

# EMPLOYEE CONSULTATIVE GROUP (ECG) MEETING 3 – RECORD OF MEETING

Friday 2 June 2023  
GovTEAMS

Meeting opened: 11:03  
Meeting closed: 12:05

**Meeting Chair: Ms Jillian Flinders – Department of Finance**

Attendee	Office
Amy Knox	Ms Joanne Ryan MP
Liz Bateson	The Hon Mark Dreyfus KC MP
Nathalie Rosales-Cheng	The Hon Anne Aly MP
Connor Wherrett	The Hon Chris Bowen MP
Michelle Hutchinson	The Hon Peter Dutton MP
Leonie Lloyd-Smith	Mr Rowan Ramsey MP
Emma Groube	CPSU
Bonnie Pederson	Office of the Special Minister of State
Dean Edwards	Assistant Secretary, COMCAR and Programs
Christina Grant	Assistant Secretary, IPEA
Jaan-Clare Witcombe	Director, IPEA
Tim Abrahams	Assistant Secretary, Workplace Culture and Reform
Tina Hall	A/Director, Workplace Culture and Reform
Chelsey Bell	Workplace Culture and Reform
Lucinda Atkinson	Workplace Culture and Reform
Alan Chan	Workplace Culture and Reform
Ellen Laenen	Finance, A/Assistant Director HR Policy and Assurance
Robyn Morosin	HR Policy and Assurance (observer)
Taylah Yaccob	HR Policy and Assurance (observer)
Simon Bartholomew	HR Policy and Assurance (Secretariat)

## Agenda Item 1 – Welcome and apologies

- The Chair opened the meeting with an acknowledgement of country.
- Apologies were noted:
  - Bryce Wilson

## Agenda Item 2 – PEMS payment processing

- The Chair welcomed Dean Edwards, Assistant Secretary, COMCAR and Programs Branch, to the meeting.
- Dean provided an update on PEMS processes and system development.
- PEMS payroll became operational two years ago, with office and travel expenses being rolled out 12 months ago. It was noted there were still some implementation issues to be resolved and these were impacting on clients. Finance’s focus is on improvement of overall functionality and user experience.

- Finance is working closely with IPEA on the implementation of the Expense Reporting function (Milestone 8).
- Dean noted that the PEMS Reference User Group had been re-established and there was no limit on membership. The second meeting is scheduled for the end of June, and open to all. He will re-circulate advice.
- There will be both face-to-face meetings and GovTeams sessions scheduled.

**Action Item 1 – PEMS Reference user Group**

- COMCAR and Programs to provide more information regarding next session.

**Action Item 2- List of aggregated data to be provided to the ECG**

- COMCAR and Programs to consider whether aggregated PEMS feedback can be shared.

**Agenda Item 3 – IPEA Travel Allowance processing**

- The Chair welcomed Christina Grant, Assistant Secretary, IPEA and Jaan-Clare Witcombe, Director, IPEA, to the meeting.
- Christina advised IPEA is developing a new guide for PEMS, together with face-to-face sessions and on-line forums.
- Email notifications were turned back on a few months ago, in response to feedback.
- ECG members raised concerns about Corporate Travel Management (CTM) and information not being recorded in Electorate budgets and the significant impact this could have.
- Christina advised that they are working with the contractor to ensure the extraction process is resolved. The contractor had failed to extract all relevant data, especially flights which had not been included. ECG members were invited to advise IPEA of any discrepancies.
- Concerns that PEMS was not user-friendly were acknowledged and feedback was invited by both COMCAR and Programs and IPEA.

**Agenda Item 4 – Action Item update**

- The Chair advised that all action items had been completed (as per the Action Item update distributed to the ECG).
- Regarding the Grants Process (Action Item 8) the Chair invited feedback regarding any specific grants where the timeframe was unreasonable. This may allow for any trend or agency specific issues to be identified by the Grants team.

### **Agenda Item 5 - MoP(S) Act review**

- The Chair welcomed Tim Abrahams, Assistant Secretary, Workplace Culture and Reform and the team, to the meeting.
- Tim noted that another PLT employee consultation group session was being held today at 2pm. This includes the same consultation paper which was distributed to the ECG on 17 May 2023. Tim also noted the previous PLT employee consultation group session.
- There was discussion of the key themes that have arisen in consultation discussions to date and members noted that feedback.
- Feedback was invited at any stage via the ECG email in-box or any other channel.

### **Agenda Item 6 - Policy update**

#### **Privacy Review**

- The Chair noted that MaPS is currently reviewing the Privacy Collection Notice and MaPS Privacy Statement
- This acknowledges recent issues raised in other entities, cyber security matters elsewhere, and the need for clarity for MoP(S) Act employees.

#### **Salary Increase August 2023**

- The Chair advised that information will be included on the MaPS website in July.

#### **Additional electorate staff resources and nominated traveller provisions**

- The Chair advised that (draft) guidance would be provided to the ECG after the meeting.
- ECG members noted that these changes were very welcome.
- The Chair noted that Electorate Support Allowance (ESA) is not a salary top-up. The Additional Hours guideline applies. It is at the Parliamentarian's discretion where the ESA is applied.
- The Chair clarified that no changes were made to Electorate Support Budget (ESB) calculations.
- The difficulty of managing electorate budgets was raised by the ECG.
- IPEA noted that quotes for flights had been sought for ESB calculation purposes.
  - Budgets will be available to view in PEMS by the beginning of July.
- IPEA advised that new Travel Allowance rates have been advised, which include increases for every Capital city.

#### **Action Item 3 - Privacy Collection Notice and MaPS Privacy Statement**

- Proposed changes to be provided to the ECG.

**Action Item 4 - Additional electorate staff resources and nominated traveller provisions**

- Draft guidance to be provided to the ECG by cob 2 June 2023 for comment by 16 June 2023.

**Agenda Item 7 - Other business**

- There was no other business.

**Agenda Item 8 - Next meeting**

- There was discussion regarding the most convenient time to hold the meetings, with preference to hold the meeting outside of sitting weeks.
- Regional members also advised that they were not back in their Electorate offices until mid-day of the day following a Parliamentary sitting, due to travel arrangements.
- It was agreed to meet before the September Parliamentary sittings, on Friday 1 September 2023, commencing at 11 am.

The meeting closed at 12.05 pm.