

MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 2 March 2012

Room C2 – The Monkey Pod, Parliament House, Canberra

Present:

Ms Elisabeth Bateson	Office of the Special Minister of State (SMOS)
Ms Juliana Plummer (via teleconference)	Office of Senator the Hon Christopher Evans
Mr Michael Keane	Office of Senator John Madigan
Ms Maxine Sells	Office of the Hon Tony Abbott MP
Ms Kim Travers (via teleconference)	Community and Public Sector Union
Ms Joanne Knight	Australian Services Union
Ms Kerren Crosthwaite	Ministerial and Parliamentary Services (M&PS)
Ms Marg Emerton	M&PS
Mr Adam Lasscock	M&PS
Ms Hilda Selim	M&PS

Apologies:

Ms Carmel Cook	Office of Ms Janelle Saffin MP
Ms Alison Byrnes	Office of Ms Sharon Bird MP
Mr Ron Kelly	Office of Senator the Hon Nigel Scullion
Mr James Newbury	Office of the Hon Christopher Pyne MP
Ms Imogen Birley	Office of Senator Christine Milne

Meeting Opened: 10.05am

Meeting Chair: Ms Kerren Crosthwaite

Meeting Closed: 10.45am

Agenda Item 1 – Welcome and apologies

- Ms Crosthwaite opened the meeting and welcomed all attendees.

Agenda Item 2 – Other business

- Ms Sells informed the ECG that Liberal Party of Australia representative, Ms Sallyanne Innes, has resigned from her position on the ECG. The Liberal Party of Australia representative to replace her will be Ms Rosemary Little. This will be formally notified to the Department of Finance and Deregulation (the Department) shortly.

Agenda Item 3 – Work Health and Safety (WHS) Committee

- Ms Emerton presented a proposal for a WHS Committee for *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees. The Department has developed a proposed model of a WHS Committee which was circulated to ECG members. The model contains draft terms of reference and outlined the legislative requirements of the employer and employees.
- Ms Emerton explained that the proposed composition of the WHS Committee be modelled on the current format of the ECG.
- Ms Emerton proposed that the ECG consider the WHS Committee model developed by the Department with a view to forming a WHS Committee soon. It was proposed that the WHS Committee would then finalise their own terms of reference when they meet as a committee. Ms Emerton noted that ECG and the WHS Committee will need to establish limits and determine appropriate overlaps between the two committees.
- Ms Travers requested that WHS information be placed on the M&PS Intranet to provide MOP(S) Act employees with easy access to WHS information. Ms Emerton advised that this is underway and a WHS email inbox will be set up shortly.

ACTION

- The Department to provide contact details for Ms Emerton and Ms Crosthwaite for WHS Committee related matters.
- The Department to email the proposed WHS Committee model and associated information to ECG members for comment.

Agenda Item 4 – Discussion regarding ECG terms of office

- Terms of reference for the ECG state that a term of office will conclude at the end of the current Enterprise Agreement or in the event of a federal election.
- Due to the impending new Enterprise Agreement, the ECG discussed membership of the ECG and whether it is necessary to elect new members to commence with the new Enterprise Agreement.
- Ms Plummer noted that ECG can be quite time consuming, especially at the beginning of a new Enterprise Agreement, and indicated that she supports renewal of the ECG membership. Ms Travers agreed adding that ECG meetings

should be condensed in the first six months of the new Enterprise Agreement's operation, to ensure all guidelines are up to date and operational as quickly as possible.

- It was also suggested that a new ECG be elected prior to the new Enterprise Agreement being operational.

ACTION

- The Department to seek views of the rest of the ECG regarding the election of a new ECG for the next Enterprise Agreement.

Agenda Item 5 – Next meeting

- The next meeting has been scheduled for Friday, 20 April 2012, at Parliament House, Canberra.