

MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 15 February 2019
Parliament House, Room 1S6

Present:

Mr Nathan Winn	Ms Nola Marino MP
Mr Josh Manuatu	Senator the Hon Eric Abetz
Mr John Harris	The Hon Dan Tehan MP
Ms Helen Lewis	The Hon Stuart Robert MP
Ms Rosemary Little	The Hon Peter Dutton MP
Ms Maree Goodrick	Senator Kimberley Kitching
Ms Debra Biggs	Mr Chris Hayes MP
Mr Thomas Moorhead	Senator the Hon Kim Carr
Mr Tim Hurd	Mr Andrew Wilkie MP
Ms Amy Knox	Community and Public Sector Union
Mr Poni Ravula	Australian Services Union (ASU)
Mr Michael Jones	ASU
Ms Lisa Downs	The Hon Alex Hawke MP, Special Minister of State (SMOS)
Mr Tony Nairn	Department of Finance (Finance)
Mr Luke Kostava	Finance
Mr Ben Skaines	Department of Parliamentary Services (DPS)
Mr David Learmonth	DPS

Apologies – Ms Cathy Heidrich, Ms Alison Byrnes

Meeting chair: Mr Nairn
Meeting opened: 11:00 am
Meeting closed: 12:35 pm

Agenda Item 1 – Welcome and apologies

- Mr Nairn opened the meeting and noted apologies from Ms Heidrich and Ms Byrnes.

Agenda Item 2 – DPS catering

- Mr Learmonth gave an overview of DPS' food safety processes, including that it had received Hazard Analysis and Critical Control Points (HACCP) certification, had a designated food safety officer and required all vendors to agree to DPS food safety standards.
- Ms Little queried the availability of food. Mr Learmonth explained that forecasting food requirements can be difficult, but that customers should ask at the counter of the Staff Dining Room (SDR) or consider ordering room service.
- Ms Goodrick asked DPS to consider extending SDR opening hours through the Question Time period. DPS will consider this.
- Several ECG members commented that the SDR layout was poor. DPS noted it plans to redesign the SDR to improve customer experience and functionality.
- DPS noted that it could improve the advertising of its various catering services through screens in the SDR.
- DPS recommended any feedback on catering be provided via email to catering.feedback@aph.gov.au. Ms Goodrick suggested that DPS consider advertising the feedback email address on the overhead screens in the SDR.

Agenda Item 3 – Business arising

- Mr Nairn noted most action items had been addressed through email responses since the November meeting.
- *APH building works* – Ms Downs noted that a brief may go to the Presiding Officers next week on the building works, and that she would continue to follow up with DPS to get further information.
- *Monitors*
 - Ms Downs updated the ECG on the arrangements for second monitors. She noted the monitors in DPS' catalogue are designed to work on the APH network and be supported effectively. For other monitors this would not necessarily be the case.
 - ECG members noted a number of issues that could be discussed with DPS on IT products including: that identical monitor models are available from third parties for less, there have been delays in receiving orders from DPS, whether DPS' catalogue could be extended, and whether items could be rented instead of purchased.
 - Ms Downs will discuss these issues with DPS.
- *Mental health first aid training* – Mr Nairn noted that M&PS sent an email in January on mental health training under the Professional Development Program that is available in all capital cities from February.
- *Bulk paper transfers*
 - ECG members noted that it had been unclear to DPS that changes to bulk deliveries had been made. Mr Manuatu queried if any savings to the Chamber Departments could be returned to office budgets.
 - Ms Downs will follow up on savings made from the bulk papers changes.

Agenda Item 4 – Other business

DPS ICT outage

- ECG representatives discussed the concerns with the recent ICT outage and noted that DPS did not advise whips' offices as requested at the last ECG meeting.
- Ms Downs will organise a meeting with DPS ICT to discuss future arrangements. ECG representatives will be invited to attend.

Casual contracts

- Mr Manuatu asked if the time frame for submitting a casual contract for work already performed could be extended.
- Mr Nairn explained that the existing cut-off for payroll work is a result of processing requirements.

Agenda Item 5 – Next meeting date

- Mr Nairn noted that with the forthcoming election this would be the final meeting of the ECG as currently constituted. Following the election, the ECG will be reconstituted.

Action Items

Ms Downs to look into savings from changes to bulk paper transfer arrangements.

Ms Downs to set up meeting with DPS to discuss ICT matters including IT products and arrangements for network disruptions. ECG representatives will be invited to attend the meeting.
