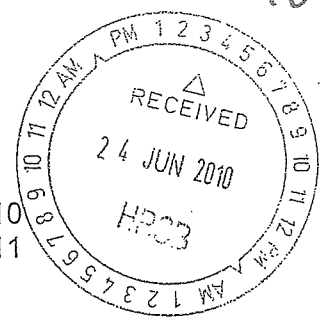


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Issue Date: 29 March 2010
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Supersedes: Ministerial Office Memorandum 2009/01

TITLE: MINISTERIAL OFFICE MEMORANDUM

APPOINTMENT OF STAFF TO MINISTERIAL OFFICES

Staffing arrangements in Ministerial offices are the responsibility of the Premier. Ministerial officers are employed under Section 68 and Section 75 of the Public Sector Management Act 1994 (the Act).

Section 68 of the Act permits the recruitment and employment of Ministerial staff who are not public service officers by way of Term of the Government contract. Under delegation from the Premier, the Director General of the Department of the Premier and Cabinet, is the employer of Section 68 Term of the Government employees.

Under Section 75 of the Act, the Commissioner of the Public Sector Commission is the employer of permanent officers at the prescribed levels and is responsible for seconded employees occupying special offices. The Director General determines under Section 70 (1) the terms and conditions of employees appointed under Section 68 of the Act on the recommendation of the Commissioner.

Section 105 of the Act precludes any Minister of the Crown or any ministerial officer from interviewing or communicating with an employing authority concerning the selection or appointment of any person to an office, post or position in the public sector.

The Ministerial Merit Panel (MMP) considers and makes recommendations to the Commissioner and the Director General on the terms and conditions of all appointments to Ministerial offices.

The MMP has three members, two representatives from the Department of the Premier and Cabinet, one being the Chair and one representative from the Public Sector Commission and each member shall nominate a proxy to attend on their behalf as necessary. A quorum of each meeting shall be at least two representatives

The Department of the Premier and Cabinet representatives on the MMP make recommendations to the Director General on ministerial contracts for service.

Panel members are to identify any potential conflict of interest for themselves in submissions received.

Guidelines

1. No staff, or prospective staff are to be offered contracts, employment, classifications levels or rates of remuneration other than by this process.
2. The attached checklist provides the information required in submissions from Ministers for the appointment of officers.
3. Appointments of Ministerial Office staff should conform with the staffing model approved by the Premier, as outlined below. However, Ministers may request a staffing model to best suit their needs based on a business case for variations and with due consideration for budget limitations.

Chief of Staff	Level 9
Policy Adviser	Level 5 to 8
Media Adviser	Level 6 plus allowance
Executive Officer	Level 5
Liaison Officer	Level 4
Appointments Secretary	Level 3
Reception/Administrative Assistants (x2)	Level 2

4. Prior to any action being taken to appoint staff, Ministers should review the need for the position including the duties to be undertaken.
5. The MMP will assess the submission and provide a recommendation to the Commissioner and the Director General.
6. The Commissioner approves all appointments made under Section 75 of the Act.
7. The Director General approves all appointments made under Section 68 of the Act, subject to the Commissioner's endorsement of the terms and conditions under Section 70(1).
8. Any proposal to engage consultants under the "ministerial contracts for service engagement process" should be approved by the Director General prior to any commitments being made.

Compliance with these guidelines in relation to the appointment of all ministerial staff is required.



COLIN BARNETT MLA
PREMIER

CHECKLIST- REQUIREMENTS FOR SUBMISSIONS TO MERIT PANEL

Ministers are able to identify staff but CANNOT offer employment or appoint staff without going through this process. With respect to employment arrangements of media advisers, the Director of Communications is to be consulted in the first instance.

SECTION 68 - TERM OF THE GOVERNMENT

- Letter addressed to Director General, Department of the Premier and Cabinet
- Name of person
- Position title
- Level and increment point (if above minimum evidence of current salary required)
- Commencement date and end date(if applicable)
- Probation period if applicable
- Brief outline of relevant experience and skills and for the position
- Sufficiently detailed current Curriculum Vitae must be attached
- Must be signed by the Minister

SECTION 75

PERMANENT APPOINTMENT (FOLLOWING MERIT SELECTION PROCESS) FIXED TERM CONTRACT

- Letter addressed to Commissioner Public Sector Commission
- Name of person
- Position title
- Level and increment point (if above minimum evidence of current salary required)
- Commencement date and end date (if applicable)
- For permanent appointments refer to advertised vacancy process (AV Number)
- Probation period for permanent appointments only
- For fixed term contracts only, a brief outline of relevant experience and skills and for the position
- For fixed term contracts only, a sufficiently detailed current Curriculum Vitae must be attached
- Must be signed by the Minister

SECONDMENTS

- Letter addressed to Commissioner Public Sector Commission
- Refer to consultation with home agency
- Name of person
- Position title
- Level (will be at minimum increment point unless the employee has previous acting at that level)
- Commencement date and end date, initial term no longer than 6 months
- Probation period is not applicable
- Brief outline of relevant experience and skills and for the position

- Sufficiently detailed current Curriculum Vitae to be attached
- Must be signed by the Minister

PLACEMENTS

- Current arrangements to continue.

HIGHER DUTIES ALLOWANCE

- Letter addressed to the Commissioner Public Sector Commission for permanent, fixed term contract and seconded employees.
- Letter addressed to the Director General for Section 68 term of government employees.
- Name of person
- Position title
- Acting Level (will be at minimum increment point unless the employee has previous acting at that level)
- Commencement date and end date, initial term no longer than 6 months
- Brief outline of relevant experience and skills and for the position
- Sufficiently detailed current Curriculum Vitae to be attached
- Must be signed by the Minister