



Public Service Association of SA

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15 March 2024

Ms Lynn Dikirr
Principal HR Business Partner
People and Culture
Department of the Premier and Cabinet
200 Victoria Square
Adelaide SA 5000

By email: lynn.dikirr@sa.gov.au cc: David.Gaimster@samuseum.sa.gov.au

Dear Ms Dikirr

Re: Restructure of Research and Collections at SA Museum – Request for further information under clauses 15 and 34, South Australian Public Sector Enterprise Agreement: Salaried 2021

The Public Service Association (PSA) writes on behalf of our members, who are employed in the Research and Collections divisions of the SA Museum (SAM), in relation to the abolition of their positions and SAM's statutory obligation to provide relevant information to ensure a genuine consultation process is conducted. We remind SAM that this information is to be provided prior to any steps being taken to implement the proposed restructure.

Following our requests for information, we acknowledge receipt of 34 current role descriptions on 26 February 2024, and a workload assessment document on 1 March 2024. We note that a further request was made, for readable documents, relating to four of the provided current role descriptions. Copies of those role descriptions were provided to the PSA on 4 March 2024.

Current Role Descriptions

We note that the current role description for Senior Researcher Paleontology has not been provided and request a copy of this at your earliest convenience.

As advised by email from PSA Team Leader - Industrial, Sara, on 4 March 2024, the current role descriptions provided show no indication that there has ever been a review conducted of those role descriptions. We requested review dates and reminded you of your responsibility to ensure, under Appendix 1 of the Enterprise Agreement, that role descriptions are “*up to date and approved*” prior to any restructure. You emailed the PSA on 8 March 2024, advising that all the current Role Descriptions provided were up to date and approved. Further, you provided an amended workload assessment document with ‘dates of review’ for each position description.

The PSA has some concerns regarding your assertion that the documents are up to date. Firstly, the classification levels of some positions, as denoted on the role descriptions, are at odds with those shown on the workload assessment document, and with the *actual* current classification level of the positions. Secondly, with the exception of employees whose positions have previously been reclassified or have applied for reclassification, PSA members are clear that they have never participated in a review of their position descriptions. Public Sector Employment Guidelines set out that position descriptions should be reviewed in collaboration with incumbents during their bi-annual employee performance development reviews.

It is the firm position of the PSA that all current role descriptions must be reviewed prior to the development of any proposed restructure. It is simply not possible to conduct an accurate analysis of potential workload impacts that may result from the redistribution of duties, without having a clear understanding of the *actual, current* functions and duties of each existing position. This understanding is only achieved through consultation and review with the employees incumbent in those positions.

Proposed Role Descriptions

Having regard to prescribed work level standards and definitions, the PSA has concerns that the proposed role descriptions are not appropriately classified. We acknowledge that Dr Gaimster has allowed that there may be amendments made to classifications following consultation, and would like to understand how these classification levels were arrived at, in order to provide meaningful feedback.

Workload Assessment Document

The workload assessment document that you have provided to the PSA and our members does not comply with the requirements of the Enterprise Agreement, which set out that:

“Any proposed review or proposed workplace change must include as part of consultation, an assessment of the potential impact on workloads for individual employees, or a work group in a workplace, and measures proposed to manage such impacts. The intent of managing impacts must be to minimise the risk of unreasonable workloads.”

The restructure of the Research and Collections divisions of the Museum proposes an almost wholesale demolition and reconstruction of existing structures. Your ‘workload assessment’ document only serves to reiterate that little consideration has been given to how essential duties and functions could be distributed in a manner that may be equitable to future employees, while preserving the integrity of collections and research and the work of past employees. The document makes no attempt to detail measures to manage the risk of unreasonable workloads.

As discussed above, it is the PSA’s position that a workload assessment cannot be conducted until role descriptions have been reviewed in collaboration with incumbents. However, once this has occurred it is our expectation that a meaningful workload assessment will be provided that details the particular duties of a position that may be redistributed, aligned, incorporated or transferred (however described) to a proposed position. Additionally, we require the percentage of tasks to be redistributed from one role to another, as well as the time taken to perform each task. Importantly, measures to mitigate unreasonable workloads and ‘job creep’ must be clearly defined.

Information required

In order to engage in a genuine consultation process, the PSA seeks the following:

- reviews of each current role description, in consultation and collaboration with incumbent employees;
- updated current role descriptions, clearly showing review and approval dates;

- classification assessments for each proposed position description; and
- a detailed workload assessment.

Until this information is received, the PSA is unable to proceed with our consultation process. Accordingly we advise that we will require additional time to consult with our members.

Please contact PSA Team Leader - Industrial, Sara, should you wish to discuss this matter further. Sara is available on 8205 3228 or at sara@psaofsa.asn.au. Written communication should be directed to enquiries@psaofsa.asn.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Natasha Brown', with a long horizontal flourish extending to the right.

Natasha Brown
General Secretary