



Tuesday 1 August 2017

Location:	ACT Level 6 Board Room
Time:	2:00pm – 4:00pm

Attendees:		
Chair:	Craig Orme	Deputy President
Deputy Chair:	Narelle Dotta	First Assistant Secretary, Business Support Services
Members:	Alex Gerrick	Assistant Secretary, Communications & Stakeholder Engagement
	Leslie s 47E(d)	A/g Principal Legal Adviser, LSA&D (Proxy)
	Marita s 47E(d)	A/g National Manager, VVCS (Proxy)
	Alison Hale	A/g Assistant Secretary, Client & Commemorations (Proxy)
	Christian s 47E(d)	A/g Assistant Secretary, H&CS Policy (Proxy)
Advisers:		
	Roger Winzenberg	Assistant Secretary, People & Security
Secretariat:		
	Sharyn s 47E(d)	Senior Secretariat Officer, Commissions, Committees, Enterprise Reporting and Appointments
	Karri s 47E(d)	Senior Secretariat Officer, Commissions, Committees, Enterprise Reporting and Appointments
Apologies:		
	Tim Evans	Assistant Secretary, Client & Commemorations
	Carolyn Spiers	Principal Legal Adviser, LSA&D
	Stephanie Hodson	National Manager, VVCS
	Veronica Hancock	Assistant Secretary, H&CS Policy
	Mark Harrigan	Assistant Secretary, Compensation & Income Support Policy
	Peter King	Deputy Commissioner, WA

Agenda Item 1. Order of Business

Agenda Item 1.1 Apologies

Mr Tim Evans, Ms Carolyn Spiers, Mr Peter King, Mr Mark Harrigan, Dr Stephanie Hodson and Ms Veronica Hancock were apologies.

Agenda Item 1.2 Conflicts of Interest

No conflicts of interest were declared.

Agenda Item 1.3 Minutes from previous meeting

The minutes from the meeting of 12 May 2017 were accepted as a true and accurate record of the meeting.

Agenda Item 1.4 Actions arising

Action No.	Meeting Date	Action	Status
48	12.5.2017	Deep dive requested to provide members with statistics such as number of Comcare Claims and general incident reports.	Closed
49	12.5.2017	Development of a Communication Strategy to inform staff of the pilot approach.	Closed
50	12.5.2017	Identify how other Departments manage Cyber Security Awareness and report back to the People Committee.	In Progress
51	12.5.2017	Provide members with the timeframes and start date for both HRMS options under consideration.	Closed
52	12.5.2017	Trial Job Family Sponsors concept for a period of 12 months and report outcomes quarterly back to the People Committee.	In Progress

The members noted the status of Action Items and agreed to closing off items 48, 49, and 51.

Item 50 was discussed by members who agreed that a report highlighting 'what is DVA's cyber problem' and what awareness training is required, be prepared for the committee.

Item 52 was discussed by members who agreed the Secretariat will add the trial model for the job family sponsors concept to the 10 May 2018 agenda to discuss report outcomes.

Agenda Item 1.5 Transformation Update

Mr Gerrick updated members on the linkages between Veteran Centric Reform and the Digital Transformation Agenda (DTA) requirements in the context of an Agile framework. DTA propose to deliver a 'train the trainer' model for core agency staff who will then be required to provide ongoing training within their individual agency.

Members discussed online products and services, self-assessment service standards and building training capabilities which support stakeholder engagement activities. The Committee endorsed the recommendations with the conditions that a communication strategy regarding the release for staff be prepared along with the development of a business case that includes costings for member consideration.

Decision

53. Members endorsed the Agile training recommendations with the following conditions:
1) Preparation of a communication strategy regarding the release for staff; and
2) Development of a business case including costings for member consideration.

Further Action

Action Item 53: The Committee requested a communication strategy regarding the release for staff be prepared along with the development of a business case including costings for member consideration. [Mr Gerrick].

Agenda Item 2.1 Out of Session

There has been one out-of-session matter since the last meeting. On 6 June 2017, members endorsed the R&C Learning and Development program funding proposal for the 2017-18 financial year.

Agenda Item 3 Graduate and Entry Level Programs

Agenda Item 3.1 Graduate Update

Ms **s 47E(d)** provided members with an update highlighting the 2017 Graduates are currently undertaking their second rotation with third rotation bids due on 4 August 2017, and State based visits will be conducted mid-September.

90 Graduates for 2018 were recently interviewed across Brisbane, Sydney, Melbourne, Perth, Canberra and Adelaide with 30 being shortlisted for referee's check. 15-20 will progress to security check with offers likely to be made in the second week of August 2017. Ms **s 47E(d)** reported that two indigenous applicants were offered positions and only one applicant accepted the offer.

Members noted the verbal update.

Agenda Item 4 Workplace Relations

Agenda Item 4.1 Progress report on Unauthorised Absence

Mr Winzenburg provided members with an update on the progress of the unauthorised absence termination policy and reported that other Commonwealth agencies have incorporated an unauthorised absence policy of five continuous days absent or 10 days per calendar year into their Enterprise Agreements. Members noted the threshold of other agencies before termination action commences is lower than the threshold proposed by the Department.

DVA's policy proposal is that termination action be undertaken for unauthorised absences of 20 continuous days or 28 days over the course of the year. The CPSU had been consulted regarding operational processes and potential impacts to staff entitlements. The DHS policy was referenced by CPSU as being a good example of addressing unauthorised absences and members agreed to further consultations with DHS to obtain a copy of their policy; where similar wording could be incorporated into DVA's unauthorised absence policy. Members noted it is 18 months until DVA's next Enterprise Agreement cycle commences.

The amended policy will return to the Committee for approval.

Further Action

Action Item 54: Consult with DHS and provide amended Unauthorised Absence Policy to the Committee for approval. [Ms s 47E(d)].

Agenda Item 5.1 Work, Health and Safety/Workers' Compensation Update including Deep Dive results

Mr Winzenberg provided members with an update (using de-identified data) on the number of Comcare claims and incident reports for the period 2013-16. Members noted that the premium rate for 2017-18 has reduced by \$3.5m.

The premium rate is based on performance of the Comcare scheme and DVA claims over the last four years. While the premium rate has been reduced by 2.02%, Comcare has imposed upon DVA a penalty of \$1,110,041 due to a lower than expected performance on claims.

Members received the report.

Agenda Item 6 Performance, Learning and Development

Agenda Item 6.1 Learning and Development Program 2017-18

Ms s 47E(d) updated members on the status of the Department's Learning and Development Program and highlighted that expenditure for the 2017-18 financial year includes activities such as mid-cycle evaluation of the leadership Pathways program; Centenary support; the Talent Management pilot and a full range of literacy services covered in the Transformation agenda.

The Committee were informed that the face-to-face induction sessions conducted by the Secretary for Canberra based staff (and by the DCs in the States) are being well received by new staff members.

Members noted the summary of 2016-17 expenditure, proposed activities and the update of current programs. Ms s 47E(d) was advised that the Cyber training will need to be incorporated into the funding allocation.

The Committee approved the proposed activities and expenditure of the corporate learning and development program for 2017-18.

Decision

54. Members approved the proposed activities and expenditure of the corporate learning and development program for 2017-18.

Agenda Item 6.2 Talent Management Communication Strategy

Ms s 47E(d) presented the Talent Management Communication Strategy which is designed to ensure all staff and managers in DVA become familiar with the purpose of talent management, understand the approach and are supportive of the various tools and initiatives available such as the use of a nine-box grid matrix that assists Managers in providing a visual understanding of a talent management cohort.

The Committee agreed to the strategy and recommended that separate communications be drafted; one for the pilot division and another for the Secretary to send out in his all staff message highlighting that Talent management in the APS is the systematic attraction, identification,

development, engagement and retention of individuals who are of particular value to the Department because of their high potential in the future.

Agenda Item 7 Workforce, Recruitment and Redeployment

Agenda Item 7.1 Recruitment and Redeployment Panel (RRP) Update

Ms Dotta reported there had been a 7% turnover of staff leaving DVA; the rules around temporary transfers for periods longer than 12 months are now more stringent; Grants processing and ICT work have the potential to increase and this may provide opportunities for staff on the re-deployment register; approximately 150 non-ongoing staff work for DVA, therefore providing flexibility in building our workforce and supporting DVA's business capabilities.

Members noted the RRP meeting statistics for the period 21 February to 20 June 2017.

Agenda Item 7.2 Shared Services Update (ICT & Business Support)

Ms Dotta provided an update on the DHS Shared Services project advising that corporate functions such as SAP payroll, accounts payable and the Grants Hub have received \$5 million in budget allocations.

Members discussed the scope of including timesheet recording in the ESS self-service platform and noted the mandatory ATO reporting requirements that come into effect on 1 July 2018.

Members noted the verbal update.

Agenda Item 7.3 Peoplesoft-HRMS Upgrade Timeframes

Ms Dotta advised members that DHS has provided their formal costing for the HRMS transition solution which is expected to commence on 1 September 2017 to meet the cutover date of 1 July 2018.

Ms s 47E(d) highlighted that discussions regarding SAP Licensing and Archiving compliance are scheduled between DVA and DHS in the coming weeks.

Members noted the verbal update.

Agenda Item 7.4 Staff Reference Groups – Progress Presentation

Members noted the report and recommended the words 'bottom up' be removed. The document would therefore read 'review of HR processes by the SRG'. The Committee also requested the distribution of the signed leadership compact to members and for an expression of interest to be sent inviting staff to join the open group.

Members noted the update.

Further Action

Action Item 55: Members recommended the removal of the words 'bottom up' from report. [Ms s 47E(d)].

Action Item 56: Members requested the distribution of signed leadership compacts to the Committee. [Ms s 47E(d)].

Action Item 57: Members requested an expression of interest be sent inviting staff to join the open group. [Ms s 47E(d)].

Agenda Item 7.5 DVA Change Management Unit

Ms **s 47E(d)** updated members on the Blueprint for successfully delivering change and Building DVA's change capability designed to ensure there is one consistent change methodology across DVA. These two strategies were endorsed by the Business Transformation Committee in July 2017.

The Committee discussed proposed timeframes for key deliverables and the scope of the project, communications to Regional offices on how Cabinet decisions are made and the digitisation budget for Gant charts & artefacts.

Members noted the verbal update.

Agenda Item 7.6 Recruitment & Selection Policy Update

Ms **s 47E(d)** updated members on the proposal to adopt a 1000 word statement of claims for recruitment to replace the previous model of submitting 300 words per selection criteria. The single statement of claims against the duty statement and Integrated Leadership Scheme would describe why the applicant is the best candidate for the role.

Members discussed the proposal of a work sample test and noted this job specific task would depend on the position and level of the role for which the applicant is applying.

The Committee agreed the statement of claims is the preferred method for candidates to address the duty statement and for a Businessline to be sent to all staff advising that DVA's Recruitment & Selection policy has been replaced with a one page pitch.

Decision

55. Members approved the 1000 words statement of claims and for a Businessline to be sent to all staff advising of the change to the Recruitment & Selection policy.

Agenda Item 7.7 Census

Mr Winzenberg informed members of the results of the Census that was completed by 69.4% of DVA staff in June 2017. The results will provide the Department with a firm understanding of staff perceptions and a clear direction on where adjustments in particular areas can be made.

Mr Winzenberg advised members that further analysis of the results will be undertaken and a paper will be provided to EMB in September 2017. The Committee requested a copy of the paper tabled at this meeting, be circulated for member information at the 16 August 2017 meeting of the EMB.

Further Action

Action Item 58: Provide EMB with a copy of the Census results at the meeting scheduled for 16 August 2017 with further analysis to be provided in September 2017. [Ms **s 47E(d)**].

Agenda Item 8 Security

Agenda Item 8.1 Security Update

Mr Winzenberg highlighted that Social Media bullying of DVA staff is an increasing problem and members discussed the broader issues including how best to manage this growing behaviour in order to protect and provide continuing support to DVA staff.

Members noted the report for the period February to July 2017.

Agenda Item 9.1 Policy Changes

Nil issues for this item.

Agenda Item 10.1 Performance Measures

Nil issues for this item.

Agenda Item 11 Other Business

Ms Dotta sought guidance from the Committee on the Secretary's and APS Long Service Awards, in particular do we surprise recipients or advise them in advance to assist with managing attendance. Members agreed that Managers may advise staff prior to the public recognition at the ceremony. In addition, members agreed that late submissions will not be accepted.

Ms Dotta reported that the Secretaries Equity and Diversity Council met on 16 June 2017 and they are seeking SES nominations for a Culturally And Linguistically Diverse (CALD) Champion to establish and lead a network within DVA. Members agreed that an expression of interest be sent to the SES cohort by the Deputy President seeking nominations.

Further Action

Action Item 59: Prepare an expression of interest for the Deputy President to send to the SES cohort seeking a volunteer to be the CALD Champion for DVA. [Ms s 47E(d)].

The Chair reminded members of the etiquette during meetings and referenced the Secretary's messaging regarding the use of mobile devices.

The next meeting is scheduled for 29 November 2017.

The meeting closed at 4:10pm.