

Draft Only
INFORMATION AND RESEARCH SERVICES
GROUP MEETING & Briefing by Mr David Kenny
Open to all Library staff



5 May 2005
Minutes

Host Section: Statistics
Chair: Guy Woods
Minutes: Malcolm Park

Apologies:

Rosemary Bell, Bernice Donnellan, Frank Frost, Mandy Biggs, Bernard Pulle, Vania Juchniewicz.

Mr David Kenny, Deputy Secretary DPS

Mr Kenny introduced himself, stating that he has been in DPS for three months now and is finding it an interesting and enjoyable place to work. He came to DPS from the Department of Defence and prior to this worked in the Commonwealth Rehabilitation Service and Australian Government Publishing Service.

Two of the main tasks assigned to Mr Kenny on his arrival were to head up the ITACS restructure (which has wider consequences for the whole Department) and leading the management team in negotiations for the next CA.

DPS restructure – Mr Kenny

The proposed restructure (which has been circulated) is preliminary in the sense that the detail of how everything fits together and operates is yet to be worked out, but the top structure is decided upon.

The purpose of the restructure is to make DPS better, particularly in identifying our customers, finding out what they need and delivering it efficiently. Mr Kenny stated that he does not believe that the restructure will have a great impact on the Library and other areas that already have clear relationships with their customers. However the new Parliamentary Librarian may also choose to look at these issues when they commence. One particular issue that could impact on the Library is how the Library interacts with other areas of DPS, such as IT. Regarding the structure of the Library, the only thing set in concrete is the Parliamentary Librarian but Mr Kenny does not expect that any major changes will be considered until after the Librarian is appointed.

The next step is to form a Development and Implementation Project Team to firm up some of the detail. DPS will be working with the Senate in line with the 1987 resolution that they should be consulted on any restructures. There is conflicting advice as to when and how they should be consulted, but the current feeling is that it

would not be a good use of either DPS's or the Senate's time to discuss issues until more detail is available.

The Team will be composed of two parts, a small (up to six people) permanent team and a larger group of part time and rotating staff contributing to specific aspects of the project. An EL1 will coordinate and all staff (enthusiastic and open minded) at all levels will be invited to apply shortly.

There was some discussion of means of establishing client needs, particularly not overburdening Members with surveys. Mr Kenny agreed that this was not the intention and that where surveys were conducted they needed to be 'smart surveys' and that other means of liaising with clients would also be developed.

DPS Certified Agreement – Mr Kenny

Mr Kenny began by running through where the CA negotiations are up to and what happens now.

- The CA is almost ready to go, there are just a few minor points still being worked on.
- The final draft CA has been sent to the negotiating team this afternoon and final meetings will be held over the next few days.
- Cross references and details still need to be checked to make sure everything is accurate.
- It should be ready to be sent to DEWR in the next couple of weeks.
- Assuming there are no problems with it at DEWR, and that it then gets voted up (after the relevant staff consideration and voting times) it should be certified in time for a pay rise on the first pay day after 1 July.

The objective of the CA negotiations is to merge the three existing CAs into one set of terms and conditions that are consistent and where sensible applied across the board.

Mr Kenny summarised the major effects for the Library, including:

- There will be a single pay classification with pay ranges for levels but no increments.
- Advancement through the scale will occur annually at 3.5% of current salary and is based upon effective performance measured by the Performance Management Scheme (PMS). There is an additional measure for those whose pay rise brings them to within 1% of the top of a scale who will be moved to the top pay rate. The PMS will be conducted for everyone in DPS during September each year with pay rises being applied in October.
- Across DPS, most people will have a higher pay scale than before.
- Everyone will come across to the new scheme on their current salary and then receive the first year 4% pay rise on the first payday after certification. This will be followed by individual PMS reviews in September leading to a further 3.5-4.5% pay rise in October.
- Second and third year pay rises year will consist of: a guaranteed 1.5% plus; a further 1% conditional on staff participating in planned DPS wide performance reviews plus; a further up to 2.5% conditional on efficiencies

being found and realised. Management are considering a proposal to pay both 1% participation rises in the second year (i.e. 2% in year two and 0% in year three) and another proposal to pay the same lump sum to everyone plus a further percentage based on efficiencies (e.g. everyone gets \$2000 plus 2% - indicative numbers only).

- Mr Kenny stressed that DPS is not funded for pay rises, efficiencies have to be found in order to be able to afford them.
- Consistent with the other old Departments and other agencies, Library EL staff will not have access to flex or overtime.
- Mr Kenny stressed that EL1s on the top of the current pay scale will receive an 8.5% pay rise (as a 3.5% PMS review pay rise will take them to within 1% of the top of the new pay scale) within a few months of certification which he believes is adequate compensation for the loss of these benefits.
- Free APH gym membership will continue, though this can not be cashed in or used for other sporting/gym fees.
- Higher Duty Allowance will be paid for periods of two weeks or longer or for shorter periods where appropriate at the Secretary's discretion.
- Leave can no longer be cashed in, though 12 weeks can be accrued and there is more flexibility in taking it, such as at half pay.

A great deal of discussion followed this summary, mostly relating to the loss of flex time. Basically the issue boiled down to Management did not consider that flex for EL staff could or should be offered across DPS and as such it was a non-negotiable issue, just as going back to a 7.21 hour day was non-negotiable. These issues were considered to be incompatible with the desired goal of productivity gains.

In response to other questions, Mr Kenny stated that

- Pay rises will essentially be based on financial savings across DPS. Roughly speaking, savings of \$600,000 will equate to a 1% pay rise.
- Mr Kenny's understanding is that none of the changes will affect staff's access to workers compensation.
- Mr Kenny will examine the terminology used in the CA for the two day shutdown/stand down over the Christmas period and ensure that the appropriate term is used.

Please see the [CANG portal](#) or talk to your CA negotiations representative for more detail.

Due to the length of time taken up by discussions with Mr Kenny, no other agenda items were discussed. Staff thanked Mr Kenny for his time in talking to us and the meeting closed at 5.20 PM.