

## MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 11 November 2011

Via teleconference

### Present:

Ms Elisabeth Bateson	Office of the Special Minister of State (SMOS)
Ms Juliana Plummer	Office of Senator the Hon Christopher Evans
Mr Clancy Dobbyn	Office of Senator Gavin Marshall
Ms Maxine Sells	Office of the Hon Tony Abbott MP
Ms Imogen Birley	Office of Senator Christine Milne
Mr Jon Box	Ministerial and Parliamentary Services (M&PS)
Mr Adam Lasscock	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
Ms Kim Travers	Community and Public Sector Union
Mr Michael White	Media, Entertainment and Arts Alliance

Meeting Opened: 10.05am

Meeting Chair: Mr Jon Box

Meeting Closed: 10.30am

### **Agenda Item 1 – Welcome and apologies**

- Mr Box opened the meeting at 10.05am and welcomed all attendees. Mr Box noted that there were no union representatives present at the meeting. The ECG members present agreed to continue the meeting in the absence of union representation.

### **Agenda Item 2 – Business arising from previous meeting**

- At the ECG meeting on 15 July 2011, Mr Dobbyn advised that Qantas had changed their baggage policy, resulting in passengers being required to pay \$30 for each additional piece of luggage above one piece of luggage. Following the meeting, M&PS were to investigate the changes by Qantas and the possible simplification of claims for reimbursement. Mr Box advised that M&PS is looking at forms generally as part of the move to online forms available through the M&PS intranet, and that the simplification of reimbursement of claims would be investigated as part of this process.

Also at the previous meeting, it was suggested that M&PS notify employees of the changes by Qantas and the entitlement to have additional baggage costs reimbursed. Mr Box advised that it is not feasible for M&PS to advise employees of all airline policy changes. Mr Box noted that such additional baggage costs would be met provided there is a business requirement.

### **Agenda Item 3 – Discussion on the staff dining room survey**

- Ms Birley advised the results of the staff dining room survey, which had been distributed to ECG members via email prior to the meeting. Ms Birley thanked all employees who participated in the survey.
- The results of the survey have been provided to the Department of Parliamentary Services (DPS). Ms Birley noted that DPS had advised that the survey would feed into the DPS survey of their own employees on a number of matters, including the staff dining room.

### **Agenda Item 4 – Enterprise Agreement 2010-2012 Guidelines**

#### **(a) Internet, Email and Social Media Guideline**

- The Internet, Email and Social Media Guideline was positively received by the ECG members present and no issues were raised. Mr Box advised that, subject to any objections being raised in the consultation period which finishes on Wednesday, 16 November 2011, the guideline will be adopted.

#### **(b) Leave and Public Holidays Guideline - adoption leave amendment**

- An amendment to the Leave and Public Holidays Guideline in relation to the eligibility for paid adoption leave was discussed. The amendment changes the age limit of an adopted child from 12 months of age to less than 16 years of age as at the day of placement. Mr Box advised that the revised age limit is consistent with the definition of a child under the *Paid Parental Leave Act 2010*. Mr Box advised, subject to any objections being raised in the consultation period which finishes on Tuesday, 15 November 2011, the guideline will be adopted.

**Agenda Item 5 – Other business**

**(a) Feedback on Staff Help Desk**

- On behalf of Ms Byrnes, Ms Bateson advised that employees had noticed a significant improvement in the M&PS Staff Help Desk over the past 12 months.

**Agenda Item 6 – Next meeting**

- The next meeting has been tentatively scheduled for Friday, 2 March 2012, at Parliament House, Canberra.