ACTPS Classification Review

18 October 2019 Meeting

Notes and Actions

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| Agenda item | Actions |
| 1. **Welcome and introductions** 2. **Apologies** | Nil  Apologies from Andrew Hogan, CMTEDD |
| 1. **Background to the Review and Timeframe**   The Review originated from recent enterprise bargaining, with the aim of examining pay/structural anomalies, particularly among the low paid, and areas where there is difficulty attracting and retaining staff.  Purpose of the meeting is to form a Reference Group to guide the Review and identify problems areas for review, but not to re-prosecute enterprise bargaining.  Intention is to conduct a procurement by the end of 2019 for a consultant to undertake the Review. | Nil |
| 1. **Draft Terms of Reference**   Any further comment on the draft Terms of Reference to be provided to the Project Manager.  Draft Terms of Reference to be revised as discussed and recirculated out of session. | Reference Group Members by Friday 25 October 2019.  Project Manager by Friday 25 October 2019. |
| 1. **Role of the Reference Group**   Role of the Reference Group includes:   * confirming the draft Terms of Reference; * guiding conduct of the Review through identification of priority groups for review, and approach taken; * considering issues/outcomes as they arise; * assisting in the collection of information, and identifying sources of information for the Review.   Membership will likely change as the Review progresses and the focus changes. Workplace delegates may also attend Reference Group meetings. |  |

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| 1. **Priority Groups for Review**   A preliminary list of priority groups was provided for discussion. The list is to be revised to include:   * Building Service Officers (in ED); * Prosecutors (in JACSD); * IT Professionals (in CMTEDD).   and recirculated.  Review to also consider:   * the interaction between GSO and HSO; * utilisation, pay and duties of low paid classifications.   Preliminary data on GSO distribution was discussed. Data to be updated to include CIT and ACTION and all priority groups, plus ASO 5 and below, and circulated.  Issues with the application of the Infrastructure Officer structure to be considered outside the Review.  Previous classification review reports to be circulated along with the new State of the Service Report. | Project Manager asap.  Nominators to identify reasons for their priority  groups’ inclusion before the next meeting.  Project Manager asap.  TCCS to provide Project Manager with numbers for Tree Surgeons.  Project Manager asap. |
| 1. **Employment Portal**   An area has been established on the Employment Portal for publishing Review-related documents.  Reference Group membership and contact details to be included, including the CFMMEU. | Project Manager asap. |
| 1. **Next meeting**   Date of next meeting to be set once procurement  documents have been drafted. Statement of Requirements to be developed.  Provide suggestions for potential consultants. | Project Manager asap.  Reference Group Members asap. |