



Wednesday 29 November 2017

Location:	ACT Level 6 Board Room
Time:	10:00am – 12:00pm

Attendees:		
Chair:	Craig Orme	Deputy President
Deputy Chair:	Narelle Dotta	First Assistant Secretary, Business Support Services
Members:	Alex Gerrick	Assistant Secretary, Communications & Stakeholder Engagement
	Tim Evans	Assistant Secretary, Service Access
	Mark Harrigan	Assistant Secretary, R&S Compensation & Income Support Policy
	Carolyn Spiers	Principal Legal Adviser, Legal Services & Assurance
	Peter King	Deputy Commissioner, WA, C&O Rehabilitation & Benefits
	Veronica Hancock	A/g First Assistant Secretary, H&CS Division
Advisers:		
	Roger Winzenberg	Assistant Secretary, People & Security
	Rachel s 47E(d)	Director, Capability & Workplace Relations
	Tim s 47E(d)	Director, Strategy & Planning
	Steph s 47E(d)	PWC Consultant
	Jay s 47E(d)	PWC Consultant
Secretariat:		
	Brock s 47E(d)	Secretariat Support Officer, Governance & Appointments
	Karri s 47E(d)	Senior Secretariat Officer, Governance & Appointments
Apologies:		
	Stephanie Hodson	National Manager, VVCS

Agenda Item 1. Order of Business

Agenda Item 1.1 Apologies

Dr Stephanie Hodson was recorded as an apology.

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 1 August 2017 were accepted as a true and accurate record of the meeting.

Agenda Item 1.4 Actions arising

Action No.	Meeting Date	Action	Status
50	12.5.2017	Identify how other Departments manage Cyber Security Awareness and report back to the People Committee.	In Progress
52	12.5.2017	Trial Job Family Sponsors concept for a period of 12 months and report outcomes quarterly to the People Committee.	Removed
53	1.08.2017	The Committee requested a communication strategy regarding the release for staff for Digital Transformation and Agile Training be prepared along with the development of a business case including costings for member consideration.	Closed
54	1.08.2017	Consult with DHS and provide amended Unauthorised Absence Policy to the Committee for approval.	Closed
55	1.08.2017	Members recommended the removal of the words 'bottom up' from the Valuing Our People SRG report and the distribution of signed leadership compacts to the Committee.	Closed
56	1.08.2017	Members requested an expression of interest be sent inviting staff to join the open SRG group.	Closed
57	1.08.2017	Members requested the distribution of signed leadership compacts to the Committee.	Closed

The members noted the status of Action Items and agreed to closing off items 53, 54, 55, 56 and 57.

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 2.1 Out of Session

Members discussed the multiple communication channels available to increase awareness of diversity and how best to heighten the focus of inclusion across the Department.

Members noted the out of session decision for endorsement of DVA's Diversity Champions.

Further Action

Action Item 60: The Committee requested a message be drafted to notify staff about DVA's Diversity Work and the DVA Diversity Champions [Mr Winzenberg].

Agenda Item 3 Transformation

Agenda Item 3.1 Transformation Update

Mr Gerrick provided members with an update highlighting that the DVA Strategic Workforce Plan is still being developed in association with PWC. This paper will outline the changing approach to multiple service capabilities of staff and the Department's future state of work.

Members noted the update.

Agenda Item 3.2 Job Families Update

Ms s 47E(d) provided the update on the Strategic Workforce Plan and the development of a workforce modelling tool that is mapped to DVA's new Job Families Framework. Ms s 47E(d) highlighted some of the key insights to date, such as the changing capability expectations and the shift to more complex policy work.

Members advised that the Department needs to effectively communicate to staff the future direction of the organisation and how to grow capability across business areas. Ms s 47E(d) addressed these issues by utilising Departmental recruitment opportunities and leveraging talent options.

Members noted the update and expressed their interest in reviewing the final report.

Agenda Item 3.3 Digital Transformation and Agile Capability

Mr Gerrick and Mr s 47E(d) presented the Communications Strategy and Business Case for the *Digital Transformation and Agile – Building Organisational Capability Project*. This item was originally provided to members as an out-of-session request on 6 October 2017. It was approved in principle with a request for further information on the funding allocation.

Mr s 47E(d) highlighted the benefits of Agile training via rapid delivery through the Lighthouse Project and the success of training using this method by Compensation & Income Support Policy Branch. It was acknowledged that a clear alignment was identified between the objectives of the Project and the scope of work being undertaken by the Operational Performance Improvement (OPI) Centre of Excellence, part of DVA's Veteran Centric (VCR) Program. It was also advised that a number of requests have been received for training across the Department and was proposed to proceed as an OPI project under broader VCR work in 2017-2018.

Members agreed to conduct the project under the auspices of OPI, and conduct an evaluation of both elements (Digital Transformation and Agile), reporting back to the People Committee in 2018 to consider these skills in the context of next year's priorities for allocated monies.

Decision

56: The Committee agreed to conduct the *Digital Transformation and Agile –Building Organisational Capability Project* under the auspices of Operational Performance Improvement.

Further Action

Action Item 61: The Committee requested an evaluation of both Digital Transformation and Agile, reporting back to People Committee in 2018 [Mr s 47E(d)].

Agenda Item 4 Graduate and Entry Level Programs

Agenda Item 4.1 Graduate Update

Ms s 47E(d) advised members that the 2017 Graduates are currently undertaking their third and final rotation with the graduation ceremony scheduled for 14 December 2017. Members were also advised that four 2018 Graduates have begun short term placements across the Department before starting their Graduate year.

Ms s 47E(d) also advised members that an 'after grad year' panel discussion was scheduled for 4 December 2017 followed by a networking afternoon tea with previous graduates.

Members noted the verbal update of the graduate program.

Agenda Item 5 Workplace Relations

Agenda Item 5.1 Unauthorised Absence Policy

Mr Winzenberg presented members with the Conduct Policy; Managing Attendance Policy; Leave Entitlements and Public Holidays Policy; and the Managers Guide to Unauthorised Absence for endorsement.

Mr Winzenberg outlined the consultation People & Security Branch (PSB) held with all staff and the Community & Public Sector Union (CPSU) as well as recommendations from these consultations. Members acknowledged that the proposed reduction in the number of unauthorised absence days is consistent with the broader Australian Public Service and agreed to the recommendation to proceed with the change to five continuous days and ten aggregating days before a formal process to terminate can commence. Members noted the threshold of other agencies before termination action commences compared with the threshold proposed by the Department.

Ms Spiers highlighted that the Enterprise Agreement dates needed to be consistent throughout the policy documents.

The Committee endorsed the policy documents in principle, with an update of the dates contained in the policy to reflect the Enterprise Agreement dates.

Further Action

Action Item 62: The Committee requested the dates be updated throughout the Conduct Policy to reflect the Enterprise Agreement dates [Mr Winzenberg].

Decision

57: The Committee endorsed in principle the Conduct Policy; Managing Attendance Policy; Leave Entitlements and Public Holidays Policy; and Managers Guide to Unauthorised Absence.

Agenda Item 5.2 Diversity Update

Ms **s 47E(d)** highlighted the 2017 Employee Census Data showing DVA's diversity results and areas for improvements. Ms **s 47E(d)** discussed the successful 'White Ribbon' Day event which raised approximately \$700 from staff donations to support those who suffer from domestic violence. Members also noted the leading implementation of the Reconciliation Action Plan (RAP).

Members noted the diversity initiatives and endorsed the creation and appointment of the Diversity and Inclusion Staff Network, and the Diversity and Inclusion Champion. The Chair requested a call for nominations to be sought for this position.

Members also endorsed the distribution of the Protocols for Engaging with People with Disabilities in the development of DVA Business.

Decision

58: The Committee endorsed the creation and appointment of the Diversity and Inclusion Staff Network, and the Diversity and Inclusion Champion.

59: The Committee endorsed the distribution of the Protocols for Engaging with People with Disabilities in the development of DVA Business.

Further Action

Action Item 63: The Committee requested a call for nominations for the role of Diversity and Inclusion Champion [Ms **s 47E(d)**].

Agenda Item 6 Work, Health and Safety

Agenda Item 6.1 Work, Health and Safety/Workers' Compensation Update

Mr Winzenberg provided members with an update detailing a potential 20% reduction in premiums. Mr Winzenberg also acknowledged complaints received by staff for the discomfort caused by the chairs in the ACT Corporate Centre when there were particularly long meetings. People & Security Branch were continuing to investigate potential options to remedy this.

Members noted the updated provided.

Agenda Item 7 Performance, Learning and Development

Agenda Item 7.1 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 the expenditure for the 2017-18 financial year to date. Members acknowledged that approximately \$770 000 (40% of the budget) had been utilised and was estimated that final expenditure would reach the allocated amount.

Members were informed that 2017 Census results show satisfaction in Learning and Development improving across the Department.

Members noted the update on Learning and Development activities and expenditure to date.

Agenda Item 7.2 Talent Management Pilot

Ms s 47E(d) presented the update and feedback of the talent management pilot conducted with the Health and Community Services Division. A number of assessment tools, including an independent instrument, was used to measure potential and performance and to map staff onto the nine-box grid.

Members acknowledged that managers have had debriefs and development conversations with participating staff using tools designed to suggest development activities appropriate to the assessment of their potential and performance.

Ms Hancock provided positive feedback about the pilot, and outlined the benefits of aiding in workforce planning and developing organisational capability.

Members noted the progress of the talent management pilot. The Chair requested that this update be given to the February 2018 Executive Management Board meeting to confirm next steps for utilising these tools.

Further Action

Action Item 64: The Committee requested that the Talent Management Pilot Update be presented at the February 2018 meeting of the Executive Management Board [Ms s 47E(d)].

Agenda Item 7.3 Request for Funding: Certificate IV in Government

Funding was sought from the Committee to partly fund national accredited training of corporate benefit in procurement and contracting activities. Training is proposed for delivery in the first half of 2018 in the DVA Brisbane Office.

The Committee endorsed the request from Health and Community Services Division for funding for training. Ms Dotta highlighted that other Divisions should also put in requests for funding.

Decision

60. Members endorsed funding of \$14,500 to meet the unfunded elements of the Certificate IV in Government (Procurement and Contracting) for 16 staff members from across DVA in 2018.

Agenda Item 8 Workforce, Recruitment and Redeployment

Agenda Item 8.1 Recruitment and Redeployment Panel (RRP) Update

Members noted the Recruitment and Redeployment Panel update including the table with statistics from the RRP meetings and out-of-session approvals.

Agenda Item 8.2A Shared Services Update (Business Support Services)

Members noted that DVA and DHS have commenced the Payroll Transition Project, which will result in DVA's corporate HR transactional and payroll services being delivered by the DHS Hub. Members noted that an implementation date of 31 May 2018 is planned, to align with VCR's first system implementation. It was also noted that DVA's Payroll staff are being consulted and assisted under the Enterprise Agreement Redeployment provisions.

Members acknowledged that an organisational change management plan is being jointly developed and will focus on preparing DVA staff for the changes and clarifying the business-as-usual operating model.

Members noted that Business Support Services Division is jointly leading this project with DHS. A joint Project Board has been established, and this Board reports to the DVA-DHS Partnership Committee.

Agenda Item 8.2B Shared Services Update (ICT Shared Services)

Members noted the status of the ICT Shared Services Project.

Members also noted the overall transition of ICT services from DVA to DHS, including the in-scope ICT workforce, noting the transition was due to be completed on 20 November 2017.

Agenda Item 9 Security

Agenda Item 9.1 Security Update

Members noted the quarterly report on protective security for the period August 2017 to November 2017.

Agenda Item 10.1 Policy Changes

Nil issues for this item.

Agenda Item 11.1 Performance Measures

Nil issues for this item.

Agenda Item 12 Other Business

The Chair thanked members for their contribution to the People Committee.

The next meeting is scheduled for 16 March 2018.

The meeting closed at 11:30am.