
Detailed Outline

Premier’s Memorandum No 2000-09, Service Delivery Plans for the Sydney 2000 Olympic and Paralympic Games, advised that Cabinet required public sector agencies to submit Service Delivery Plans to the portfolio Minister for endorsement and to provide a copy to Premier’s Department by 30 April 2000.

Cabinet has confirmed that government agencies should, as far as possible, be maintaining a full range of services to the community and customers during the period of the Games. The Service Delivery Plans received by Premier’s Department show that, whilst generally there is an anticipated lower level of demand on service delivery, agencies have given consideration to legislative requirements and anticipated community demands to identify appropriate services and staffing level during the Games period.

Cabinet requires agencies to report to their Minister, with a copy to Premier’s Department, by 14 August 2000 on any proposed changes to service delivery during the Games and the agency’s strategies that have developed to advise the general community and specific customers of any variations.

Cabinet also requires agencies to provide a further service delivery report focussing on workforce planning for the Games. In preparing this report attention should be given to:

- the number of staff required to attend work across the period of the Games;
- the number of staff that may be available for reassignment to Olympic agencies; and
- flexible work arrangements introduced to reduce demands on the Sydney transport system during the Olympic period.
The availability of a large number of volunteers and reassigned public sector employees is important to the success of the Games. Chief Executives are therefore requested to identify any potential area where staff would be available for reassignment and to take the necessary steps to encourage these staff to consider reassignment opportunities.

Reports will be provided to Cabinet based on agency details using the following reporting format. An explanatory note for each section of the report is attached to this Circular.

### Month Ending

<table>
<thead>
<tr>
<th>Total Staff</th>
<th>Staff required for duty</th>
<th>Reassigned staff</th>
<th>Staff on leave</th>
<th>Staff on duty but not required</th>
</tr>
</thead>
</table>

In addition to these figures, agencies should also report on planned flexible work arrangements designed to reduce demands on the Sydney transport systems across the Games. A one-page report is required on initiatives developed within the agency. For example working from home, flexible hour arrangements including changed starting and finishing times, teleworking, car-pooling.

The agency return is due on 14 August 2000. Returns are to include:

- Advice on any changes to agency service delivery across the period of the Games and details of planned community communication strategies;
- Workforce Planning statistics; and
- Details of flexible work arrangements introduced for staff.

Chief Executives are requested to ensure that returns are accurate and submitted on time.

Returns can be emailed or faxed to Mark Philip at Premier's Department as follows:

**Email:** Mark.Philip@premiers.nsw.gov.au  
**Facsimile:** (02) 9228 3577

Any inquiries on this matter can be directed to Mark Philip on telephone (02) 9228 3573.

C. Gellatly  
Director General  
2 August 2000
Staff Numbers Report

Month Ending
Total Staff
Staff required for duty
Reassigned staff
Staff on leave
Staff on duty but not essential

(A)
(B)
(C)
(D)
(E)

Explanatory Notes
Month ending

The report is to be submitted by 14 August 2000.

Reporting Period

The staff numbers are those covering the period Friday 15 September 2000 to Monday 1 October 2000, inclusive.

Note: Staff numbers should satisfy the following formula: $A = (B + C + D + E)$.

A. Total Staff

- The total number of staff employed by the agency.
- Include part time as a single unit, not EFT.
- Include all regional based staff.

Do not include

- Staff in education areas required to be on leave during the school holiday
- Staff who, through their employment conditions, are not required at work for more than half of the reporting period.
B. Staff Required for Duty

- An estimate of the number of staff required to be on duty.
- Include metropolitan staff required for delivery of essential agency services.
- Include regional staff not affected by the Games (ie. business as usual).
- Include staff required to work for more than half the reporting period.
- Do not include staff on duty who are not considered essential to service delivery.
- Do not include staff required to work for less than half of the reporting period.
- Do not include staff on secondment to other agencies at this time.

C. Reassigned Staff

The number of staff reassigned to an Olympic agency for any time during the reporting period.

D. Staff on leave

The number of staff on leave at this time.

- Include staff on special and other leave as a SOCOG Volunteer.
- Do not include staff on leave for less than half of the reporting period or else show staff in a category where they will spend the majority of their time during the reporting period.

E. Staff on duty but not essential

The number of staff on duty but who are not required for the delivery of essential agency services.

- Include staff undecided about reassignment, leave or work attendance.
- Do not include regional/country based staff not affected by the Games (ie. business as usual).

Overview

Who needs to know and/or comply with this?
### AR Details

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Jun 13, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Date</td>
<td>Jun 13, 2024</td>
</tr>
<tr>
<td>Replaces</td>
<td></td>
</tr>
<tr>
<td>Replaced By</td>
<td></td>
</tr>
</tbody>
</table>

### Contacts

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9228 3573</td>
</tr>
</tbody>
</table>

**Publishing Entity**

Department of Premier and Cabinet

**Issuing Entity**

Department of Premier and Cabinet