

## MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 13 July 2012

Room MG.63, Parliament House, Canberra

### Present:

Ms Elisabeth Bateson (via teleconference)	Office of the Special Minister of State
Mr Clancy Dobbyn	Office of Senator Gavin Marshall
Ms Carmel Cook	Office of Ms Janelle Saffin MP
Mr Ron Kelly (via teleconference)	Office of Senator the Hon Nigel Scullion
Ms Maxine Sells	Office of the Hon Tony Abbott MP
Ms Lesa de Leau (via teleconference)	Office of Senator Lee Rhiannon
Ms Rosemary Little (via teleconference)	Office of the Hon Peter Dutton MP
Ms Kim Travers (via teleconference)	Community and Public Sector Union
Ms Joanne Knight (via teleconference)	Australian Services Union
Mr Michael White (via teleconference)	Media, Entertainment and Arts Alliance
Mr Tony Nairn	Ministerial and Parliamentary Services (M&PS)
Ms Kerren Crosthwaite	M&PS
Mr Adam Lasscock	M&PS
Mr Jon Box	M&PS

Meeting Opened: 10.00am

Meeting Chair: Mr Tony Nairn

Meeting Closed: 11.30am

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

- Mr Nairn opened the meeting and welcomed all attendees.

## **Agenda Item 2 – Business arising**

- Ms Crosthwaite notified ECG representatives that Ministerial and Parliamentary Services (M&PS) has recently updated the Work Health and Safety Library page on the M&PS Intranet with information in relation to helping someone at risk of suicide. The information has been placed at the top of page for ease of access to employees and can be found at the following link:  
[http://www.maps.finance.gov.au/employee\\_pages/ohs/OHS\\_Library.html](http://www.maps.finance.gov.au/employee_pages/ohs/OHS_Library.html).
- At the previous ECG meeting, Mr Michael Keane requested information in relation to what M&PS considers to be a correctly rendered invoice. Mr Nairn provided the following information:
  - All correctly rendered invoices submitted to Finance must be in the form of a valid tax invoice (within the meaning of *A New Tax System (Goods and Services) Act 1999* (Cth) (GST Act)) and contain:
    - (a) a description of the Goods and Services, and where relevant the dates and period, to which the invoice relates;
    - (b) the amount for payment and the details needed to verify the amount;
    - (c) a statement of the GST payable (if any) by Finance as a separate amount;
    - (d) set out the account or other details required in order for Finance to make payment;
    - (e) be addressed to Finance in accordance with the Purchase Order; and
    - (f) set out any other information reasonably requested by Finance.
- At the previous ECG meeting, Mr Keane requested that M&PS review information provided to employees regarding the ability for ad hoc training providers to invoice M&PS directly instead of employees paying for the training themselves and being reimbursed. Mr Nairn advised that M&PS would add this information to the Learning and Development guideline.
- Mr Nairn advised that Mr Keane was no longer the ECG representative for the employees of Independent Senators and Members and that M&PS would issue a circular to seek nominations for the vacant position.
- Ms Crosthwaite indicated that M&PS is in the process of updating the Work Health and Safety (WHS) induction checklist for new starters to ensure that they are made aware of the Bullying and Harassment Policy and its location on the M&PS intranet. Employee representatives emphasised the importance that new starters are aware of such policies when they commence employment under the MOP(S) Act. Ms Crosthwaite advised that M&PS will continue to review the manner in which this information is supplied to new starters.
- Ms Crosthwaite advised that, on 5 June 2012, Konekt sent an email to WHS Site Officers which contained a link to the online bullying and harassment training. This email asked WHS Site Officers to encourage employees in their offices to complete the training.

- Ms de Leau advised that a request has been sent to the Department of Parliamentary Services (DPS) regarding the possible bundling of DPS information for new employees, similar to what M&PS does for new starters in relation to terms and conditions of employment. DPS has not yet responded to this request.

### **Agenda Item 3 – Implementation Progress of Enterprise Agreement**

- Mr Nairn advised that processing of entitlements for the Enterprise Agreement is on track, and that payments in relation to the general salary increase and the transition of electorate employees who are affected by the removal of salary points will occur on payday 19 July. Mr Nairn also noted that, due to the administration of new entitlements, the administration of existing entitlements has slowed somewhat.
- A number of employee representatives commented that the new single form Casual Employment Agreement is an improvement that simplifies the documentation of casual employment.

### **Agenda Item 4 – Enterprise Agreement Guidelines**

- The following revised guidelines were circulated to the ECG prior to the meeting for their review:
  - Part-time Work
  - Ongoing, Non-ongoing and Casual Employment
  - Salary Setting and Progression

The guidelines were discussed and adopted by the ECG with no further changes.

### **Agenda Item 14 – Other business**

- Ms Travers asked if M&PS had a view on whether Senators and Members were considered to be ‘officers’ for the purpose of the WHS legislation that took effect on 1 January 2012. Ms Crosthwaite advised that M&PS would be providing advice to Senators and Members soon regarding their responsibilities under WHS legislation.
- Ms Crosthwaite advised that a circular would shortly be provided to employees seeking nominations for the election of Health and Safety Representatives, who will form the WHS Committee.
- Ms Travers expressed concerns, on behalf of all ECG representatives present, regarding consultation in relation to the implementation of the terms and conditions of the Enterprise Agreement. Ms Travers advised that she would provide written questions to M&PS. Mr Nairn advised that M&PS would consider these questions and respond.

### **Agenda Item 15 – Next meeting**

- The next meeting has been scheduled for Friday, 24 August 2012, at Parliament House, Canberra.