

*Freedom of Information Schedule of Documents  
FOI CMCD 26/11-12 Payment Recovery Subsequent to Administration Issues for Staff of MLAs Report of 2009  
Chief Minister's Support and Protocol – File No. 09/7720*

Folio	Item	Date	Release Decision	Exemption claimed	Online release status
1	Email from Laurel Coyles to Executive staff member regarding submission of missing leave forms for the periods 2-4 January 2008 and 14-18 January 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
2	Email from Laurel Coyles to Executive staff member regarding submission of missing leave form for the period 2-4 January 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
3	Email from Laurel Coyles to Executive staff member regarding submission of missing leave forms for the periods 28 July 2008 and 12 November 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
4	Email from Laurel Coyles to Executive staff member regarding submission of missing leave forms for the periods 15 January 2009, 31 January 2008, 6 August 2008, 27-28 October 2008, 10 November 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
5	Email from Laurel Coyles to Executive staff member regarding submission of missing leave forms for the periods 27 May 2008 and 8 July 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
6	Email from Laurel Coyles to Executive staff member regarding submission of missing leave forms for the periods 4 October 2008 and 2 February 2008.	6 July 2009	Partial release	s41(1) -affecting personal privacy	Partial release s41(1)
7	Letter from Jon Stanhope MLA, Chief Minister, to all ACT Government Ministers, regarding submission rates for time sheets.	17 August 2009	Full release	N/A	Full release
8-9	Attachment to letter referred to at folios 10-11, titled Summary of Official Guidelines for Legislative Assembly Members Staff – ACT Executive	Undated	Full release	N/A	Full release
10-11	Letter from Chris Wilson, Manager, Chief Minister's Support and Protocol to Chiefs of Staff, ACT Legislative Assembly regarding arrangements for management of timesheets and leave forms.	1 September 2009	Full release	N/A	Full release



## CHIEF MINISTER'S DEPARTMENT

Chiefs of Staff  
ACT Legislative Assembly

Dear Chiefs of Staff

Further to our discussion on 24 August 2009, I am writing to confirm arrangements for the management of timesheets and leave forms for staff of the Executive.

To summarise the outcome of our meeting:

- each office will identify a staff member who will coordinate timesheets and leave forms on behalf of staff in their office.
- at the end of each time period, timesheets and leave forms will be collected by the nominated officer and a full set of timesheets and leave forms will be provided to Chief Minister's Support and Protocol (Laurel is the primary point of contact).
- CMSP will note receipt of timesheets on a master list, and initial each timesheet to confirm that it has been sighted.
- CMSP will also confirm that leave forms have been submitted for any leave identified on the timesheets.
- original timesheets and copies of leave forms will be returned to the nominated officer in each Office for record keeping purposes (on the basis that timesheets should be held by the employer).
- Chiefs of Staff will receive regular updates on the status of submission of timesheets and leave forms. Missing documents will be followed-up through the nominated officer and Chiefs of Staff, as appropriate.

As mentioned at the meeting, the revised arrangements reflect the findings of the Auditor-General's report regarding the low submission rates of timesheets and the Chief Minister's request that all staff ensure that timesheets and leave forms are completed and submitted in accordance with their employment conditions. The Audit Office has also indicated that spot audits will be undertaken to confirm the effectiveness of the new arrangements.

Also, attached for your information, and for the information of staff in your offices, is advice on the use of TOIL, travel, cab charge and petty cash.

I would be grateful for your advice on the person within your office would will be responsible for management of timesheets and leave forms.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Wilson', written in a cursive style.

Chris Wilson  
Manager, Chief Minister's Support and Protocol  
1 September 2009

## SUMMARY OF OFFICIAL GUIDELINES FOR LEGISLATIVE ASSEMBLY MEMBER STAFF – ACT EXECUTIVE

### Time Sheets and Leave Forms

As determined in the LAMS Collective Agreement, new employees are emailed a time sheet and a copy of leave and TOIL forms on commencement of employment. Each time sheet is designed for use over 26 pay periods (12 months). Once all pay periods are completed a new timesheet can be down loaded from the LA Intranet site. There is provision in the introduction page for carry over of accrued TOIL. Section D - 22 of the LAM Collective Agreement, requires staff to keep records of attendance, have their timesheets certified by their Member or delegate, and lodged in their corporate area in a timely fashion. Leave forms must also be certified by the Member or delegate, and lodged in the corporate area in a timely fashion.

### TOIL/LAMS allowance – Section D 20 and 21 of Collective Agreement

A LAMS Allowance calculated at seven percent of salary is paid fortnightly in lieu of overtime payments. Employees will accrue Time Off in Lieu (TOIL) only for those hours worked in excess of thirty-eight hours and forty five minutes (or pro rata for part time staff). An employee can accrue a maximum of 140 hours TOIL and the time sheet is capped.

### Travel

Requests for travel are submitted through each Minister's office by filling out a movement requisition form (available from your office manager) and sending it to CMS&P. Economy seating is the standard class of travel when not accompanying a Minister. If staff wish to change their travel arrangements prior to departure they may do so by emailing CMS&P Corporate (Laurel) with the details. For domestic travel, if it becomes necessary to change travel arrangements on the day of the return journey (flight pushed back/brought forward) staff can arrange an alternative flight either at the airport or by contacting QBT directly on 1300 655 856, or by contacting CMS&P to make the necessary arrangements.

Travel allowance for staff is determined by the LAMS Collective Agreement and the CMD Travel Guidelines. For domestic travel, where possible, accommodation and breakfast for staff is guaranteed on a corporate credit card and other expenses are to be acquitted on the travellers return within a reasonable timeframe. If necessary, an advance can be arranged, however a reasonable time frame must be given as payment runs are only made on Tuesday and Thursdays – requests for an advance **must** be submitted at least a day earlier to the payment run so details can be entered into the system before cut off.

When travelling overseas on Assembly business, staff may be reimbursed the actual, reasonable, cost incurred for accommodation, meals, travel and transfer expenses. An example of 'reasonable costs incurred' may be laundry costs and a phone call to home each day. An advance or corporate credit card is arranged for overseas travel, however, all receipts must be kept for acquittal purposes.

Please note that the guidelines do not allow for reimbursements of items consumed from the hotel mini bar or in house movies (domestic or international). The costs of alcohol is not to be reimbursed, however, an allowance is made for a glass of wine with an evening meal.

**Cab Charge**

Cab charge vouchers are available from CMS&P for ministerial staff when required for official duties. Transport from the Assembly to an employee's usual place of residence will be provided, on request, by taxi where the employee is required by their Minister to work after 8:00pm. A taxi is not an entitlement for travel from home to work. DLO's are not entitled to taxi vouchers through the Executive when working after 8:00pm therefore they should seek vouchers directly from their department.

**Petty Cash**

A limit of \$100 is set for petty cash in any one claim. When purchasing goods to be claimed from petty cash, a receipt must be submitted as proof of purchase with enough detail to ensure the claim meets the petty cash guidelines, eg. purchase of biscuits, tea and coffee for an official meeting with external stakeholders. Alcohol is not claimable under petty cash. Claims should be presented to Chief Minister's Support and Protocol for reimbursement. Claims exceeding AUD\$100 will not be paid from the petty cash fund but will be processed through Accounts Payable.



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# Jon Stanhope MLA

CHIEF MINISTER

MINISTER FOR TRANSPORT MINISTER FOR TERRITORY AND MUNICIPAL SERVICES  
MINISTER FOR INDIGENOUS AFFAIRS MINISTER FOR THE ARTS AND HERITAGE  
MINISTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

MEMBER FOR GINNINDERRA

Katy Gallagher MLA  
Deputy Chief Minister

COPY

Simon Corbell MLA  
Attorney General

John Hargreaves MLA  
Minister for Disability and Housing

Andrew Barr MLA  
Minister for Education and Training

Dear Ministers

I am extremely concerned about findings made in the Auditor-General's recent report on MLA staff entitlements, particularly in relation to staff attendance and leave records.

A submission rate for timesheets of as low as 57% is simply inexcusable. I ask that you remind staff in your offices of their responsibilities with regard to maintaining appropriate attendance and leave records. I consider that any wilful or deliberate failure of any staff member to meet their responsibilities in relation to maintaining these records is grounds for disciplinary action or possible dismissal.

To ensure that there is appropriate monitoring of attendance records, all timesheets must be signed by yourself or a delegate within your office and submitted to Chief Minister's Support and Protocol (CMSP) at the end of each time period. Any leave taken during the period must be identified on the timesheet and an approved leave or TOIL form attached.

I have asked CMSP to put in place a mechanism to monitor the completion and submission of attendance and leave records and to advise me of the failure of any staff member to meet these responsibilities.

Yours sincerely

Jon Stanhope MLA  
Chief Minister

17 AUG 2009

ACT LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601 GPO Box 1020, Canberra ACT 2601

Phone (02) 6205 0104 Fax (02) 6205 0433 Email stanhope@act.gov.au

Coyles, Laurel

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From: Coyles, Laurel  
Sent: Monday, 6 July 2009 4:14 PM  
To:  
Subject: Leave Forms

### Exempt s41

Hi

You may be aware the Auditor-General's Office has just completed a performance audit on LAMS in relation to the administration of employment. The submission of timesheets and recorded leave was high on the agenda. By comparing attendance records against recorded leave forms, the auditors identified that there were some discrepancies. I am seeking your assistance in providing leave forms (or copies if you have already put in a leave form) for the following dates:

- 04 Oct'08 - annual leave
- 02 Feb'08 - annual leave

Pls direct your forms through CMS&P. If you require any clarification on the above, pls don't hesitate to contact me.

regards

*Laurel Coyles*

Chief Minister's Support & Protocol

Ph: 61 2 6205 0514  
Fax: 61 2 6205 0289

email: laurel.coyles@act.gov.au

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- 27 May'08 - personal leave
- 08 July'08 - personal leave

Pls direct your forms through CMS&P. If you require any clarification on the above, pls don't hesitate to contact me.

regards

*Laurel Coyles*

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- 15 Jan'08 - personal leave
- ✓ 31 Jan 08 - annual leave
- ✓ 06 Aug 08 - personal leave
- ✓ 27-28 Oct'08 - personal leave
- ✓ 10 Nov'08 - personal leave

Pls direct your forms through CMS&P. If you require any clarification on the above, pls don't hesitate to contact me.

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- 28 July'08 - personal leave
- 12 Nov'08 - personal leave

Pls direct your forms through CMS&P. If you require any clarification on the above, pls don't hesitate to contact me.

regards

*Laurel Coyles*

Chief Minister's Support & Protocol

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02-04 Jan'08 - annual leave

Pls direct your forms through CMS&P. If you require any clarification on the above, pls don't hesitate to contact me.

regards

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14-15 Jan'08

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