th & Sun 17 th February 2019	Financial Operations Teams	65
Sat 16 th & Sun 17 th March 2019	Business Systems Team AP Document Capture Team	73
Sat 30 th & Sun 31 st March 2019	Strategic Procurement and Policy, Standards and Governance Teams	28
	Total	202

- The transition timetable has been developed based on the following considerations:
 - Building readiness (minor works are still being undertaken);
 - ICT readiness (most ICT activities are scheduled to occur over the Christmas/New Year period);
 - Operational impacts – e.g. avoiding peak work periods such as the end of month for Financial Operations; and


- o Providing maximum notice period for staff. The Public Service Association and employees (particularly in the procurement teams) have already raised concerns that the notice period for the relocation is not sufficient to enable mitigation of the associated personal impacts. Leaving this particular transition until 31 March 2019, provides a full 6 month notice period which is considered to be appropriate.



Mark Carey
EXECUTIVE DIRECTOR
GOVERNMENT SERVICES

23/11/2018

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Supported / Not Supported

David Reynolds
<u>CHIEF EXECUTIVE</u>
Department of Treasury and Finance
Date <u>28/11/18</u>