

MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 24 August 2012

Room 1R2, Parliament House, Canberra

Present:

Ms Elisabeth Bateson	Office of the Special Minister of State
Ms Carmel Cook	Office of Ms Janelle Saffin MP
Mr James Newbury	Office of the Hon Christopher Pyne MP
Ms Maxine Sells	Office of the Hon Tony Abbott MP
Ms Lesa de Leau (via teleconference)	Office of Senator Lee Rhiannon
Ms Rosemary Little	Office of the Hon Peter Dutton MP
Mr Rod Broadbent (via teleconference)	Office of Senator John Madigan
Ms Kim Travers (via teleconference)	Community and Public Sector 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
Ms Hilda Selim	M&PS

Apologies:

Mr Ron Kelly	Office of Senator the Hon Nigel Scullion
Ms Alison Byrnes	Office of the Hon Sharon Bird MP
Ms Juliana Plummer	Office of Senator the Hon Chris Evans

Meeting Opened: 10.00am

Meeting Chair: Mr Tony Nairn

Meeting Closed: 11.10am

Agenda Item 1 – Welcome and apologies

- Mr Nairn opened the meeting and welcomed all attendees.

Agenda Item 2 – Business arising

- At the previous ECG meeting, Ms Travers advised that she would provide written questions to M&PS regarding the implementation of the Enterprise Agreement. Mr Nairn advised that M&PS had not received any questions from Ms Travers.
- Ms de Leau advised that a request has been sent to the Department of Parliamentary Services (DPS) in relation to the possibility of DPS bundling induction for access by new MOP(S) Act employees. Ms de Leau is awaiting a response from DPS.

Agenda Item 3 – Feedback from Professional Development Program (PDP) Survey

- Ms Crosthwaite advised that 211 employees completed the PDP survey, and that the 2013 PDP calendar is now being developed based on the feedback received.
- Ms Crosthwaite advised that a majority of respondents were satisfied with the current PDP, and that a number of respondents commented that they would like to see additional courses covering time management. Ms Crosthwaite noted that the current PDP does contain courses which cover aspects of time management and that M&PS will seek to enhance marketing of such courses in the future.
- Ms Crosthwaite also advised that M&PS intends to trial 90 minute and half day courses in 2013. This may include two half day courses being conducted on the same day.

Agenda Item 4 – Enterprise Agreement Guidelines

- The following revised guidelines were circulated to the ECG prior to the meeting for their review:
 - Studies Assistance
 - Leave and Public Holidays
 - Recognition of Prior Service
 - Electorate Staff Allowance
 - Learning and Professional Development
 - Salary Packaging
 - Employee Assistance Program
 - Relocation Expenses
 - Loss or Damage to Clothing or Personal Effects
 - Supported Wage System
- The guidelines were discussed and all were adopted with exception of the Recognition of Prior Service guideline.
- The Recognition of Prior Service guideline will be discussed at the next ECG meeting following further discussions on the eligibility requirements for the

recognition of prior State or Territory MOP(S) Act equivalent service for the purposes of calculation of severance benefits.

- Mr Nairn mentioned that there are approximately eight guidelines remaining for consultation and that it may be appropriate to consult on these guidelines via email.

ACTION

- Mr White asked whether employment with the Australian Broadcasting Corporation and/or the Special Broadcasting Service may be recognised for leave purposes. M&PS will investigate.

Agenda Item 5 – Other business

- Ms Cook provided the ECG with information in relation to domestic violence and workplace rights, and would like to discuss this issue at the next meeting with a view to including some provisions in the Work Health and Safety guideline.
- Mr Nairn provided an update on the Enterprise Agreement implementation. Increments have been processed and will be paid on Thursday, 30 August 2012. Retention payments will be paid over the following two pay cycles, consistent with the timetable published on the M&PS intranet.
- Ms Bateson mentioned that nominations for members of the Work Health and Safety Committee will close on Friday, 31 August 2012. An information session has been scheduled for 12 September 2012 at Parliament House, with details to follow.

Agenda Item 6 – Next meeting

- The next meeting is scheduled for Friday, 19 October 2012, at Parliament House, Canberra.