



# MEMBER UPDATE

## AFPA Industrial Dispatch #23 9 January 2018

Happy New Year and welcome back to the AFPA Industrial Dispatch, a regular bulletin to keep our members up to date with significant industrial issues.

### CURRENT SIGNIFICANT ISSUES

#### Higher Duties Allowance

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Although it has not yet commenced, members are encouraged to be aware of the provisions in the new Enterprise Agreement 2017-2020 that relate to remuneration for performing higher duties.

Under clause 29 of the EA 2017, a member is entitled to be paid when they have performed higher duties for:

- a) not less than 10 consecutive calendar days for an Employee assigned to the Operations or Rostered Operations working patterns; or
- b) not less than 10 Working Days for an Employee assigned to the Support working pattern or performing higher duties at the Executive or SES levels; or
- c) an aggregate of more than 20 working days in a Financial Year

'Working days' will be based on an Employee's normal pattern of attendance during the period where they perform higher duties. Rest Days and Overtime will not count towards the calculation of aggregate days.

The new EA also makes it clear that "higher duties will be limited to a maximum total period of six months in any role without the role being advertised for an open selection process based on Merit Principles, except where the Commissioner has determined that a longer period of higher duties is appropriate."

If you have any questions about higher duties allowance, please contact the Team.

#### Executive Assistants – proposed review

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We have recently met with NMPSS Philippa Crome who advised that:

- A Review has been proposed to address inconsistencies in the organisational structure for EAs;
- No decisions have been made regarding the proposed Review; and
- Consultation on whether or not a Review should occur is open until 22 January 2018.

Submissions addressing whether a Review needs to occur are due to go to the National Manager Forum in February 2018, then to the ELC for decision on 19 February 2018.

If the ELC decides the Review will go ahead:

- there will be a further 3-month consultation process,

- an organisational restructure will likely take another 2-3 months,
- then workforce adjustments will be considered.

The AFPA would like to hear from you regarding your views on whether a Review is necessary or reasonable in your experience.

Next steps for you:

1. Please pass this message on to any other EAs who you think may be interested, whether or not they are AFPA members;
2. Provide your feedback on whether you support a Review or why you do not think it is necessary to [vicki.linabury@afpa.org.au](mailto:vicki.linabury@afpa.org.au) by cob 10 January 2018 (dot points are fine); and/or
3. Attend a meeting at the AFPA on Thursday 18 January 2018 for a group discussion. If you are not in Canberra, we can arrange for you to join the meeting by teleconference.

### **AFP Early Access Program**

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As per the recent All Staff email from NMPSS Philippa Crome, AFP employees can access early intervention treatment and support for work related injury through the Early Access program.

Capacity exists under this program to provide financial support for the coverage of medical treatments for physical or psychological work-related injuries. Support can range from GP consultations to specialist scans, however is dependent on approval. More information can be obtained by contacting the Organisational Health Triage team on extension 146 000 (02 61316000) or at [Organisational-Health-Triage@afp.gov.au](mailto:Organisational-Health-Triage@afp.gov.au).

However, members needing immediate assistance should contact Injury Management on 6131 5966, or the AFPA for further information or advice.

### **Access to Personnel Records - reminder**

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Members continue to ask how they can access their own records from the AFP. Section 17 of the AFP *National Guideline on Freedom of Information releases* states that:

Requests to access personnel records need not be formally made under the Freedom of Information Act 1982 (Cth). AFP appointees and former appointees can request access to their personnel records outside the FOI process. The AFP will consider each request on its merits and may edit documents before releasing them, consistent with the Privacy Act 1988 (Cth).

Appointees should not process requests to access to personnel records as FOI requests unless the appointee/former appointee has applied outside the FOI process and is either:

- unsatisfied with the request outcome or
- has not been notified of the request outcome within 30 days after making it.

AFP appointees seeking to access their personnel records should initially request it from their current Human Resources Area (HRA).

Appointees should advise former appointees to access their personal AFP information by initially approaching the HRA of the last AFP area/team they were in.

Appointees on extended leave without pay (LWOP), or in an inoperative pool, should approach the HRA of the area they were in before starting LWOP or placement in an inoperative pool.

Appointees in areas outside the relevant HRA who receive a request for access to personnel records must forward it to the appropriate HRA for consideration. The appropriate HRA must then consider and respond to the request.

If a HRA receiving a request for access to personnel records does not hold the documents sought, it should try to find it by inquiring with:

- People Strategies
- AFP Archives
- other relevant areas.

The HRA need not consider the request in the FOI context, but must apply the AFP policy, consulting with appropriate areas as required. Any such disclosure is not part of the FOI process, but is subject to the AFP National Guideline on the disclosure of information.

If the HRA decides not to grant access it must inform the applicant in writing, including advice that the applicant may apply for access s. 15 of the Freedom of Information Act 1982 (Cth).

If you require assistance in making an FOI application or accessing records under clause 17 of the National Guideline, please contact the Team.

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## INDUSTRIAL QUERIES

If you have any industrial queries or queries about issues raised in this Dispatch, please contact [sam.delaney@afpa.org.au](mailto:sam.delaney@afpa.org.au) or [anish.prasad@afpa.org.au](mailto:anish.prasad@afpa.org.au).



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