

**From:** Resch, Marie  
**Sent:** Friday, 17 June 2022 1:02 PM  
**To:** -All TRC Managers  
**Cc:** -ET-All Executive Team  
**Subject:** RWH Relocation Requirements

**Importance:** High

Good afternoon

Paul and I appreciate you all taking the time out of your day yesterday to chat to us about the Ray Walsh House Staff Relocation project.

As promised, please find the form regarding your team's Relocation Requirements on MILO here: [RWH Relocation Requirements | Staff Intranet \(nsw.gov.au\)](#)

Please complete this form in consultation with your team, and listing all team members (you can add each by clicking the blue "Add New" button in the "Staff Requirements" section). Though the deadline is tight, please keep in mind that this is an opportunity for teams to be innovative or to trial set-ups that haven't been possible previously. We request that you complete and return this by **COB next Wednesday, 22 June**. You can delegate to other coordinators/supervisors in your team as appropriate.

Some other points based on our discussions yesterday:

#### **IT in the short-term**

If staff have a laptop, they can be mobile and we are currently exploring a number of hot desk options. We will keep you informed of progress in this space. If staff do not have a laptop, they should work from home, if possible, in the short-term. If this is not workable, please get in touch so that we can find a solution.

#### **IT in the longer term**

We aim to relocate current equipment (ie. desktops, laptop docks, stand-up desks etc.) as new office environments are identified and confirmed, team-by-team. If staff are identified to work from home in the long-term, we will also facilitate this with their existing equipment.

#### **Phone access**

We are exploring options to acquire more Micollab licences. This program allows staff to make and receive calls through a work landline number, but to their mobile through an app. It does not reveal personal mobile numbers, and phone allowances can be paid for staff set up through this system. There are a number of teams already successfully utilising this system.

#### **Car parking**

Options will be explored for parking in new office locations. For now, current arrangements apply.

#### **Staff discussing this project and speaking to media**

The [MILO page](#) now includes some Key Messages for staff to reference should they be chatting to someone from outside of the organisation about this project (and we anticipate they will be with high levels of interest from the community for obvious reasons).

I encourage you all to remind your teams that we are all a communication touchpoint for the organisation, and these messages will help to stop the spread of misinformation. All staff should remember that the General Manager is the only delegated spokesperson for media for this project. If staff are approached for comment by media, they

should decline to comment and direct them to contact the Communications Team by emailing [trccomms@tamworth.nsw.gov.au](mailto:trccomms@tamworth.nsw.gov.au) or calling 02 6767 5730.

A number of other short-term issues have been raised with me following our discussion yesterday. I have taken these on board and they are being considered as we work through the next steps.

Where Managers are trying to identify short-term solutions for their staff, I have asked that they keep in mind that it should be at minimal cost/time. Ideally, we would like to prioritise critical teams/functions. We are trying avoid overloading the current support teams as our key focus is on setting up the working locations for the next 2-3 years. As always, please direct any concerns through to your Directors.

I will send a further update next week but happy to chat and take feedback at any stage. As mentioned yesterday, some of our people will find this challenging and perhaps too much at times given what we have already been through with COVID. They will look to all of us as leaders to give them that sense of calmness and security. Any support I or my team can give to you and your people; please let us know.

Wishing you all good weekend and hope you have the opportunity to take a few deep breaths!

Thanks for your support.

Marie

## Marie Resch

Chief People Officer

**P** 02 6767 5702 | **M** 0498 718 479 | **E** [m.resch@tamworth.nsw.gov.au](mailto:m.resch@tamworth.nsw.gov.au)

437 Peel Street

PO Box 555 Tamworth NSW 2340

[www.tamworth.nsw.gov.au](http://www.tamworth.nsw.gov.au)

