

MINUTES – EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING

Friday, 20 September 2019
Parliament House, Room 1S3

Present:

Mr Nathan Winn	Mr Bert van Manen MP
Mr Josh Manuatu	The Hon Angus Taylor MP
Ms Loretta Sist	Senator the Hon Simon Birmingham
Ms Helen Lewis	The Hon Stuart Robert MP
Ms Rosemary Little	The Hon Peter Dutton 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 (telephone)	Community and Public Sector Union
Mr Poni Ravula	Australian Services Union (ASU)
Mr Steven Mammarella	Senator the Hon Mathias Cormann, Minister for Finance
Mr Tony Nairn	Department of Finance (Finance)
Mr Luke Kostava	Finance
Ms Kristina Hopkins (item 2)	Finance
Ms Petrushka Mazur (item 2)	Finance
Ms Simone Fox (item 2)	Finance
Ms Christina Grant (item 2)	Independent Parliamentary Expenses Authority

Meeting chair: Mr Nairn
Meeting opened: 10:00 am
Meeting closed: 11:15 am

Agenda Item 1 – Welcome and apologies

- Mr Nairn opened the meeting. ECG members introduced themselves.

Agenda Item 2 – Parliamentary Expenses Management System (PEMS)

- Ms Mazur provided an overview of the PEMS project noting the full PEMS solution, including HR functions, is currently scheduled to go live mid-2020.
- In response to a number of questions from ECG members:
 - Ms Mazur advised that claims and approvals can be made electronically, but that paper forms are still being accepted.
 - Ms Mazur explained that two-factor authentication has been designed to help ensure claims cannot be processed other than by the appropriate person.
 - Ms Mazur advised that password changes should only be required every 90 days. The PEMS team will investigate feedback that users have still been required to change passwords every 30 days.
 - Ms Mazur will confirm whether payslips will be able to be emailed under PEMS.
- Ms Mazur encouraged staff to join the User Reference Group, which will shortly be refreshed.

Agenda Item 3 – Role of the ECG and Terms of Reference (ToR)

- Mr Nairn noted the role of the ECG and described the ToR.
- Following requests from ECG representatives, Finance will provide a table of the proportion of ECG positions to employee positions by party and a marked-up copy of the ToR.
- Ms Kennedy requested the inclusion of an arrangement in the ToR to provide feedback to the ECG when the Minister considers the ECG's views on an issue. Finance will add this to the ToR.
- Ms Kennedy asked whether ECG could use video conferencing. ECG members noted that these facilities are limited in APH, but that the use of video conferencing would be explored for future meetings.

Agenda Item 4 – Enterprise Agreement (EA) arrangements

- Mr Nairn noted the current EA remains in place until replaced and that it was the Minister's decision on when to commence bargaining.
- ECG representatives reported that employees were frustrated with the length of time the previous EA took to finalise and that they did not wish to see this repeated.
- Mr Mammarella noted the Minister's Office was keenly aware of the previous bargaining round and that there was no intention to repeat those arrangements.
- Ms Byrnes proposed to draft a letter on behalf of the ECG employee representatives to the Minister to seek information about the approach to bargaining for the next EA.
- Mr Nairn described the processes to commence bargaining and for the appointment of employee bargaining representatives, noting that Finance would look to hold a first meeting within about two weeks of bargaining commencing.

Agenda Item 5 – Other business

- Nil

Agenda Item 6 – Next meeting date

- 25 October from 11:00am to 1:00pm.

Action Items

Ms Mazur to check the length of time required to change security arrangements in PEMS (it is supposed to be 90 days).

Ms Mazur to check the ability of PEMS to email payslips.
--

Finance to provide a table outlining the proportions of ECG positions to employee positions by party.

Finance to update ToR as requested by Ms Kennedy and distribute a marked-up version.
--

Ms Byrnes to draft and circulate a letter on behalf of ECG employee representatives to the Minister for Finance regarding the approach to bargaining for the next EA.
