



Australian Government

Department of the Prime Minister and Cabinet

ONE NATIONAL CIRCUIT
BARTON

Ms Ann Palmer
Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Palmer

I wish to advise of the following corrections and clarifications to the record in relation to evidence provided at the Supplementary Estimates hearings on 23 October 2017, regarding the Prime Minister and Cabinet Portfolio:

Monday 23 October 2017

1. Page 111

Senator ABETZ: Then the next point is: the right to e-mail employees in their workplace. How on earth would a union get a worker's e-mail address?

Ms Greenwood: We would expect those e-mails to be sent out through a central e-mail address that we would have.

Senator ABETZ: So Prime Minister and Cabinet provides all the workers e-mail addresses to the union?

Ms Greenwood: No, sorry: we would send that information on behalf and we would only send it on an opt-out basis. Staff would obviously be able to opt-out or choose not to receive any information.

Senator ABETZ: So it is an opt-out situation, so how did you do that?

Ms Greenwood: We would ask staff to let us know.

Senator ABETZ: Wait a minute, we would or have you?

Ms Greenwood: I would need to check, whether we have yet or not.

Senator ABETZ: Anyway, I would have thought you would have done this by now but, if not, how would you do that?

Ms Greenwood: Simply by asking staff to let the corporate area know that, if they did not wish to receive union information, if they wish to opt-out.

The union does not have access to PM&C's internal email distribution lists, and the Department does not provide employee contact details to the union.

The Department does not email employees on the union's behalf; this is done by individual PM&C employees who are CPSU workplace delegates. These workplace delegates may email employees in their workplace (defined as a Branch or Division if working in Canberra, or region(s) if working outside of Canberra). Emails must include an 'opt out' option, where staff can request not to receive any further material from the workplace delegate.

This was established practice under the former *PM&C Enterprise Agreement 2011-2014* and *FaHCSIA Enterprise Agreement 2012-2014*.

2. Pages 113 and 114

Senator ABETZ: So this providing of written material provided by the union is a new initiative by the PM&C? In the past, union material was not provided in the onboarding material, was it?

Ms Greenwood: Not to my knowledge.

Senator ABETZ: So this is a new initiative in 6.2. Is that correct?

Ms Greenwood: Yes; that would be my understanding.

Senator ABETZ: And then 6.3: 'PM&C will invite the union to orientation sessions for new employees.' That is also a new initiative, is it not, and it has not occurred in recent years in PM&C?

Ms Greenwood: To my knowledge no, but I would need to check.

The Employee Representative Rights Policy does not contain any new initiatives – it is based on content in the former PM&C and FaHCSIA enterprise agreements. This content was removed from the enterprise agreement into a policy, in line with the requirements of the Workplace Bargaining Policy 2015.

The Employee Representative Rights Policy took effect on 1 August 2017, but had not been implemented in relation to onboarding and induction at the time of the hearing:

- a. *Onboarding (clause 6.2):* Written materials have not been included in PM&C's onboarding processes. Though also a commitment in the pre-existing PM&C and FaHCSIA agreements, this has not been implemented because material has not been provided by the union.
- b. *Induction (clause 6.3):* At the time of this hearing, there had been no face-to-face induction sessions since the policy took effect. On 1 November 2017, the CPSU was invited to attend an induction session for entry level programme participants, in accordance with the policy. The session was scheduled immediately prior to a break, with it being made clear that the session was optional and employees were not required to attend. A senior HR representative remained present for the session. This is in line with previous practice under the former PM&C and FaHCSIA enterprise agreements.

Should you require further information, please contact Nicole McGuire on 6271 5224.

Yours sincerely



Yael Cass
Acting Deputy Secretary
Governance

10 November 2017