



Australian Government

Department of Finance

Ministerial and Parliamentary Services

The MaPS website and GovCMS





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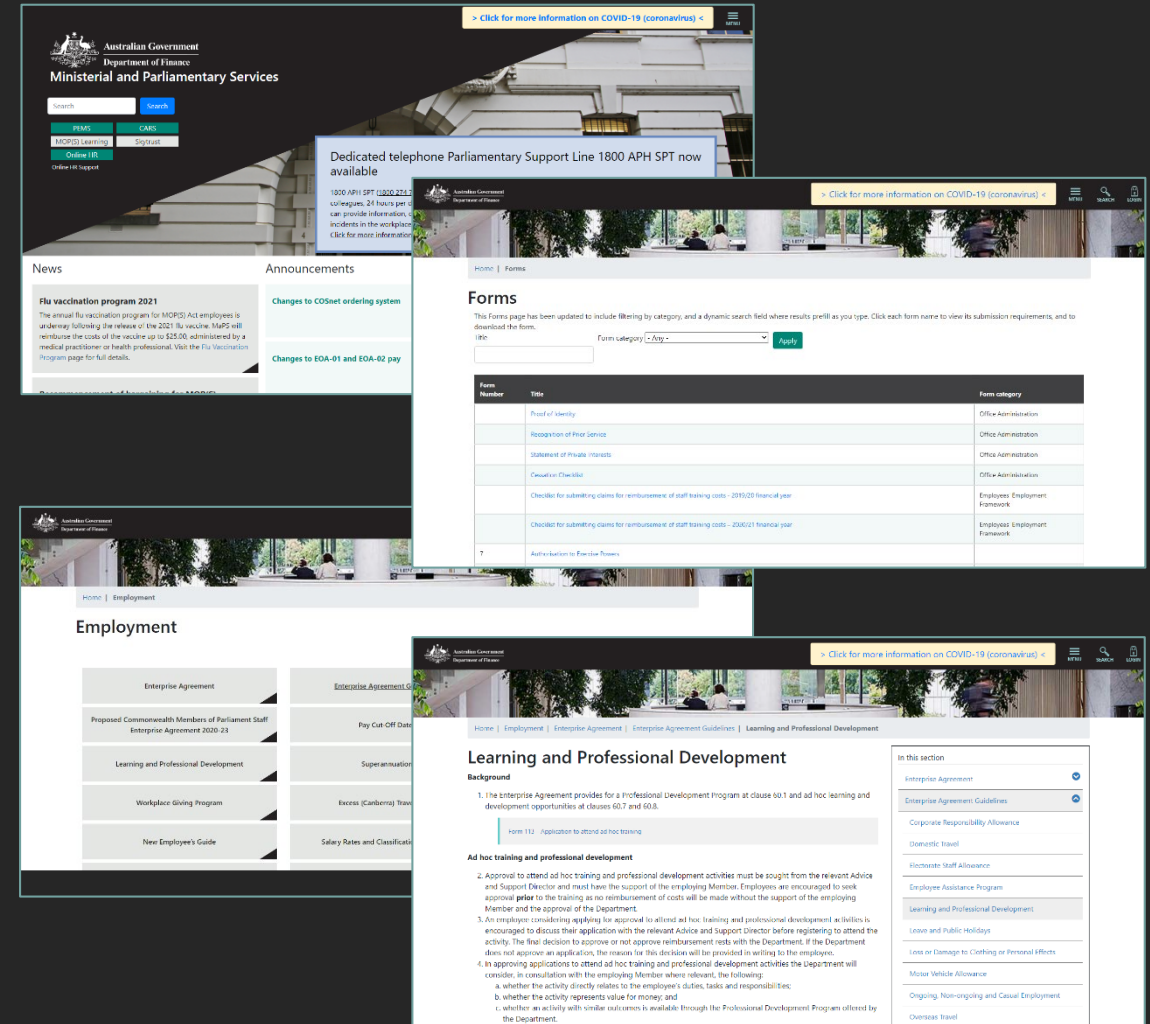
Where to from here?

A brief overview

- MaPS is Ministerial and Parliamentary Services
- MaPS is part of the Department of Finance
- MaPS, while part of Finance, is a customer of GovCMS like external agencies – no special treatment

The MaPS website

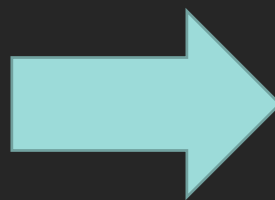
- MaPS website:
<https://maps.finance.gov.au>
- Primary audience and focus is for the members of Parliament and their offices
- Website seen as handbook covering relative functions and supporting material for guidance, training and other relevant information



The journey to GovCMS

The screenshot shows the M&PS INTRANET website. The header includes the Australian Government logo, the title 'M&PS INTRANET', and a search bar. Below the header is a navigation menu with links: Home, Contacts, Forms, Circulars, Entitlements Handbook, Enterprise Agreement, Legislative Framework, Related Sites, and M&PS Intranet Feedback. The main content area is divided into several sections: 'What's New' with a graphic of people on puzzle pieces, 'Recent Circulars' listing departmental and ministerial circulars, 'Employment' with links to various bundles and structures, and 'Topics of Interest' with links to protocols and allowances. A sidebar on the right contains 'Useful Links' such as ASKMAPS, Employee Consultative Group, and various reports. The footer contains copyright information for 2010 and a last modified date of 13 March 2012.

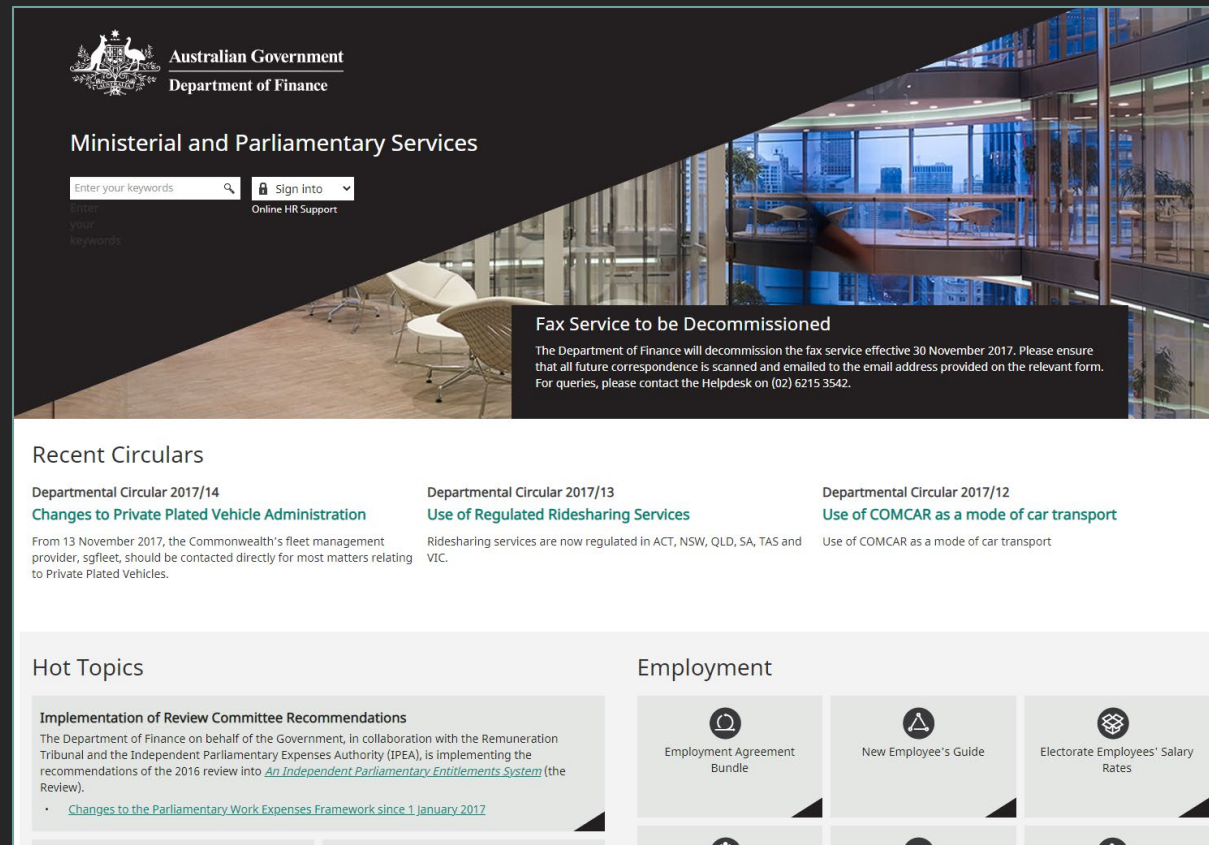
2010



The screenshot shows the Ministerial and Parliamentary Services website. The header includes the Australian Government logo, the title 'Ministerial and Parliamentary Services', and a search bar. Below the header is a navigation menu with links: Home, Contacts, Forms, Circulars, Entitlements Handbook, MOP(S) Act Employment, Legislative Framework, Related Sites, and Website Feedback. The main content area is divided into several sections: 'What's New' with a large red 'i' icon, 'Recent Circulars' listing departmental and ministerial circulars, 'Leave Applications' with a link to the MOP(S) Conditions page, 'Employment' with links to various bundles and structures, and 'Topics of Interest' with links to early pay cut-offs and documents. A sidebar on the right contains 'Useful Links' such as Employee Consultative Group, FCM Travel Solution, and various reports. The footer contains copyright information for 2010 and a last modified date of 18 December 2015.

October 2017

The journey to GovCMS



November 2017

Bespoke and (some) self service

- Looking through the website, most material over the current and previous iterations have been content and informational
- 95% of the site fits the mould of GovCMS SaaS
- However, some legacy products that weren't part of the initial website release needed some love and needed to be brought into the site itself for consistency, along with their platform being end of life
- These tools provide self service functionality and assist customers of MaPS to be more informed or have detail and decision
- Because of the nature of these tools and what they achieve, there are custom built modules and functionality to support these offerings

Bespoke and (some) self service

Employment Agreement Bundle

- Based on the different employment type and previous roles (if any) worked
- Lists out relevant forms based selected inputs
- Keeps it simple in its execution and output
- Keeps it contextually focused for those looking to bring in employees and fill out the right paper work the first time

The screenshot displays the 'Employment Agreement Bundle' web application. The top section shows a header with a navigation bar and a main title. Below the title, there is a form titled 'What is the category of employment?' with three radio button options: 'Ongoing employment', 'Non-ongoing employment', and 'Casual employment'. The 'Casual employment' option is selected. Below this, there is a form titled 'Has the employee previously been employed under' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below this, there is a form titled 'Is a National Police History Check required?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. A 'Next' button is visible at the bottom of the form.

The bottom section shows a summary page titled 'Employment Agreement Bundle' with a sub-header 'Summary of required employment agreement forms'. It includes a table with the following information:

Form	Supporting Documentation Required
Form 117: Employing a Casual Employee	To be completed prior to, or on the date of, commencement.
Tax File Number Declaration	To be completed prior to, or on the date of, commencement.
Proof of Identity	A certified true copy of documentation that provides proof of identity and date of birth.
National Police History Check	Proof of identity and birth date is required.
Form 053: Employee's Personal Particulars	Please complete this form if there are changes to employee personal details. Proof of identity and birth date is required.
Form 009: Superannuation Options	Please complete this form if there are changes to your superannuation details. This form asks you to make a choice about the superannuation fund to which you would like your employer superannuation contributions made. Information on the options available to MOP(S) employees is on the Ministerial and Parliamentary Services website.
Fair Work Information Statement	This statement is for your information only.

Below the table, there is a note: 'Please ensure the forms are signed by both the employee and the Senator/Member or authorised officer.' followed by the email address 'MOPSPay&Conditions@finance.gov.au'. At the bottom, there is a date and time stamp: 'Date / time of forms request: 14/05/2021 09:28:36 AM' and two buttons: 'Print summary page' and 'Restart bundle'.

Bespoke and (some) self service

Election Helper

- The nature of elections can determine and change the employment status for staff working to Members of Parliament
- Used for staff working in offices to determine what happens in situations such as a Parliamentarian not standing in an election, or not retaining their seat after an election
- Because of the mix of employee roles and the variety of conditions, being able to ask simple questions and get targeted responses online provides more detail and can be accessed 24/7

Election Helper

☒ I have read and understand the disclaimer and the limitations of the system

Is the employer a Minister or Parliamentary Secretary?

Parliamentary Secretaries are also known as Assistant Ministers. A current Ministry list is available from the [Parliament of Australia website](#).

Is the employer:

Is the State Senator term expiring?

At the next half-Senate election, six of the Senate positions in each State will expire at 30 June 2019 and be contested. The other six Senate positions in each State do not expire until 30 June 2022. Senate term expiry dates are available on the [Parliament of Australia website](#).

Is the employer standing or not standing?

Select one of the following options:

☐ The employer is

- The Leader or Deputy Leader of the Opposition in the Senate
- The Leader or Deputy Leader of a recognised party (i.e. the Australian Government)

and ceases to hold that position directly following the election (e.g. at the first poll).

☒ The employer is:

- a Shadow Minister
- a Whip
- the President or Deputy President

and ceases to hold that position directly following the election.

☐ All other circumstances (i.e. the employer does not hold one of the above positions)

Please complete all fields then click "Apply"

Termination event

For personal employees, employment is terminated on the day the employer ceases to be:

- a Presiding Officer
- a Deputy Presiding Officer
- a Shadow Minister or
- a Whip

However, a Direction made under the MOP(S) Act may defer the date of effect of termination of employment for a period as set out below.

There is no employment termination event for electorate employees.

Deferral of termination for electorate employees		
Ongoing Electorate employees	Non-ongoing Electorate employees	Casual Electorate employees
No employment termination event immediately following the election.	No employment termination event immediately following the election.	No employment termination event immediately following the election.
Employment ceases at 30 June following the election.	Employment ceases at the earlier of: <ul style="list-style-type: none">• the end of the employee's current employment agreement, or• 30 June following the election.	Employment ceases at the earlier of: <ul style="list-style-type: none">• the end of the employee's current employment agreement, or• 30 June following the election.

Deferral of termination for personal employees		
Ongoing Personal employees:	Non-ongoing Personal employees:	Casual Personal employees:
Employment ceases 8 weeks after the Deputy Presiding Officer, Shadow Minister or Whip ceases to hold the position or a new Presiding Officer is chosen.	Employment ceases the earlier of: <ul style="list-style-type: none">• the end of the employee's current employment agreement, or• 8 weeks after the Deputy Presiding Officer, Shadow Minister or Whip ceases to hold the position or a new Presiding Officer is chosen.	Employment ceases at the earliest of: <ul style="list-style-type: none">• the end of a working day prior to a business day on which the employee does not work, or• the end of the employee's current employment agreement, or• 8 weeks after the Deputy Presiding Officer, Shadow Minister or Whip ceases to hold the position or a new Presiding Officer is chosen.
If re-employed, employment ceases at 30 June following the election.	If re-employed, employment ceases at 30 June following the election.	If re-employed, employment ceases at 30 June following the election.

Bespoke and (some) self service

Entitlements Estimator

- Based on conditions and pay points as defined in the MaPS Enterprise Agreement
- Scale of conditions, allowances and other material within the employment agreement creates confusion when determining eligibility
- The estimator provides more surety and clear and obvious questions to the audience to determine and generate an end estimate

Personal Details

Full Name: John Name Used for printing purposes only

Employment Type:
☐ Casual
☐ Non-ongoing
☒ Ongoing
☐ Ongoing - on leave without pay from a public sector agency

Are you on probation?
☐ Yes
☒ No

Hours and Salary

Hours per week: 38 38 hours is considered Full Time.

Employee Type: Senior Staff

Classification paid: Senior Adviser 1

Paypoints: Paypoint 1 (\$133,060)

Are you receiving a Parliamentary Staff Allowance (PSA)?
☒ Yes

Annual Leave

Your fortnightly payslip provides the balance of your Annual Leave entitlement as Leave balance.

Hours: 20

Date of Cessation

You may be eligible for severance benefit if you are an ongoing employee and your number of completed years of continuous eligible MOP(S) Act service. Broken per this total (except in circumstances described in the EA).

If you were previously employed by a State/Territory parliamentarian, on a basis of immediately prior to employment under the MOP(S) Act and if that service has been

Final Entitlements Estimator

The following is an estimate of final entitlements due to you on cessation (excluding outstanding salary and other adjustments), based on the information you have supplied.

For the purposes of this estimate, tax calculations (unless otherwise stated) are based on the rate of 47%. The actual tax rates applicable may vary depending on individual financial circumstances. Refer to the Australian Taxation Office for more information.

Name: John Name
Employment Status: Ongoing
Weekly Hours: 38 hours (Full Time)
Cessation Date: 2021-03-01
Reason for Cessation: Age Retirement

Salary:	\$133,060.00
PSA Allowance:	\$32,846.00
Total Salary:	\$165,906.00

Payment in Lieu of Annual Leave

Balance: 20 Hours

Gross Entitlement @ \$165,906.00 per annum	\$1,673.85
Tax @ 47%	\$787.00
Estimated Net (Gross - Tax)	\$887.14

Payment in Lieu of Long Service Leave - Full Time

Service: 20 years and 5 months
Taken: 0 months and 2 calendar days

Gross FT LSL Entitlement: 6.0583 months @ \$165,906.00 per annum:	\$83,759.49
Tax @ 47%	\$39,367.00
Estimated Net (Gross - Tax)	\$44,392.53

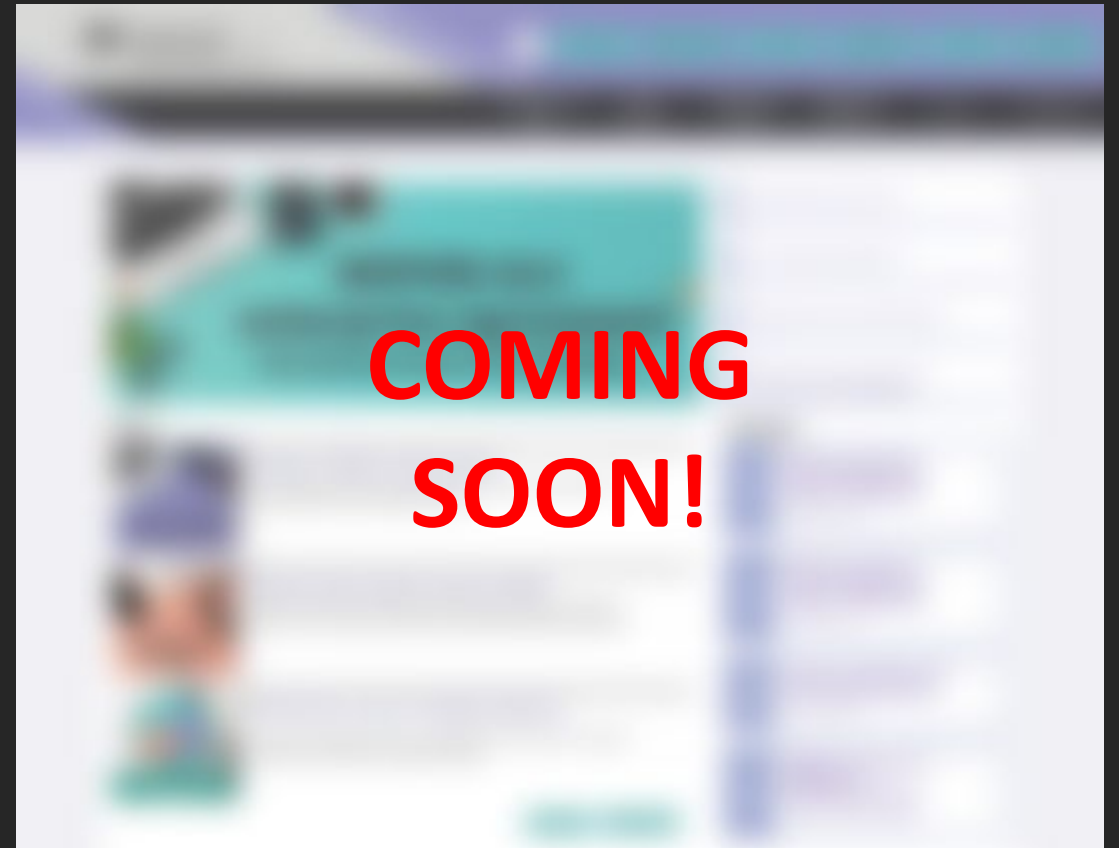
Total Net (Estimate): \$45,279.67

Bespoke and (some) self service

- The cost benefit of being able to self serve information from highly customised modules outweighs the cost and overhead that comes from the PaaS offering
- If you are thinking PaaS, consider the end value of the tools versus the end hosting costs, development and support.

The future

- MaPS is currently redeveloping the website with a stronger audience focus
- Improved:
 - Information Architecture
 - Design
 - Content
- Leveraging the existing project on GovCMS, but working in another branch – same technology and quicker to deliver
- Opportunities for self service on the site and/or supporting tools accessed from the site





Thank you

Questions