

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

Thursday 30 April 2026  
MS Teams

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

Meeting Chair: Mr Scott McWhirter, Assistant Secretary (a/g), HR Frameworks

Attendee	Office
Liz Bateson	Hon Michelle Rowland MP
Katie Walker	Hon Michelle Rowland MP
Amy Knox	Ms Joanne Ryan MP
Gabriel Steger	Hon Ged Kearney MP
Kathy Quinn	Senator the Hon James McGrath
Simon Price	Senator the Hon Bridget McKenzie
Amy Ware	Office of the Special Minister of State
Rachael Seselja	Office of the Special Minister of State
Emma Groube	Community and Public Sector Union (CPSU)
Joshua Polak	United Services Union (USU)
Scott Mischke	Parliamentary Workplace Support Service (PWSS)
Jaan-Clare Witcombe	Independent Parliamentary Expenses Authority (IPEA)
Tanyth Lawless	Independent Parliamentary Expenses Authority (IPEA)
Daniel Fulton	Finance, Ministerial and Parliamentary Services (MaPS)
Laura Alimbakis	Finance, Ministerial and Parliamentary Services (MaPS) (observer)
Felix McCarthy	Finance, Ministerial and Parliamentary Services (MaPS) (observer)
Lachlan Bayliss	Finance, Ministerial and Parliamentary Services (MaPS) (Secretariat)

## Apologies:

- Brydan Toner, Senator the Hon Don Farrell
- Kym Chapple, Senator David Shoebridge
- Sofia Wilson, Ms Joanne Ryan MP
- Carolyn McDonald, Mr Matt Smith MP
- Cate Clunies-Ross, Hon Sussan Ley
- Catherine Moore, Hon David Littleproud MP

*Due to privacy arrangements some attendee details have been removed from this list*

### **Agenda Item 1 – Welcome, apologies and update from Finance**

- The Chair opened the meeting with an Acknowledgement of Country.
- The Chair noted there had been an addition to the meeting agenda to include an update from Finance on the remediation of a historical underpayment of superannuation affecting a specified cohort of MOP(S) employees. The Chair noted that members had been sent an email prior to the meeting to provide them with information on this issue.
- Finance provided an overview of the issue and confirmed it had already notified impacted staff, including the superannuation amounts owing to them. Finance advised it is working with the Australian Public Service Commission, the Fair Work Ombudsman, the Australian Taxation Office, the CPSU and the USU to support transparency and best practice.
- Finance advised that employees with questions on this matter are encouraged to contact [maps-remediation.team@finance.gov.au](mailto:maps-remediation.team@finance.gov.au). The CPSU thanked Finance for its effective communication on the issue.

### **Agenda Item 2 – Updates from IPEA**

- IPEA provided an update on the ‘Uber4Business’ proposal and advised they are continuing to work through whether Uber4Business is a suitable option for the MOP(S) cohort, noting some data and privacy issues still require further consideration. IPEA confirmed that if Uber4Business is offered, it will be in addition to CabCharge rather than instead of it.
- IPEA advised that they will be sending communications regarding EOFY processing to ensure employees are informed of processing deadlines.
- IPEA noted that, due to a machinery of government change, IPEA will be taking over responsibility for the administration of office expenditure from Finance from 1 July 2026.

### **Agenda Item 3 – Updates from PWSS**

- The PWSS reminded members about the flu vaccination reimbursement program, and noted employees can access a flu vaccination voucher or, alternatively, make their own arrangement to obtain the flu vaccine and seek reimbursement up to \$30.
- The PWSS advised they have now finalised the Probation Policy, which is available on the PWSS website.
- The PWSS noted they had launched the MOP(S) Career Opportunities webpage on the PWSS website in early March, through which offices can choose to advertise any staff vacancies. The PWSS confirmed it is not compulsory for offices to advertise vacancies through this page.
- The CPSU queried progress on the Professional Development Program (PDP). The PWSS advised they are still working through feedback they had received and anticipate they are close to being ready to launch the PDP. The PWSS agreed to provide an out of session briefing on the PDP.

**Action item 3.1 – PWSS to provide out of session briefing on the PDP.**

### **Agenda Item 4 – EA Implementation Updates**

#### *Same Day Travel Entitlement (SDTE)*

- The Chair advised progress has been made on implementing a SDTE since the last

meeting. The Chair confirmed that after carefully considering tax implications, system and technical matters, and administrative simplicity for MOP(S) employees, the preferred SDTE model at this stage is an allowance model.

- The Chair noted that MaPS is continuing to work closely with the PEMS Support Team, SDO and IPEA.
- IPEA confirmed that an SDTE allowance will be administered by IPEA. IPEA advised the allowance will be able to be administered through PEMS. IPEA noted that in paying SDTE, tax will have to be withheld at the marginal rate (47%) to avoid creating a tax debt for employees. This is because IPEA do not have access to payroll systems and cannot calculate tax on an employee's salary. This will align with IPEA's current process for payment of Motor Vehicle Allowance post 5000km.
- The Chair highlighted that given other work in the pipeline for PEMS, it was not expected a system solution would come prior to September 2026, and that it would most likely come towards the end of this calendar year.
- Finance will consult with members on an SDTE allowance model, including proposed eligibility criteria. The Chair strongly encouraged members to provide their feedback as part of this consultation process, noting the eligibility criteria will directly inform the system solution.

**Action item 4.1 – Finance to undertake out of session consultation on SDTE.**

*Excess Canberra Travel Leave (ECTL)*

- The Chair confirmed the first tranche of automated crediting of ECTL had successfully occurred for the period of 20 July to 31 December 2025.
- Through the automated crediting process for this period, 150 people were deemed eligible and have since been credited with annual leave (including for multiple travel periods). The Chair noted that, if processed manually, this would have equated to approximately 320 paper forms and approximately 55 processing hours for Finance. The Chair advised that the second tranche of automated crediting of ECTL will be done in May for the January-March 2026 period, and a review of late 2025 travel will be done to pick up any remaining travel which was not incorporated in the last batch of credits.
- The Chair noted they had received some feedback on improvements for the next tranche, largely related to the notification emails sent to employees to inform them they had received a credit.
- The Chair noted that some employees who received credits were not aware that they were eligible for ECTL, and that automatic processing was a good step in ensuring employees received their entitlements.
- The Chair encouraged any employees who had questions about ECTL to contact the MaPS Helpdesk.

**Agenda Item 5 – Policy Updates**

- The Chair thanked members for their comments on the 'Tranche 3 Guidelines' previously circulated for consultation.
- The Chair advised any final input on the guidelines should be given by COB 1 May 2026. The Chair noted that MaPS would likely provide their responses by COB 8 May 2026.
- The Chair confirmed there would be a final round of consultation before these guidelines

were finalised.

- A member highlighted that there continues to be concerns on the Working from Home Guideline, and that they are continuing to seek for the administrative process to be streamlined.

#### **Agenda Item 6 – CPSU - AI in MOP(S) Workplaces**

- The Chair acknowledged that the CPSU had requested an agenda item be added on the use of AI in MOP(S) workplaces. The Chair invited the CPSU to speak to this item.
- The CPSU noted that the Department of Parliamentary Services (DPS) had provided Copilot access to MOP(S) employees on an “opt in” basis. The CPSU was concerned that there had not been sufficient consultation and training on this. The Chair noted this may be a matter that the CPSU wishes to raise with DPS directly.
- The CPSU also requested advice from Finance, IPEA and the PWSS on how they were using AI in relation to MOP(S) matters.
- The PWSS noted the various transparency statements were available detailing when each agency was using AI.
- IPEA advised that all IPEA employees had undertaken APSC training on the use of AI, and that AI was not being used in any advice or other products being supplied to MOP(S) employees.
- The PWSS advised that they had made an AI fundamentals course available to MOP(S) Act employees.

#### **Action item 6.1 – Finance to raise this matter with the DPS**

#### **Agenda Item 7 – Other Business**

- A member raised a query regarding salary packaging and noted the agreement documentation would benefit from modernisation. The Chair thanked the member for raising this issue and confirmed Finance would raise this issue at an upcoming meeting with the salary packaging provider.
- The CPSU queried whether e-bikes can be included in salary packaging arrangements. The Chair undertook to also follow this up with the salary packaging provider.

#### **Action item 7.1 – Finance to provide update on salary packaging documentation and allowable items.**

- A member provided feedback regarding the administration of ECG meetings. The member requested that previous action items be added as a standing agenda item to meetings, and that documentation and meeting invitations be circulated to reserve representatives as a matter of practice. The Chair acknowledged this feedback and thanked the member.
- The Chair advised a meeting invitation for ECG Meeting 4 would be circulated shortly and noted Thursday 30 July or Thursday 6 August 2026 as possible meeting dates, subject to members’ feedback.
- The meeting closed at 12:11pm AEDT.