



Australian Government
Department of Finance

Parliamentary Expenses Management System (PEMS) Project

Steering Committee – Meeting Minutes

Meeting Details	
Date:	Thursday, 14 July 2022
Time:	11.00am to 12.00pm
Venue:	GovTEAMS video conference
Attendees:	<p>Ms. Clare Walsh – Chair</p> <p>Mr. John Sheridan – Project Executive</p> <p>Mr. Annwyn Godwin – Senior User, Independent Parliamentary Expenses Authority (IPEA)</p> <p>Mr. David De Silva – Senior User, Ministerial and Parliamentary Services (MaPS)</p> <p>Ms. Michelle Black – Senior Supplier, Service Delivery Office (SDO)</p> <p>Ms. Simon Quarrell – Member, Digital Transformation Agency (DTA)</p> <p>Mr. Peter Rush – Member, Prime Minister and Cabinet (PM&C)</p> <p>Advisers</p> <p>s 22 – A/g PEMS Branch Director and Senior Supplier, ICTD</p> <p>s 22 – PEMS A/g Director</p> <p>s 22 – MaPS</p> <p>Secretariat</p> <p>s 22</p>
1. Meeting Opening	
Summary	<p><i>Minutes</i></p> <p>The Minutes of the meeting of 16 June 2022 were accepted.</p> <p><i>Actions</i></p> <p>A109 – Project Office to circulate an updated diagram and/or table to clearly represent the current and proposed (“before and after”) governance structures and functions mapped to their respective future BAU forums:</p> <ul style="list-style-type: none"> The specified work has been completed and redistributed. Closed. <p>A110 – Project Office to report the management of all governance deliverables (including the final Gateway Review and Project Closure Report)</p>

	<p>in the proposed governance structures when transitioning from Project to BAU:</p> <ul style="list-style-type: none"> • This was included in the approved Governance Arrangements paper. • The Table in Attachment A for the “Project Board Release 1” refers to the expenditure reporting solution. After this, there will be successive releases (quantity unknown at this time). • Closed. <p>A111 – Project Office to update the Terms of Reference (ToRs) and membership arrangements of the proposed Governance Arrangements:</p> <ul style="list-style-type: none"> • The draft ToRs for Change Authority was distributed to business areas on 8 July 2022, with feedback due by 19 July 2022. • The Project are revising the ToRs for the Project Board and Steering Committee to the extent needed and will distribute to members for review prior to the subsequent meetings. <p><i>Closed Actions</i> A109 & 110.</p> <p>The Chair acknowledged the significant delivery point that was reached as a result of the hard work undertaken by a range of stakeholders to ensure the Project went Live on 4 July 2022, with particular thanks to S 22 – PEMS Branch Director – for her involvement in achieving this Milestone.</p>
Decisions	The Steering Committee accepted the minutes from the previous meeting as well as the status of actions raised.
Actions	A112 – Confirm the Executive Management Committee and Management Board dotted line connection in the Governance Arrangements paper.
2. PEMS Delivery Update	
Summary	<p><i>Phase 2 Status Report</i></p> <ul style="list-style-type: none"> • The Project Executive reiterated that Go-Live for Milestone 7.2 was delivered and the Project is now in Hypercare to closely monitor issues and resolve as they arise. • Hypercare is currently scheduled to continue until 4 August 2022, which the Project believes will be sufficient to meet users’ needs. • If high priority issues continue beyond 4 August 2022 then a subsequent Hypercare Release would occur. <ul style="list-style-type: none"> • The Project are currently investigating if this will be necessary. • The previous developer resources are no longer required in the Project and are being progressively transitioned to SDO as a BAU resource. • The Project are focusing now on the upcoming Release 1 that must be ready by 1 August 2022 to allow the first quarter period to be delivered. • IPEA identified the top 60 priorities from 91 expenditure reporting items. <ul style="list-style-type: none"> • Testing of the extracts component was removed from 7.2, meaning more items may be discovered throughout Release 1. • The Project will also establish a high and detailed-level schedule to address Release 1 delivery, with formal tracking and Schedule Performance Index (SPI) reporting to commence next week. • Members proposed an extension to Hypercare may be necessary to cater the increased demands across numerous helpdesks, in particular from parliamentarians that will overlap with the upcoming sitting week.

- MaPS highlighted their willingness to provide funds for Hypercare resources beyond 4 August 2022, should this be required.
- Staff performing Hypercare duties will also support IPEA for the upcoming expenditure report work.
- IPEA advised that support calls are currently estimating 40-50 minutes to resolve as opposed to the standard 10-minute resolution time and requested more time is spent on the known and common issues.
- IPEA also proposed the risk rating for the expenditure reports be revisited as a result of Hypercare possibly being extended beyond 4 August 2022.
- The handover material is currently 78% completed, which the Project will discuss strategies to finalise the activity with SDO, as the resources who will create the material are also providing Hypercare duties.

Risks and Issues

- 13 Project Risks have been closed as a consequence of being redundant on the advent of Go-Live for such items relating to:
 - Security failure;
 - Loss of Executive sponsorship;
 - Major system failure prior to implementation; and
 - Data integrity.
- 7 Project Risks were migrated to the BAU Risk Register that relate to:
 - Loss of resources;
 - Quality;
 - Security failures (x2);
 - Unaffordable enhancements;
 - External users experiencing difficulty using PEMS post-Go-Live, and
 - Support staff cannot manage the volume of calls post-Go-Live.
- Issue #32 – high priority items on the Backlog List are not delivered in association with 7.2 – has been closed and restructured to reflect possible unaffordable enhancements that is included in the BAU Risk Register.
- IPEA recommended increasing Risk #70 – remaining Expenditure Report functionality cannot be completed by the end of September 2022 – from Medium to High as a result of the allocated staff who are supporting Hypercare in addition to delivering the expenditure reporting tasks.
- However, Risk #70 relates to Risk #29 and has therefore been closed and absorbed into Risk #29.
- IPEA noted a lack of confidence in the Project avoiding Risk #29 due to the former decision to not complete some testing within Release 1 delivery which would increase the likelihood of the risk being realised.
- Members advised that the added pressures to Risk #29 will be reviewed in more depth by the PEMS Project Board to mutually decide the most suitable approach in association with Finance's risk framework.
- The reputational risk would become High for IPEA should expenditure reporting not be delivered in time.
- MaPS staff are enquiring to the adjusted layout of recording and reporting office expenses which is currently free text and the work needed to avoid possible risk to political sensitivities and process inefficiencies in producing the expenditure report by replacing with a drop down option.
- The Project Executive reminded members that the business can request Backlog items be reprioritised and delivered earlier should they wish to.
- The Project Executive advised that no further Risks or Issues rated higher than any existing ratings have been submitted and staff will continue to work towards resolution of these matters by continuously managing them.

















	<p><i>Phase 1 Production Support Update</i></p> <ul style="list-style-type: none"> The Project production report highlighted the drop in claims while the system was closed from 27 June to 3 July 2022, the increase in claims when the system was online as well as separate effects due to post-election changes. While there is an increase in calls, the team are delivering a steady number of call resolutions. An increase in aged open calls has occurred and is reported regularly, however this is anticipated to decrease. Most claims are being created and processed successfully with minimal issues that are being managed, with daily monitoring of performance with assistance from SAP for items that are particularly resource intensive. MaPS payments are currently being manually validated however this is expected to revert to an automatic process in the immediate future. Strong engagement between technical and business staff is progressing. SDO have implemented hardware upgrades to double the amount of memory which has improved performance. A coding issue that extracted the claimant rather than the vendor in for ten paid office expenses was affecting nine parliamentarians, however this was recovered swiftly after identifying the matter. <ul style="list-style-type: none"> The testing process has also been enhanced to avoid this error in the future. A technical fix is underway to fine-tune existing problems when creating a new vendor submitted by a claimant, particularly with the connection between the DESE gateway and the system as the email appears to be unauthorised which is false. Vendor file uploads for PEMS and EMS will be finalised next week. A CabCharge verification matter is being worked through with SDO. <p><i>Hypercare</i></p> <ul style="list-style-type: none"> 20 items have been identified for remediation which will be resolved incrementally, with parliamentarian and other internal user experience as a significant factor in assessing and remediating the known issues. Known delays in processing claims that were previously actioned quicker are also monitored regularly to track gradual speed improvements following subsequent upgrades. An issue with EMS in relation to staff in deferral periods and claiming international travel has resulted in significant travel costs not being reimbursed to clients for over a month. <ul style="list-style-type: none"> Consistent data in EMS and PEMS is critical to ensure continuity and minimal discomfort for users when resolving.
Decisions	The Steering Committee accepted the Project update and the integrated schedule.
Actions	Nil
3. Financial Position	
Summary	<ul style="list-style-type: none"> The Financial Position as at 30 June 2022 was presented to the Board. The Project's preliminary end of financial year report for 2021-22 was tabled and the final position will be received within CFOB's timeline.
Decisions	The Steering Committee accepted the 30 June 2022 Financial Position.
Actions	Nil



4. Other Business	
Summary	<ul style="list-style-type: none">Members received the final version of the PEMS Governance Arrangements paper.The Chair mentioned that S 22 will be leaving PEMS as the A/g Assistant Secretary at the end of July and has contributed immensely in delivering the Project by successfully engaging with the huge range of business stakeholders. The Chair and Steering Committee Members thanked S 22 for her extraordinary effort throughout the entire Project.The Chair will return to the Department of Foreign Affairs and Trade at the end of this week and will no longer be the PEMS Steering Committee Chair. Members provided their thanks and gratitude to the Chair for her success in driving robust governance throughout their time in the Project.
Decisions	The Steering Committee agreed the final version of the PEMS Governance Arrangements paper.
Actions	Nil
<i>The meeting closed at 11:49am.</i>	




Action Items

Item	Action	Owner	Status	Comments
Actions from meeting of 16/06/2022				
A109	Circulate an updated diagram and/or table to clearly represents the current and proposed (“before and after”) governance structures and functions mapped to their respective future BAU forums.	PO	Closed	14/07/22 – The specified work has been completed and redistributed.
A110	Report the management of all governance deliverables (including the final Gateway Review and Project Closure Report) in the proposed Governance structures when transitioning from Project to BAU.	PO	Closed	14/07/22 – The Table in Attachment A for the “Project Board Release 1” refers to the expenditure reporting solution. After this, there will be successive releases (quantity unknown at this time).
A111	Update the Terms of Reference and membership arrangements of the proposed Governance Arrangements.	PO	In progress	14/07/22 – The draft ToRs for Change Authority was distributed to business areas on 8 July 2022, with feedback due by 19 July 2022. The Project are revising the ToRs for the Project Board and Steering Committee to the extent needed and will distribute to members for review prior to the subsequent meetings.
Actions from meeting of 14/07/2022				
A112	Confirm the Executive Management Committee and the Management Board dotted line connection in the Governance Arrangements paper.	PO	New	

1. Project Status Report – Milestone 7

Summary	Previous Status	Current Status	Commentary									
Overall Status			<i>Overall</i> <ul style="list-style-type: none">Phase 2 went live officially on Monday 4 Jul following a soft launch on 3 Jul 22. to parliamentarians and MOPS Staff.The project is now in Hypercare and closely monitoring for, and resolving issues as they arise.									
Governance			<ul style="list-style-type: none">The Steering Committee's next meeting is scheduled for Thursday 15 September 2022.The Project Board's next fortnightly meeting is scheduled for Wednesday 20 July 2022.									
Schedule			Refer to Attachment 3 high level schedule. A high level schedule can be found in Attachment 4 . Key dates for critical path activities: <table><tr><th>Key Date</th><th>Description</th><th>Progress</th></tr><tr><td>18 March to 30 June</td><td>Technical documentation and knowledge transfer to SDO</td><td>In Progress</td></tr><tr><td>1 Oct 2022</td><td>Release 1 – Expenditure Rptg</td><td>In Progress</td></tr></table>	Key Date	Description	Progress	18 March to 30 June	Technical documentation and knowledge transfer to SDO	In Progress	1 Oct 2022	Release 1 – Expenditure Rptg	In Progress
Key Date	Description	Progress										
18 March to 30 June	Technical documentation and knowledge transfer to SDO	In Progress										
1 Oct 2022	Release 1 – Expenditure Rptg	In Progress										
Scope / Requirements			Hypercare <ul style="list-style-type: none">The PEMS Project Board agreed at its 5 August meeting to extend the Phase 2 Hypercare period to 12 August. An extraordinary meeting has been scheduled for 12 August solely to consider whether the hypercare period can conclude.As at 5 August, there were seven high priority items remaining for remediation during the Hypercare period. It is expected that once Project Baord agree to close the Hypercare period, all outstanding items will be prioritised on the backlog list. Release 1 (the first post go-live release): <ul style="list-style-type: none">Development work commenced last week, this is almost three weeks later than expected due to the high developer workload experienced in the hypercare period.Prioritisation of tasks for Expenditure Reporting has been completed with 60 items identified as required scope (56 essential / 4 important items).Analysis of effort for 10 items to be provided this week.Workshops to clarify a number of requirements commencing 9 August.Scope is in excess of expected capacity, the project will work with IPEA to develop a management plan to support the first PEMS Expenditure Report.									
Resources			<ul style="list-style-type: none">The Development resources have transitioned to SDO management.Ongoing resourcing will be shared between BAU and remaining project work so will need to manage associated priorities.									
Issues			Refer Attachment 1 - Project Issues <ul style="list-style-type: none">The project team manages issues and escalates where necessary.36 issues have been identified: there remains two issues.									
Risks			Refer Attachment 2 - Project Risks <ul style="list-style-type: none">The next Risk Workshop is scheduled for Wednesday 24 August 2022.71 risks have been raised for the project. 5 risks remain open: 3 medium and 2 low. The remaining risks predominantly address delivery of the remaining functionality for expenditure reporting.The open medium risks are shown Attachment 2.									
Design			<ul style="list-style-type: none">Design documentation is being progressed subject to other higher priority tasks. This responsibility will transition with the development resources to the SDO.									

Support Organisation			Phase 1 <ul style="list-style-type: none"> A weekly dashboard is distributed to Senior Users. There are no issues of concern. This will be updated to incorporate Phase 2 aspects. Phase 2 <ul style="list-style-type: none"> Hypercare commenced 4 July, daily monitoring and issue tracking is occurring and a daily dashboard is distributed to Senior Users. The surge team are in place and supporting users. An update on the high severity issues will be tabled at the Committee meeting.
Other	N/A	N/A	<ul style="list-style-type: none">

Legend: On Target	Alert	Escalate	Overall
			Green Light Criterion = All green, or only one amber with no red Amber Light Criterion = More than one amber but no red Red Light Criterion = One or more red
Identified issues being managed and updated regularly	Issues are likely to affect the implementation effort if action is not taken and managed	Issues will have a significant effect on the implementation effort if action is not taken and managed	

ATTACHMENT 1. PROJECT ISSUES

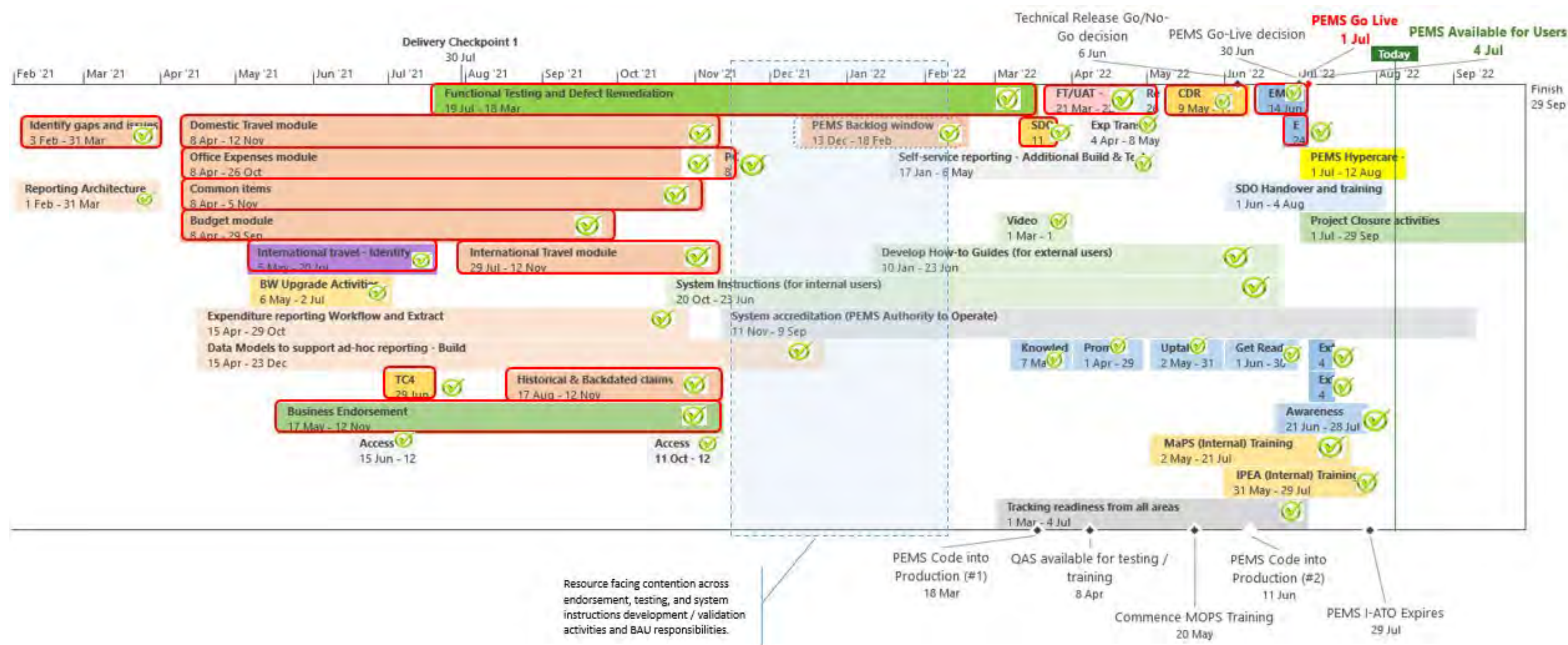
Issue Register										
#	Date Raised	Related to risk	Issue Description	Raised by	Assigned to	Rating	Open Actions	Due Date	Status	Completed Actions Refer to previous version of the Risk and Issues register for detail prior to January 2019.
26	19/11/2020	-	Benefits approved in the second pass business case are not achieved.	PO	S 22	Low	<ul style="list-style-type: none"> * Update the tracker with revised measuring periods. * Commence assessment for Period 3 reporting - expected delivery date - Q122 * Review in the context of the Gateway Review Team's recommendation: Finance attempts to seek agreement that the success of this Project will be measured in line with delivery against the outputs and outcomes articulated in the Second Pass Business Case and the PEMS Benefits Realisation Plan. * Prepare a paper for SC consideration of the Review's recommendation. 	1-Nov-22	In progress	<ul style="list-style-type: none"> * Propose to the Project Board options for Gateway Reviews in Feb 2021 and prior to go-live in July 2021. * Assurance Review occurred 8 to 12 February 2021. Rating of Amber. All recommendations accepted by Finance. * Gate 4d assurance review occurred May 2021. All recommendations accepted by Finance. * IPEA savings benefits 'reversed' through the 2021-22 Budget for FYs 2021-22 and 2023-24. * Benefits Plan and tracker updated by end of May 2021 to reflect revised Milestone 7 Phase 1 and Phase 2 delivery. * Benefits Working Group initiated 20 May 2021. Meetings scheduled for the w/c 24 May 2021 subsequently cancelled to reduce Phase 1 resource contention concerns. * Benefits re-baselining review requested on 21 September. IPEA responses received, MaPS response expected to be received shortly. * IPEA have added a new benefit B06 'improved supplier management' * Recommence review of updated Benefits Plan. * Review and update the benefits tracker in conjunction with the Benefits Working Group from September 2021. * Implement the actions to address Gate 4d recommendation 1: Ensure that the current re-baselining exercise is completed by November 2021: <ul style="list-style-type: none"> a. Reviews benefits and outcomes in the context of the Second Pass Business Case and available baseline measures; b. Is expressed at the appropriate level to enable assessment of the success of the project; c. Includes any newly identified benefits or dis-benefits, and d. Includes metrics to assist measurement of improved performance * Update the tracker with revised measuring periods.
32	9/02/2022	-	High priority (or Sev 2) items on the backlog not delivered for M7.2.	PO		Low	<ul style="list-style-type: none"> * SDO advise PEMS support costs for 2022-23 by May 2022. * Determine a post project closure funding stream to cover ongoing backlog delivery. * Develop a change and release schedule for post go live management of the project's backlog. Refer BAU Risk 8. 	30-Jun-22	Closed	<ul style="list-style-type: none"> * MaPS has sent their paper for a final review prior to finalising. * The MaPS and IPEA business impact statements will evolve with qualitative assessment of workarounds and other activities required through the election period. These papers will feed into an ongoing prioritisation of the backlog. * Discussed issue at Project Board on 16 Feb 2022 * MaPs and IPEA finalise their business impact assessments for noting by the Project and requiring no further actions. * Reduced risk to Low given imminent closure of testing and defecting remediation. * Draft Release Management Plan and Change and Release Management Plan being reviewed by the SDO. * A overview of the draft processes were provided to the first Functional Working Group meeting held on 9 May. * Project assign a Change and Release Manager for R1. * SDO advise PEMS support costs for 2022-23 by May 2022. * Determine a post project closure funding stream to cover ongoing backlog delivery.

ATTACHMENT 2. PROJECT RISKS

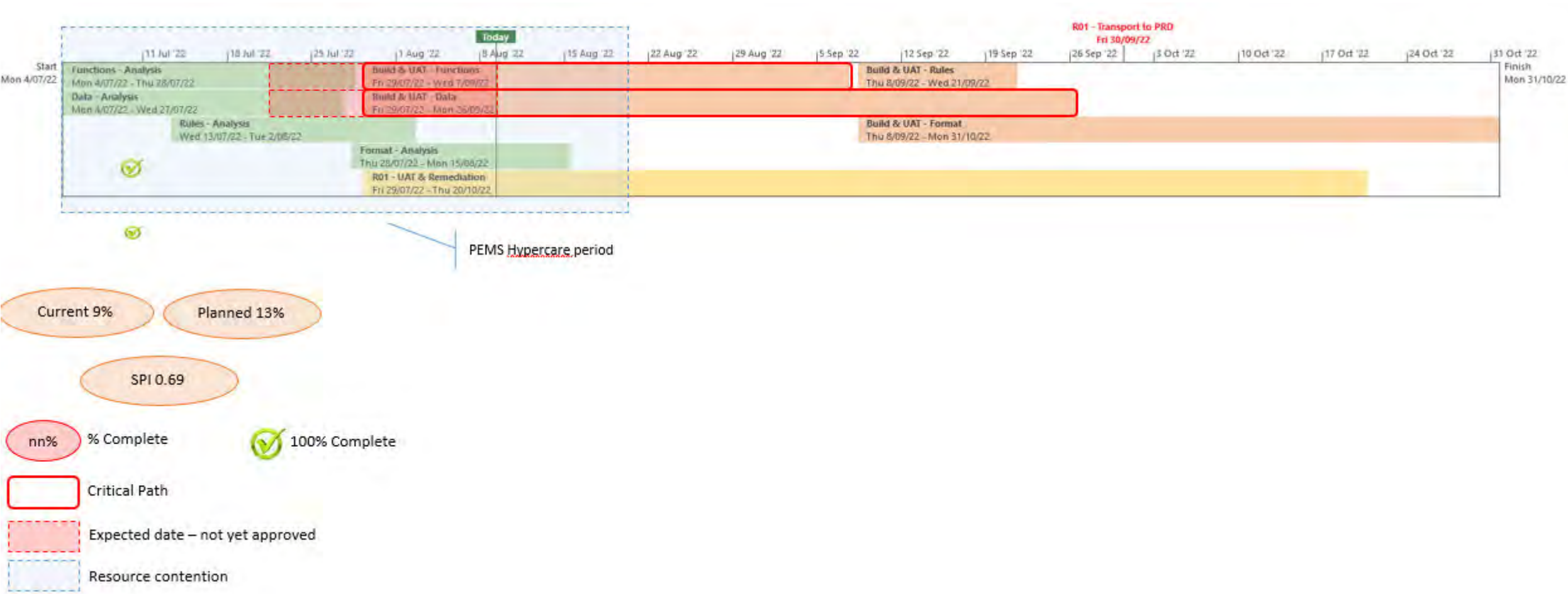
ID	Date Raised	Risk Description	Scenario (Examples)	Source / Cause	Current controls	Risk level			Treatments	Residual Risk			Assigned to	Reviewed Date	Status	Close date
						Consequence	Likelihood	Rating		Consequence	Likelihood	Rating				
1	22/03/18	Project schedule - inherent schedule flaws prevent delivery as planned	<ul style="list-style-type: none"> * Project milestones for Release 1 are not achieved * Commencement of work for * R1 is delayed due to Hypercare issues or extended period of Hypercare. 	<ul style="list-style-type: none"> * Unavailability of appropriately skilled technical staff due to shared resourcing with BAU. * Schedule does not account for unavailability of key business representatives * Mandated delivery dates do not account for actual effort to achieve 	<ul style="list-style-type: none"> * Appropriate governance and controls in place to manage slippage. * Closely monitor critical path activities and escalate any indication of slippage. * Project schedule maintained with weekly status reporting and schedule performance indicators. * Early advice on schedule variance and managed in accordance with project tolerance. * External factors and matters/events outside the project's control that would affect performance against the schedule. * Federal election resulted in a change of Government. SDO, MaPS and IPEA to advise any affect to the project as a consequence. * Close monitoring of activities with instant escalation of issues in the lead up to 1 Oct 2022. 	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> * Scope is agreed and limited to what is essential to meet the Release date of 1 Oct 2022. * High level and detailed schedule agreed by the Board. * IPEA agree the approach for R1. 	Moderate	Likely	Medium	John Sheridan	18/07/22	Open	
3	22/03/18	Loss of key (knowledgeable) resources from ICTD, SDO, MaPS and IPEA.	<ul style="list-style-type: none"> * Project expertise is lost, requiring additional effort to achieve milestone * Highly customised solution with limited resources who have the system knowledge (SPOF). * Resource 'burn out' due to long term high intensity work. 	<ul style="list-style-type: none"> * High percentage of team are contractors * Reduced project team due to remaining responsibilities. * Loss of general project knowledge. 	<ul style="list-style-type: none"> * Expenditure reporting design, decisions and outcomes are documented. * Work with IPEA to have appropriate resourcing allocation for the project. * Review of resourcing requirements in accordance with the Release 1 work plan. * Contract extensions agreed to support the project through to completion of Release 1. * Business areas and project assess recent or soon to be loss of key resources. * Regular health checks on resources. Ensure resources have sufficient down time at time of reduced work load. 	Moderate	Possible	Medium	<ul style="list-style-type: none"> * Resourcing balance for Release 1 is agreed with the SDO. * Manage resources priorities. Inherent likelihood increased to Possible and Residual likelihood increased to Unlikely resulting in Medium risk rating. 	Moderate	Unlikely	Medium	Michelle Black/Annwyn Godwin/John Sheridan	18/07/22	Open	

ID		Risk Description	Scenario (Examples)	Source / Cause	Current controls	Risk level			Treatments	Residual Risk						
	Date Raised					Consequence	Likelihood	Rating		Consequence	Likelihood	Rating	Assigned to	Reviewed Date	Status	Close date
5	22/03/18	Quality of product	*UAT finds critical issues that cannot be addressed within the Release 1 timeframe. *Post implementation issues affects users confidence in the system.	*IPEA finds expenditure reporting product deficient. *PEMS perceived as poor quality due to post implementation issues.		Moderate	Unlikely	Medium	*Clearly articulate issues, their cause and remediation. *Timely resolution of issues.	Moderate	Unlikely	Medium	S 22	18/07/22	Open	
29	12/09/18	IPEA's legislative requirements for reporting Parliamentary expenses are not addressed by the reporting solution.	* The PEMS reporting solution does not support IPEA in meeting its responsibilities. *Requirements are greater than the agreed scope for M7.2. *The Expenditure reporting solution does not satisfy business' requirements and testing determines that it cannot be made fit for purpose.	*Remaining Expenditure Report functionality cannot be completed by the end of September 2022. • Limited development resources will be supporting hypercare till end of July 2022,and the same resources will also be required to do development for Backlog items across all functional areas. • This could leave an effective window of only August and September to develop and test Expenditure Reporting with shared resources. • There are currently about 97 defects raised for reporting, of which 69 are severity 1 and 2. * Identification of issues during remaining build and testing that are difficult to resolve. * execution of the remaining test cases not passed by 6 May reveal additional items to resolve. *solution cannot meet all requirements *business rules for the extracts component are unknown and not documented.	* Expenditure reporting workflow solution is developed with ongoing review and input from IPEA. * Agreed requirements and scope of work for Expenditure management report. * Review PEMS system adherence to revised IPEA and PBR Act recommendations. *Planning to implement the remaining expenditure reporting functionality is in progress. *Project oversee implementation and assign a Change and Release Manager *Retain sufficient knowledgeable project resources to implement remaining functionality. *Create the required data prior to commencing testing to reduce testing timeframe. *Exclude non-expenditure reporting changes from Release 1. *IPEA will be able to observe the performance of expenditure reporting in the Production environment post M7.2 go live. *IPEA prioritised top 60 items and their sequence for addressing.	Moderate	Possible	Medium	*Expenditure reporting is implemented by 30 September 2022 *Expenditure Reporting remediation plan agreed by the Project Board. *Confirm assumptions to use Production to validate the expenditure reporting product.	Moderate	Unlikely	Medium	S 22 /Michelle Black/Nicole Pearson	18/07/22	Open	

ATTACHMENT 3. HIGH LEVEL SCHEDULE FOR PHASE 2



ATTACHMENT 4. HIGH LEVEL SCHEDULE FOR RELEASE 1 (EXPENDITURE REPORTING)



Steering Committee Meeting – 14 July 2022
Parliamentary Expenses Management System

Recommended actions

It is recommended that you:

1. **Accept** the status of actions.
2. **Accept** the project update and integrated project schedule:
 - a. Refer Project Status Report as at 11 July.
 - On 30 June, the project received a Go decision to proceed with PEMS Phase 2 go live.
 - PEMS Phase 2 had a soft launch on 3 July and was officially released on 4 July 2022.
 - b. Risks and issues:
 - Risks were reviewed in light of the go-live and the transition to BAU operational arrangements.
 - 5 risks remain open and have been updated to cover delivery of the remaining functionality for expenditure reporting
 - 13 risks have been closed
 - 10 risks created on the BAU register
 - There is one open issue (26) for benefits realisation that will be managed as part of the project closure process.
 - c. **Schedule – Post Go live Hypercare update.** Business areas and the project are working closely to manage issues during the Hypercare period. Significant issues in the past week:
 - On 6 July, an overnight HR record sync to the BW component failed and resulted in no data shown to internal users when accessing PEMS. This issue was quickly resolved allowing work to continue. Daily monitoring of the sync is occurring.
 - On 7 July, a coding error in the system resulted in 10 claims being incorrectly paid to 9 parliamentarians instead of their suppliers for the office expenses. The coding issue was resolved before start of business on 8 July. Actions are in progress to fully remediate the effects of the issue.
 - The system performance experience for internal users is not optimal. A hardware upgrade for the BWP data base was undertaken on 9 July resulting in some improvement. Monitoring of 'expensive' processes is occurring with further actions being undertaken, where appropriate, during the hypercare period.
 - A summary of issues and their status will be tabled at the meeting on 14 Jul 22.
3. **Note** the end of financial year result for 2021-22.



Australian Government
Department of Finance

Parliamentary Expenses Management System (PEMS) Project

Steering Committee – Agenda

Meeting Details		
Date:	Thursday 14 July 2022	
Time:	11.00am to 12.00pm	
Venue:	RM 3N.38 Mt Woodroffe and/or GovTEAMS video conference	
Attendees	<p><i>Members:</i> Ms. Clare Walsh – Chair Mr. John Sheridan – Project Executive Mr. David de Silva – Senior User, Ministerial and Parliamentary Services (MaPS) Ms. Annwyn Godwin – Senior User, Independent Parliamentary Expenses Authority (IPEA) Ms. Michelle Black – Senior Supplier, Service Delivery Office (SDO) Mr. Simon Quarrell – Independent Member, Digital Transformation Agency (DTA) Mr. Peter Rush – Independent Member, Prime Minister and Cabinet (PM&C)</p> <p><i>Advisers:</i> s 22 – A/g PEMS Branch Director and Senior Supplier, ICTD s 22 – A/g PEMS</p> <p><i>Secretariat:</i> s 22</p>	
Agenda items	Who	Paper / Action
1. Meeting Opening a. Apologies b. Action Items	Chair	Yes Accept Minutes and status of actions
2. Project delivery update a. Project status report b. Risks and issues c. Schedule - Post go live Hypercare update	Project Executive	Yes Accept the project update
3. Financial position	Project Executive	Yes Accept the financial position as at 30 June 2022
4. Other Business a. PEMS Governance Arrangements	Chair	Yes Final distributed for information

Next Meeting: 11.00am – 12.00pm, Thursday 11 August 2022
RM 3N.38 Mt Woodroffe and/or GovTEAMS video conference

Action Items

Item	Action	Owner	Status	Comments
Actions from meeting of 16/06/2022				
A109	Circulate an updated diagram and/or table to clearly represents the current and proposed ("before and after") governance structures and functions mapped to their respective future BAU forums.	PO	Complete	11/07/22 – Included in the approved Governance Arrangements paper
A110	Report the management of all governance deliverables (including the final Gateway Review and Project Closure Report) in the proposed Governance structures when transitioning from Project to BAU.	PO	Complete	8/07/22 – Included in the approved Governance Arrangements paper
A111	Update the Terms of Reference and membership arrangements of the proposed Governance Arrangements.	PO	In progress	8/07/22 – The draft Terms of Reference (ToR) for the Change Authority have been distributed to business areas for feedback and confirmation of membership. The ToR for the Project Board and Steering will be reviewed an updated, if required to cover the roles and responsibilities to project closure.