

MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 15 May 2020
GovTeams

Meeting opened: 11:00 am
Meeting closed: 12:30 pm

Meeting chair: **Mr Kostava** – Department of Finance (Finance)

Attendee	Office
Ms Rosemary Little	The Hon Peter Dutton MP
Ms Loretta Sist	Senator the Hon Simon Birmingham
Mr Nathan Winn	Mr Bert van Manen MP
Ms Cathy Heidrich	The Hon Mark Coulton MP
Ms Alison Byrnes	The Hon Sharon Bird MP
Ms Georgia Goldsworthy	The Hon Anthony Albanese MP
Mr Thomas Moorhead	Senator the Hon Kim Carr
Ms Kim York	Senator Rex Patrick
Mr Colin Lees	Senator Richard Di Natale
Ms Eleanor Kennedy	Community and Public Sector Union
Mr Poni Ravula	Australian Services Union (ASU)
Mr Steven Mammarella	Senator the Hon Mathias Cormann, Minister for Finance
Ms Dana Sutton	Finance
Ms Sharon Forester	Finance
Mr Keven Whitton	Finance
Mr Luke Kostava	Finance
Ms Joanne Fernandez	Finance
Mr Gary Jolly (item 2)	Finance
Ms Heather Millard (item 3)	Finance

Apologies: Ms Helen Lewis (Office of the Hon Stuart Robert MP)

Agenda Item 1 – Welcome and apologies

- Mr Kostava opened the meeting and noted apologies. Mr Kostava noted the retirement of Mr Tony Nairn from Ministerial and Parliamentary Services (MaPS).

Agenda Item 2 – Payroll and PEMS

- Mr Jolly provided an update on payroll issues.
- Mr Moorhead asked how people unable to access myGov would get their payment summaries, noting MaPS will not be sending them out. Ms Sutton advised that as we moved to Single Touch Payroll, Income Statements (previously known as payment summaries) would be issued by the ATO online services through myGov. Information regarding this process is published on the MaPS webpage. MaPS will consider and provide an update if staff do not have access to myGov.
- Ms Sutton noted there are no new updates on the Parliamentary Expenses Management System (PEMS) but that we are currently reassessing timeframes for the PEMS project. A further update to Parliamentarians and their staff would be provided in the near future.
- Ms Byrnes noted the emailing out of payslips using the PEMS system was desirable.

Agenda Item 3 – MaPS website redevelopment

- Ms Millard provided an update on the re-development of the MaPS website including a presentation of the project and preliminary findings. The re-development will help address issues raised by users regarding accessibility to relevant information.

Agenda Item 4 – Business from the previous meeting

- Mr Kostava noted that each of the action items from the previous meeting and most out of session matters had been addressed and/or were agenda items for consideration at this meeting.
- Mr Kostava noted an out of session matter requesting electorate offices be notified of contractors who will attend the premises to avoid scamming. Mr Kostava outlined the contractor processes for JLL and JLT. Ms Sutton encouraged employees in electorate offices to become familiar with Australian Competition and Consumer Commission and Scamwatch guidance.
- It was noted that staff could log in to the 'Corrigo' online portal to check contractor details for all JLL work orders. Ms Forester advised that a link to Corrigo is available on the MaPS website. Ms York indicated that she routinely uses Corrigo to resolve any property issues in the electorate office and found it easy to use. MaPS will send out advice on Corrigo to office managers.

Agenda Item 5 – COVID-19

- Mr Kostava outlined the Government's range of employment measures to assist MOPS employees during COVID-19 such as:
 - Access to miscellaneous leave if personal leave is not available
 - Casual employees have access to special paid leave
 - Working from home arrangements, with the approval of their employing parliamentarian.

- Mr Kostava outlined the arrangements for MOPS employees to express their interest to be re-deployed. Ms Goldsworthy queried whether consultation with parliamentarians had been undertaken in relation to this proposal. Ms Kennedy also sought clarification regarding the application of the APS framework. Ms Sutton indicated that she understood that the proposal had originally come from parliamentarians who had approached the Minister to support deployment to critical APS services. Ms Sutton also noted that MOPS secondees would be bound by the APS Code of Conduct and this is made clear in the secondment agreement which would be signed by any staff who were redeployed. The APSC provided advice which was consistent with the templates used by other non APS entities.

Agenda Item 6 – Enterprise Agreement postponement

- Mr Kostava noted that the Minister announced a postponement of bargaining, and that MOP(S) employees will not receive a pay rise during the current COVID-19 climate. This is consistent with the APS approach.
- Ms Kennedy urged that bargaining resume as soon as possible, noting the bargaining process was in late stages before the announcement. Ms Kennedy also asked if the Government’s pay freeze to the APS applies to allowances as well as salary.
- Ms Sist asked if retention payments will still be paid in June.

Agenda Item 7 – Other business

- Mr Moorhead asked if the timeframes for clearance of pre-printed and communications material had increased with the end of the financial year approaching. Ms Sutton advised that we were aware that there had been a slight delay in finalising some complex matters and that we had arranged additional staff to assist in this area in a surge capacity.
- Ms Byrnes praised the MaPS help desk for their level of professionalism.

Agenda Item 8 – Next meeting

- Finance will contact ECG members with proposed dates, noting the updated parliamentary sitting calendar. Possible next meeting dates are 7, 14 or 21 August.

Action Items

Finance to consider how to assist staff who are unable to access payment summaries through myGov
Finance to advise office managers on how to access ‘Corrigo’
Finance to advise on the timing of the pay increase pause in relation to the Enterprise Agreement and if it applies to allowances as well as salary
Finance to advise if the retention payment is occurring in June
Finance to propose and confirm the next meeting date