

# Tasmanian Government Members' Handbook

June 2017

Department of Premier and Cabinet



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# Table of Contents

<b>1. Introduction</b>	<b>1</b>
Objective .....	1
1.2 Terminology .....	1
1.3 Issuing of the Handbook .....	1
<b>2. Overview</b>	<b>2</b>
2.1 Separation of Power .....	2
2.2 Parliament.....	2
2.3 Executive Council .....	2
2.4 Cabinet.....	3
2.5 Legislative Processes .....	4
2.6 The State Service .....	5
<b>3. Accountability</b>	<b>7</b>
3.1 Roles and Responsibilities.....	7
3.2 Code of Conduct.....	7
3.3 Disclosure of Financial Interests.....	7
3.4 Receipt and Giving of Gifts and Benefits.....	7
3.5 Use of Public Funds.....	8
3.6 Official Functions and Overseas Travel.....	16
3.7 Role of an Acting Minister.....	16
3.8 Caretaker Conventions .....	16
3.9 Arrangements upon Leaving Office .....	17
3.10 Department of Premier and Cabinet Contact Officers .....	17
<b>4. Salaries, Superannuation and Allowances</b>	<b>19</b>
4.1 Basic Parliamentary Salary.....	19
4.2 Office Holders' Allowances .....	19
4.3 Electorate Allowance .....	20
4.4 Other Allowances.....	20
4.5 Superannuation .....	20
4.6 Members' Resource Allocation.....	21
4.7 Responsibility of Payment .....	22
<b>5. Office Designations</b>	<b>24</b>
5.1 Electorate Offices .....	24
5.2 Ministerial Offices .....	25
<b>6. Ministers' Entitlements</b>	<b>26</b>
6.1 Staffing.....	26
6.2 Phones and Network Connections .....	27
6.3 Car and Driver .....	27
6.4 Official Entertainment Allowance.....	28
6.5 Other Entertainment Expenses .....	28

6.6	Travel Arrangements .....	28
<b>7.</b>	<b>Other Office Holders' Entitlements</b>	<b>30</b>
7.1	Government Backbenchers .....	30
7.2	Parliamentary Secretaries and Secretary to Cabinet .....	30
7.3	Speaker House of Assembly .....	31
7.4	Leader of the Government in the Legislative Council.....	32
7.5	Deputy Leader of the Government in the Legislative Council .....	35
<b>8.</b>	<b>Administrative Processes</b>	<b>36</b>
8.1	<i>Right to Information Act 2009</i> .....	36
8.2	Personal Information Protection .....	39
8.3	Premier's and Ministerial Correspondence.....	41
8.4	Communications .....	41
<b>9.</b>	<b>Staff Employed in Ministers' and Office Holders' Offices.</b>	<b>43</b>
9.1	Introduction .....	43
9.2	Outside Work .....	43
9.3	Becoming a Candidate for Election .....	43
9.4	Intellectual Property .....	43
9.5	Gifts and Benefits .....	44
9.6	Volunteers.....	44
<b>10.</b>	<b>Corporate Support</b>	<b>46</b>
10.1	Records and Information Management .....	46
10.2	Information Technology .....	46
10.3	Human Resources Management.....	47
10.4	Financial Management .....	49
<b>11.</b>	<b>References</b>	<b>53</b>
11.1	Documents.....	53
<b>12.</b>	<b>Summary of Revisions</b>	<b>54</b>
<b>13.</b>	<b>Appendix – Salary Levels within MPS</b>	<b>56</b>

# I. Introduction

## Objective

The Tasmanian Government Members' Handbook provides information and guidelines to assist Government Members in carrying out their Parliamentary roles and responsibilities.

The guidelines do not override any contract, terms of employment, determinations, legislation or instructions of the Premier.

It includes the procedural framework covering interaction by Government Members and their staff with the State Service.

This Handbook should be read in conjunction with other publications and guidelines produced for Members of Parliament issued by the Department of Premier and Cabinet (DPAC), the Legislative Council and the House of Assembly.

## I.2 Terminology

Throughout this document the term Government Members is used collectively to mean the Premier, Ministers (of either House), the Parliamentary Secretaries (of either House), the Leader of the Government in the Legislative Council, the Deputy Leader of the Government in the Legislative Council, the Speaker in the House of Assembly and the Government Backbenchers of the House of Assembly.

The term DPAC, when referring to financial matters also means the budget of Ministerial and Parliamentary Support (MPS).

## I.3 Issuing of the Handbook

This Handbook is issued to each Government Member on behalf of the Premier by the Premier's Office Chief of Staff. Variations may be made from time to time by the Director, Corporate and Culture, DPAC. Variations to the Handbook should be endorsed by the Premier's Office Chief of Staff prior to issue.

The Handbook is also distributed by DPAC to Tasmanian Government departments, the Clerk of the Legislative Council and the Clerk of the House of Assembly.

Each new version supersedes and voids any previous version.

## 2. Overview

### 2.1 Separation of Power

Governance is provided by:

- Parliament – which makes the laws and provides a mechanism for government accountability. It also authorises the Government to spend public money. It consists of the Governor, the Legislative Council and the House of Assembly;
- Government – which governs, sets the policy agenda, proposes new laws and administers existing laws; and
- Judiciary – which interprets laws and makes judgments as to whether they apply in individual cases.

### 2.2 Parliament

Following an election the political party (or coalition of parties) that holds the majority of seats in the House of Assembly usually forms the Government. That party must keep the support of the majority of House of Assembly Members to remain in government.

The Opposition's role is to present an 'alternative government' and, through Parliament, to ensure government accountability.

The Legislative Council's role is to scrutinise Government action so as to also ensure government accountability. As Governments are not formed in the Legislative Council it operates primarily as a House of Review.

The Governor prorogues and dissolves the House of Assembly, on the advice of the Premier. The Governor also acts on behalf of the monarch to give Royal Assent to Bills passed by both Houses of Parliament.

The business of the Parliament is carried out in accordance with the Constitution and other applicable laws and the Standing Orders, Rules and conventions of each House. The Clerk of the House to which new Members are elected provides an induction which includes providing new Members with a copy of the Standing Orders, Members' Guide or Handbook and applicable policies.

### 2.3 Executive Council

The Executive Council comprises a minimum of two Ministers and is presided over by the Governor and usually meets just prior to Cabinet meetings. The Executive Council is the means by which the Governor is advised. Its decisions have legal effect and can bind the Crown. It should be a formality - which is why matters going before Executive Council are generally considered first by Cabinet. The Executive Council's papers and proceedings are confidential.

The Secretary/Clerk of the Executive Council is co-located with DPAC's Cabinet Office and supports the Executive Council.

## 2.4 Cabinet

Cabinet comprises the Premier and Government Ministers. Attendance by other members is at the Premier's discretion. In accordance with section 8A of the *Tasmanian Constitution Act 1934*, the Governor may appoint no more than nine Ministers of the Crown, or alternatively where a Secretary to Cabinet has been appointed pursuant to section 8F, no more than eight.

Cabinet does not exist in any legal or constitutional sense but, rather, by convention. Every decision it makes must be given effect through some other means:

- Parliament (legislation);
- Ministerial directive; and
- Executive Council.

It is the focal point of government decision-making. It is the means by which the Government reaches agreement on policy issues and other matters of importance. Its deliberations are usually based on discussion of written submissions from Ministers, which are generally prepared by government departments.

Cabinet supports the notion of collective responsibility – by convention, once Cabinet has made a decision all Ministers are bound to support it. To dissent publicly would embarrass the Government and leave the dissenter with little option but to resign.

Within government, only Cabinet can overturn a decision it has made. Technically, Executive Council can overturn a Cabinet decision by refusing to give effect to it. Similarly, Parliament can reject or alter legislation put up by the Government and, therefore, not give effect to a Cabinet decision. No legal action can be taken against a Cabinet decision.

Please refer to the *Cabinet Office Handbook* for further information.

[http://imin.dpac.tas.gov.au/handbooks\\_and\\_guides](http://imin.dpac.tas.gov.au/handbooks_and_guides)

### 2.4.1 Cabinet confidentiality

The notion of collective responsibility means that Cabinet deliberations are secret. Material submitted to Cabinet is confidential (and protected at law in many circumstances). Only the decisions should be publicly reported and then only when the Government determines it to be appropriate. Material of previous governments is not available to the current Government but may be made available following approval of the Premier of that day.

Cabinet minutes, briefings and decisions are individually numbered and must not be copied or provided to other persons. A Minister's office may not provide Cabinet material to anybody (including their agencies). All requests for Cabinet documents are to be referred to the Cabinet Office.

## **2.4.2 Cabinet decisions**

Once Cabinet has made a decision it is then formally communicated to Ministers and the relevant State Service agency for implementation. Such decisions provide authority for Ministers and the State Service to act. Cabinet decisions are an important official record, and official Cabinet decisions are evidence of the legitimacy of a particular action.

## **2.4.3 Cabinet meetings**

The Premier is the Chair of the Cabinet. The Premier determines the agenda and the times and duration of meetings. Cabinet considers matters only when the Premier agrees that they be listed. The Premier determines who attends Cabinet meetings. Support to Cabinet is provided by the Cabinet Office, which distributes papers and decisions.

## **2.5 Legislative Processes**

Legislation is written law. There are two types – Acts of Parliament and Subordinate Legislation (Regulations, Proclamations and Orders), which is made under the authority of an Act. Most subordinate legislation is published as 'statutory rules'.

Ministerial approval is often sufficient authority for subordinate legislation to be prepared, but if in doubt a proposal should go to Cabinet. Chief or Office of the Parliamentary Counsel prepares subordinate legislation for consideration by the Executive Council.

### **2.5.1 Making legislation bills**

All Cabinet submissions requesting new or amending legislation require a certificate from the Regulation Review Unit in the Department of Treasury and Finance. This certificate relates to the Economic Reform Unit, which meets Tasmania's legislation review obligations under the National Competition Policy Agreements. This requires the review of all State legislation that restricts competition to ensure that only those restrictions that are fully justified in the public benefit are retained.

DPAC's Office of Parliamentary Counsel requires Cabinet approval before commencing drafting of Bills. A Government Bill needs approval from Cabinet before it is introduced to Parliament.

An approved Bill is introduced to Parliament, generally into the House of Assembly. Consideration by each House of Parliament has four stages:

First reading - the Bill is brought in and laid on the table, and takes two days to 'mature' before being debated.

Second reading - speech from the relevant Member to explain the Bill.

Committee stages – clause by clause consideration, including any amendments.

Third reading – normally a formality.

If the Bill is introduced by Message into the Legislative Council it takes three days to 'mature' before it can be read a second time. An endorsed copy of the Bill must also be provided to all Legislative Council Members.

Once both Houses of Parliament have passed a Bill, it goes to the Governor for 'Royal Assent'. A Bill that receives Royal Assent becomes an Act of Parliament. An Act of Parliament commences operation either on Royal Assent or by proclamation (that is a separate piece of subordinate legislation), depending on what the Act itself says.

### **2.5.2 Making subordinate legislation**

Subordinate legislation goes to the Executive Council for consideration. Some types of subordinate legislation (Regulations and Orders), if approved by Executive Council, must be tabled in both Houses of Parliament. Either House of Parliament may disallow subordinate legislation. Notice of the making of subordinate legislation must be published in the Tasmanian Government Gazette. Subordinate legislation generally commences operation on the day that notice of its making is published, unless it specifically provides an earlier or later commencement date. Subordinate legislation cannot operate retrospectively if it affects people's rights.

## **2.6 The State Service**

State Service employees are employed by and owe allegiance to the Government of the day. A good relationship is critical to the success of a Government. The State Service has two main roles:

- delivering publicly funded services (example – teachers, hospitals, fire-fighters, public safety, emergency response etc); and
- providing policy advice and support to the Government.

The State Service's key role is to implement government policy. This is done through:

- managing and delivering services;
- drafting legislation;
- reviewing and advising on policy proposals;
- developing options for the Ministers and Cabinet; and
- promoting the State and its advantages.

The State Service also:

- provides advice and briefing material (including parliamentary question time briefs, draft media releases, speech notes and briefs for Estimates);
- prepares draft answers to correspondence for Ministers to sign;
- provides support to Ministers and their staff at meetings; and
- assists with administrative matters.

The State Service may not:

- assist with political activities;
- engage in activities designed to further the interests of the governing party; or
- provide Ministers with departmental files or material relating to a previous government.

Ministers and their advisers should develop clear lines of contact with their portfolio agencies - preferably through the Secretary's office. An agency should organise briefings, draft replies to letters and information for the Minister's office – as it relates to the Minister's portfolio responsibilities. This is not the job of the Minister's staff.

## 3. Accountability

### 3.1 Roles and Responsibilities

The roles and responsibilities of Ministers and other Government Members are documented in a variety of sources including legislation and instruments such as parliamentary standing orders, government guidelines and conventions and other long standing traditions.

### 3.2 Code of Conduct

A Code of Conduct and related guidelines have been developed for Ministers. In addition there is an associated policy on the receipt and giving of gifts (also refer to section 3.4). The Code of Conduct can be found at:

<http://www.thelaw.tas.gov.au>

### 3.3 Disclosure of Financial Interests

Guidelines regarding the Disclosure of Financial Interests form part of the Code of Conduct (also refer to section 3.2). The *Parliamentary (Disclosure of Interests) Act 1996* requires Members of both Houses to make a declaration of their interests when first elected to Parliament. Members must then lodge a return by 1 October in each subsequent year. The returns are tabled in each House and are publicly available. Return forms are available from the Clerk of each House.

### 3.4 Receipt and Giving of Gifts and Benefits

Guidelines regarding the receipt and giving of gifts and benefits apply to:

- Ministers and Members of Cabinet; and
- the immediate families and dependants of Ministers and other members of Cabinet but only in relation to, or consequential on, the official duties of the Ministers or for persons who are not Ministers their membership of Cabinet.

The guidelines can be found on the DPAC Internet at:

<http://www.dpac.tas.gov.au>

All Members of Parliament are subject to the requirements of the *Parliamentary (Disclosure of Interests) Act 1996*. This requires Members to disclose in their ordinary return each year all gifts received of a value of \$500 or more, other than gifts from a relative. Gifts to be disclosed include the value of hospitality received as more than one gift from a single source during the return period that, in total, exceeds \$500. The Clerk of the relevant House should be consulted in relation to the requirements of the Act.

## 3.5 Use of Public Funds

The Government receives public funding in the Tasmanian Government State Budget. The *Ministerial and Parliamentary Support* Output Group details the funds provided for allowances, staffing support, office facilities, and travel and transport for Members of the House of Assembly including Offices of Government and non-Government Members.

### 3.5.1 Principles for the use of public funds

Members must ensure that their use of public money is above reproach and there can be no grounds for a suggestion of misuse of public money.

Members must avoid any arrangement which may give rise to an accusation that they, or someone close to them, are obtaining an immediate benefit or subsidy from public funds or that public money is being diverted for the benefit of a political organisation.

Members may only use publicly funded resources in connection with official duties and not for personal benefit or for party political activity.

### 3.5.2 Additional guidelines and principles for procuring goods and services

The Ethical Standards and Code of Conduct for the procurement of all goods and services developed by the Department of Treasury and Finance also apply, in principle, to Members and staff of Government and non-Government offices when procuring goods and services with public funds.

The Ethical Standards state that:

- All business must be conducted in the best interests of the State, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;
- Public money must be spent efficiently and effectively and in accordance with Government policies;
- Agencies must purchase without favour or prejudice and maximise value in all transactions;
- Agencies must maintain confidentiality in all dealings; and
- Government buyers involved in procurement must decline gifts, gratuities, or any other benefits which may influence, or might be deemed to influence, equity or impartiality.

Members must also require suppliers with whom they do business to act ethically and in accordance with relevant industrial relations and occupational health and safety requirements.

The Code of Conduct states that all Government buyers must:

- Ensure that all potential suppliers are provided with identical information upon which to base tenders and quotations and are given equal opportunity to meet the requirements;
- Establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;

- Offer a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- Promote fair and open competition and seek value for money for the Government;
- Be equitable in the treatment of all suppliers of goods and services;
- Seek to minimise the cost to suppliers of participation in the procurement process;
- Protect confidential information;
- Deal honestly with suppliers;
- Keep accurate records to justify the process and any decisions made;
- Complete a conflict of interest declaration and take steps to avoid involvement in any procurement activity where any conflict of interest (actual or perceived) may arise; and
- Abstain from soliciting or accepting remuneration or other benefits from a supplier for the discharge of official duties.

Members are ultimately responsible for determining whether any item of expenditure is appropriate, given the rules that apply to the use of public funds.

The following examples are provided as a guide to assist Members in their consideration of the proper use of public funds. If there is any doubt, Members or their staff should seek guidance from DPAC's Corporate and Culture Division.

Examples of appropriate and inappropriate use of funds are:

Category	Principle	Appropriate	Inappropriate
Advertising or promotion	Promoting information of general interest to the public which relates to the Member's role as a Member of Parliament and not as a member of a political party.	<ul style="list-style-type: none"> <li>• Promotion of factual information.</li> <li>• Public awareness raising activities on matters relevant to the Member (such as portfolio and/or electorate responsibilities).</li> <li>• Notification to attend information forums and public discussions.</li> <li>• Promotion of office hours, contacts and visits to areas within Tasmania.</li> <li>• Contact with members of the electorate promoting access to the Member.</li> <li>• Examples include: generic Christmas cards, newsletters, surveys, business cards.</li> </ul>	<ul style="list-style-type: none"> <li>• Political activity which encourages people to vote for or against a particular party.</li> <li>• Direct promotion of a political party.</li> <li>• Examples include: promotional material on behalf of the party, party newsletter, media announcements relating to the party such as party policies, and generic party promotional materials such as calendars.</li> <li>• What is deemed appropriate and inappropriate may be reviewed during the caretaker period as what is considered political advertising may change once an election has been called.</li> </ul>
Meeting or event expenses	A Member is entitled to hold and conduct meetings with the people they represent and to ensure that	<ul style="list-style-type: none"> <li>• Reasonable catering expenses.</li> <li>• Room hire.</li> <li>• Facilitator/meeting guest.</li> <li>• Examples include:</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses associated with meetings which relate to personal or party political matters eg party</li> </ul>

Category	Principle	Appropriate	Inappropriate
	these meetings are held in a professional, convenient and comfortable manner.	overnight stay to attend public forum to gauge the Member's electorate issues, costs associated with travel to attend events, facilitator to ensure meeting runs smoothly.	meetings. <ul style="list-style-type: none"> <li>Other examples include: expenses for anyone who is not a Member or their employee (including members of the electorate), guest speaker/facilitator promoting party political views.</li> </ul>
Minister's accommodation and travel expenses	<p>A Member is required to travel as part of their role representing the Tasmanian community.</p> <p>Travel expenses for a Member who is not a Minister are met by the House of Assembly.</p> <p>Even though a Member may be a Minister travel expenses for Parliamentary sitting days are met by the House of Assembly.</p>	<ul style="list-style-type: none"> <li>Expenses associated with the Minister's car and driver.</li> <li>Travel expenses incurred by staff as a direct result of undertaking duties to support a Member.</li> </ul>	<ul style="list-style-type: none"> <li>Expenses associated with travel on personal or party political matters.</li> <li>Expenses for anyone who is not a Member or an employee.</li> <li>Examples include: accommodation for a party meeting, meal and travel expenses for family members unless specifically approved.</li> </ul>
Legal fees	A Member needs to have access to legal advice on matters directly relating to their activities as a Member of Parliament and in the appropriate use	<ul style="list-style-type: none"> <li>Legal advice before entering into a Crown contract (through Crown Law).</li> <li>Dealing with legal issues arising directly as part of their role as a Member of Parliament.</li> </ul>	<ul style="list-style-type: none"> <li>Legal advice on matters that relate to personal or party political matters.</li> <li>Examples include: legal action against the party, and legal action for matter(s) not</li> </ul>

Category	Principle	Appropriate	Inappropriate
	of public funds.	<ul style="list-style-type: none"> <li>Examples include: developing a Crown contract for a procurement of goods with public funds, legal advice on draft legislation or an action by the Government.</li> </ul>	related to their role as a Member of Parliament, or for their misuse of their role as a Member of Parliament.
Professional / consultancy services	A Member of Parliament should be able to access expert and professional services to assist them adequately represent their electorate.	<ul style="list-style-type: none"> <li>Fees for presenting information in a readable format.</li> <li>Research and media monitoring.</li> <li>Legal services (see above).</li> <li>Examples include: graphic and web design, meeting facilitator, media monitoring, business consultant for advising on efficient office processes and advice on matters before Parliament.</li> </ul>	<ul style="list-style-type: none"> <li>Advice for Members or political parties on self-promotion and polling undertaken by a third party.</li> </ul>
Electorate offices	Each Member of Parliament is entitled to an electorate office. A Member is entitled to use these facilities to support them in their role as a Member of Parliament recognising that it is not always possible to clearly delineate their role as a Member of Parliament with that of party member,	<ul style="list-style-type: none"> <li>Meet with constituents.</li> <li>Hold information session and events for constituents.</li> <li>Distribute information about issues relevant to that electorate.</li> <li>Incidental private/business activities of the member that arise from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting private business activities unrelated to the Member's role as a Member of Parliament.</li> <li>Developing or printing of promotional material relating to party political activities at a Member's electorate office.</li> <li>Conducting public functions of a party political nature during caretaker</li> </ul>

Category	Principle	Appropriate	Inappropriate
	business person and community members.		period.
Salaries and payments	A Member of Parliament needs staff to assist them fulfil their parliamentary duties and these staff should be recompensed for their work.	<ul style="list-style-type: none"> <li>Staff employed in the Government office to assist the Member fulfil their duties.</li> <li>Examples include: office manager, head of office, advisers and administrative staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff employed on party political duties.</li> <li>Ex gratia payments.</li> </ul> <p>Examples include: campaign manager, party office coordinator, media officer for the party.</p>
Ministerial Transport Service (MTS)	A Minister is entitled to access a car and driver from MTS for their own use in carrying out Ministerial or Prescribed Officer responsibilities (referred to as Ministerial or Minister).	<ul style="list-style-type: none"> <li>Travel from home/office/ accommodation to official functions and events that a Member is attending as a Minister.</li> <li>Attending to a Minister's normal parliamentary and official responsibilities.</li> <li>Transporting family members when they are accompanying or joining a Minister to an official function or event.</li> <li>Transporting an advisor or other employee when they are accompanying or joining a Minister on normal parliamentary and official responsibilities.</li> <li>Other examples of appropriate incidental travel include: dropping</li> </ul>	<ul style="list-style-type: none"> <li>Personal travel.</li> <li>Transporting a family member when not carrying out Ministerial responsibilities.</li> <li>Transporting an advisor or any employee not accompanying a Minister unless it is incidental to a Minister's travel.</li> <li>Using the transport service to attend a private function not related to a Minister's duties.</li> <li>Any travel that is solely related to political party activities, unless the Minister is attending in his/her role as Minister.</li> <li>The carriage of private citizens unless directly related to the Ministers usual</li> </ul>

Category	Principle	Appropriate	Inappropriate
		<p>children at school on route. A minor detour to drop off or pick up an Advisor employee.</p> <ul style="list-style-type: none"> <li>• Attending an Electorate office or function as part of a Minister's parliamentary or other official responsibilities.</li> <li>• Other incidental travel which recognises the Minister's reasonable needs.</li> </ul>	<p>duties.</p> <ul style="list-style-type: none"> <li>• Travel to any private function not related to a Minister's duties.</li> </ul>
Use of party logo	A Member of Parliament need to be open about which party they represent.	<ul style="list-style-type: none"> <li>• The use of the party logo is at the discretion of the Member of Parliament.</li> <li>• The party logo may be used on material but only where the content of that material is permissible under these guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent party logos on Crown owned equipment, for example marquees.</li> </ul>
Training and development	Members of Parliament and their staff may undertake training and development relevant to their duties.	<ul style="list-style-type: none"> <li>• Access to training and development for office processes and work health and safety.</li> <li>• Skill and knowledge development in matters which assists the Member better understand current issues.</li> <li>• Examples include: attending information forums, communication training, computer</li> </ul>	<ul style="list-style-type: none"> <li>• Development and training which directly relates to party political benefits/matters.</li> <li>• Examples include: personal presentation and promotion training, participating in community classes such as cooking, or a reading club.</li> <li>• Training run by the party.</li> </ul>

Category	Principle	Appropriate	Inappropriate
		skills development, work health and safety and anti-discrimination.	
Resource Allocation	A Member of Parliament has access to funds to enable them to fulfil their role as a Member of Parliament.	<ul style="list-style-type: none"> <li>• Any activities, goods or services which assist them fulfil their duties as a Member of Parliament. This includes publications detailing policy positions or matters of fact so long as the publication is not specifically related to an election.</li> <li>• Examples include: office supplies, rental costs, contribution to staff salary, and purchase of office equipment including IT.</li> </ul>	<ul style="list-style-type: none"> <li>• Any activities, goods or services which directly benefits them personally, or their party.</li> <li>• Examples include: research for party purposes, office equipment for private or party use.</li> </ul>
Entertainment	A Member of Parliament should have some discretion to engage in entertainment where it directly relates to their role as a Member.	<ul style="list-style-type: none"> <li>• To cover catering costs for meetings, including lunches.</li> <li>• To entertain visitors and guests as part of their role as a Member of Parliament and in promoting Tasmania.</li> <li>• To support working dinners or lunches for office staff and colleagues.</li> <li>• Examples include: wine for meetings with particular guests/ members of the community,</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase of gifts for any purpose.</li> <li>• Entertaining party colleagues and party supporters.</li> <li>• Examples include: alcohol purchased for family and/or friends, entertainment costs associated with party political events, birthday cards/flowers for members of the electorate.</li> </ul>

Category	Principle	Appropriate	Inappropriate
		lunch expenses when associated with a meeting.	

Advice should be sought on the following before committing to expending public funds:

- costs associated with activities where there is not a clear distinction between the activities of a Member of Parliament and as a member of a political party; and
- professional services where the services benefit both the Member of Parliament and a political party.

Section 3.10 provides a list of DPAC contact officers.

### 3.6 Official Functions and Overseas Travel

DPAC's Communications and Protocol Unit is responsible for management of official visits to Tasmania, State receptions and functions and State awards. Any questions on these matters should be directed to that office.

The Communications and Protocol Unit should also be contacted for advice on dealing with missions to foreign governments and travel overseas. Diplomatic and official passports are also arranged through the office.

### 3.7 Role of an Acting Minister

Any Minister may execute official documents on behalf of another Minister, except for the Attorney-General and the Premier. A person who is not a Minister (for example the Secretary to Cabinet or a Parliamentary Secretary) cannot exercise powers or sign legal documents on behalf of a Minister.

Appointments of Acting Premier and Acting Attorney-General are made if the relevant office holder is absent from the State or is unable to undertake their role, for other than a short period. DPAC's Executive Council Secretariat arranges these appointments.

During the time a Minister is temporarily undertaking an acting role, there is no change to the sharing of Ministerial expenditures between DPAC and the portfolio agencies.

### 3.8 Caretaker Conventions

During the period preceding an election for the House of Assembly, the Government assumes a 'caretaker role'. This practice recognises that, with the dissolution of the House, the Executive cannot be held accountable for its decisions in the normal manner, and that every State election carries the possibility of a change of government.

During the caretaker period, Government business continues and ordinary matters of administration still need to be addressed. While business continues, as it applies to ordinary matters of administration, the caretaker conventions do affect some aspects of executive government. In summary, the conventions require that the Government avoids:

- making major policy decisions that are likely to commit an incoming Government;
- making significant appointments; and
- entering into major contracts or undertakings.

The role of government agencies remains unchanged. There are established conventions and practices associated with the caretaker conventions that protect the apolitical nature of the State Service.

The *Caretaker Conventions* can be found on DPAC's Internet at <http://www.dpac.tas.gov.au>

### 3.9 Arrangements upon Leaving Office

When a Minister ceases to hold office, all Ministerial entitlements cease to operate immediately and all office equipment and publicly funded assets in the Minister's possession or control, including vehicles, computers and mobile phones are to be returned to DPAC.

Note section 8B(4) of the *Constitution Act 1934* may be relevant.

### 3.10 Department of Premier and Cabinet Contact Officers

For advice or assistance the DPAC contact officers are:

Communications and Protocol Unit	Communications and Protocol Unit 6270 5667 <a href="mailto:commsrequests@dpac.tas.gov.au">commsrequests@dpac.tas.gov.au</a>
Executive Council Secretariat and Cabinet Office	Scott Kerr 6270 5669 <a href="mailto:Scott.Kerr@dpac.tas.gov.au">Scott.Kerr@dpac.tas.gov.au</a>
Finance, Budget and Travel	Financial Management Services 6232 7600 <a href="mailto:David.Strong@dpac.tas.gov.au">David.Strong@dpac.tas.gov.au</a>
Human Resources	Human Resources 6232 7482 <a href="mailto:HR@dpac.tas.gov.au">HR@dpac.tas.gov.au</a>
Information Services	ITS Helpdesk 6232 7700 <a href="mailto:Help.desk@dpac.tas.gov.au">Help.desk@dpac.tas.gov.au</a>
Properties & Procurement Branch	Tony Prenter 6232 7448 <a href="mailto:Tony.Prenter@dpac.tas.gov.au">Tony.Prenter@dpac.tas.gov.au</a>
Transport Service Bookings	1800 550 345 <a href="mailto:driver.requests@dpac.tas.gov.au">driver.requests@dpac.tas.gov.au</a>

Office of the Secretary	Kim Enkelaar 6270 5654 <a href="mailto:Kim.Enkelaar@dpac.tas.gov.au">Kim.Enkelaar@dpac.tas.gov.au</a>
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## 4. Salaries, Superannuation and Allowances

Members' salary, superannuation and allowances are paid in accordance with the *Parliamentary Salaries, Superannuation and Allowances Act 2012*.

### 4.1 Basic Parliamentary Salary

The basic salary of all Members of Parliament is paid by the House of Assembly or the Legislative Council as appropriate.

### 4.2 Office Holders' Allowances

An allowance is paid to the Premier, Deputy Premier, other Ministers of the Crown, the Secretary to Cabinet, the Speaker of the House of Assembly and the Leader of the Government in the Legislative Council.

These allowances were determined by the Tasmanian Industrial Commission and are specified in the *Parliamentary Salaries, Superannuation and Allowances Act 2012*. These allowances are calculated as a percentage of the basic salary and are currently:

Office	Allowance	Paid by
Premier	115%	DPAC
Deputy Premier	82%	DPAC
Minister	70%	DPAC
Leader of the Government in the Legislative Council	70%	Legislative Council (if the Leader is not a Minister)
Deputy Leader of the Government in the Legislative Council	35%	Legislative Council (if the Leader is not a Minister)
Speaker House of Assembly	35%	House of Assembly
Secretary to Cabinet	30%	DPAC

Further allowances are also payable to other Members of Parliament. They are specified in Schedules 2 and 6 of the *Parliamentary Salaries, Superannuation and Allowances Act*.

The *Parliamentary Salaries, Superannuation and Allowances Act* is available on <http://www.thelaw.tas.gov.au>

The actual amounts of the allowances are published in the *Gazette* each year in July.

### 4.3 Electorate Allowance

The relevant House of Parliament in accordance with the determination of the Second Committee of Review (22 August 2006) pays an electorate allowance to each Member in addition to their basic salary. These allowances, which vary from electorate to electorate, are adjusted in line with the basic salary.

The actual amounts of the allowances are published in the Gazette each year in July.

### 4.4 Other Allowances

The following allowances and benefits are also available to all Members as determined in accordance with the original determinations made by members of the Tasmanian Industrial Commission acting as a Committee of Review Inquiring into the Entitlements of Members of the Tasmanian Parliament Regarding Allowances and Benefits. The allowances are specified in Schedule 6 of the Parliamentary Salaries, Superannuation and Allowances Act. The actual amounts of the allowances which are monetary values are published in the Gazette each year in July.

- motor vehicle allowance;
- Members may elect to be provided with a fully funded motor vehicle in lieu of the motor vehicle allowance;
- Bass Strait Islands travelling allowance;
- chair committee sitting fees;
- telecommunications allowance by way of reimbursement in respect of phone costs;
- entertainment allowances for the Premier, the President of the Legislative Council and the Speaker of the House of Assembly; and
- away from home travelling allowance.

### 4.5 Superannuation

Superannuation payments to Members are made in accordance with the *Parliamentary Superannuation Act 1973* for those Members who were first elected prior to 12 November 1985 and who were Members of either House on 1 July 1999.

The *Parliamentary Retiring Benefits Act 1985* applies to Members who were first elected to either House on or after 12 November 1985 and who were Members of Parliament on 1 July 1999.

The Parliamentary Salaries, Superannuation and Allowances Act applies to Members first elected after 1 July 1999.

Members are advised to seek information regarding their superannuation from their fund managers.

## 4.6 Members' Resource Allocation

Members of Parliament receive a Resource Allocation (sometimes called a Research Allocation or Research Allowance, Members' Allocation and Members' Allowance) of \$10,000 (ex GST) per year. DPAC administer the Members' Resource Allocation for House of Assembly Members and the Legislative Council administers the Allocation for Legislative Council Members. The information below deals with the Resource Allocation administered by DPAC. For information on the Resource Allocation for Members of the Legislative Council, contact the Clerk of the Legislative Council.

The intended use of the Resource Allocation is for "research and support, or equipment relevant to assist Members in the performance of their duties." This would include printing of material detailing policy positions of a Member or their party, or matters of fact so long as this material cannot be deemed to be election material e.g. contains words such as "votes" or "Vote 1" or "Vote for". Such printed material can contain party logos.

### 4.6.1 Administration

Members are responsible for how they spend their Resource Allocation. Members are not allowed to spend more than their allocation. Should Members exceed the \$10,000 (ex GST) limit, they will need to meet the excess from another source of funds.

Approval to purchase part or all of an item/service from the Resource Allocation should first be approved by the Premier's Office Chief of Staff or the Premier's Office Manager Ministerial Services, who will liaise with DPAC for a purchase order to be raised for an item/service that will be charged against that Member's Resource Allocation. Reimbursement/journals can also be made to the Member's Resource Allocation with appropriate approval and invoices/documentation.

### 4.6.2 Sharing the allocation

The cost of certain items, such as office equipment, may be shared among different Members, with each Member using their Resource Allocation to fund their contribution. Where this is the case, Members should clearly state which proportion is to be costed against which Member.

### 4.6.3 Exceeding balances

The balance of the Resource Allocation cannot be exceeded in one financial year, and cannot be carried over from one year to the next. If the payment of an invoice will exceed the limit, the Member should advise where the excess will be charged against. The Allocation is only for items and/or services received in that financial year.

### 4.6.4 Ownership

All goods purchased under the Resource Allocation are Crown property. Assets must be recorded in accordance with DPAC's asset management processes and policies.

When a Member ceases to be a Member of Parliament the items remain the property of the Crown, however the Member may negotiate to purchase some or all of the items.

#### **4.6.5 Procurement policies**

The procurement of all goods and services under this Allocation must be in accordance with all DPAC's whole-of-government policies and procedures and party specific procedures as they apply to Members of the House of Assembly.

#### **4.6.6 Responsibility**

The Resource Allocation can be used by Members for any purpose in "the carrying out of their duties as a member of Parliament", and each Member is responsible for ensuring the Allocation is spent appropriately.

Where an expense item clearly does not appear to fall within the purpose of the Allocation, it should be brought to the attention of DPAC's Manager Finance.

As a general rule entertainment expenses are not considered an appropriate use of the Resource Allocation.

#### **4.6.7 Reporting**

The following monthly reports will be produced to assist Members keep track of their Resource Allocation:

- For Government Members - Balance included in the monthly report, provided to the Premier's Office..
- For Non-Government Members - Balance included in monthly report to each Non-Government Member.
- A Member can contact the Finance Branch at any time to find out the balance of their Resource Allocation (excluding commitments).

#### **4.6.8 New and ceasing Members**

When a new Member is elected to the House of Assembly at any time throughout the year, the Member is entitled to a pro rata of the Resource Allocation for that year. When a Parliamentarian ceases to be a Member of the House of Assembly, the unspent Allocation remains with the Crown.

### **4.7 Responsibility of Payment**

All salaries, allowances and benefits of Government Members of the House of Assembly are paid by and are the responsibility of, the House of Assembly. This includes away from home travelling allowances for all Government Members of the House of Assembly when they are undertaking duties as a Member and not as a Minister. The following allowances are paid and administered by DPAC:

- office holders allowance for the Premier, the Deputy Premier, Ministers and the Secretary to Cabinet;
- entertainment allowance for the Premier;
- away from home travelling allowance for Ministers related to the Ministerial responsibilities; and

- Government Members' Resource Allocation.

## 5. Office Designations

### 5.1 Electorate Offices

Each Member of Parliament is entitled to:

- An office in Parliament House provided by the House of Assembly/Legislative Council;
- An electorate office and one staff member for a Member of the House of Assembly, administered by DPAC;
- An electorate office and one staff member for a Member of the Legislative Council, administered by the Legislative Council.

The following applies to electorate offices provided to Members in the House of Assembly. For information of entitlements for Members of the Legislative Council, contact the Clerk of the Legislative Council.

#### 5.1.1 Use of electorate offices

Electorate offices are provided to Members to provide a base for their electorate work, and fulfil their duties as a Member of Parliament.

#### 5.1.2 Electorate offices establishment costs

Each new Member of Parliament may be entitled to up to \$15,000 to establish a new electorate office or as determined by the Premier's Office Chief of Staff. This funding is to meet the initial costs associated with establishing an electorate office including legal fees for the preparation of a lease, signage, minor refurbishments and office furniture to make the office functional.

The funding is not available to new Members who take over an existing office unless determined otherwise by the Chief of Staff. The funding is not transferrable to another Member. Any costs in excess of the \$15,000 should be funded from the Member's Resource Allocation.

#### 5.1.3 Electorate offices facilities and running costs

The cost of rent, all office facilities including network and IT support, and the annual running costs of a Government Member's electorate office are funded from Output 1.2 budget as determined by the Premier's Office.

DPAC Properties and Procurement Branch on behalf of the Premier's Office manages the budget and expenditure for electorate office rents and outgoings including rates, taxes, water, electricity and cleaning costs. An annual expenditure budget is provided for operating expenses such as lease/purchase of equipment, stationery supplies and other consumables and this can be supplemented with funds from the Member's Resource Allocation or their Electorate Allowance.

DPAC also coordinates the purchase of bulk stationery supplies and office equipment.

Electorate offices should only be used to enable the Member to fulfil their duties as a Member of Parliament.

#### **5.1.4 Computers, peripherals and networks in electorate offices**

The purchase, installation and support of the equipment, peripheral devices and data networking facilities in an electorate office of an elected Member of the House of Assembly with the exception of the Speaker are facilitated by DPAC's Information & Technology Services Branch.

The purchase, installation and support of the equipment, peripheral devices, photocopiers and data networking facilities in an Electorate Office of the Speaker of the House of Assembly are managed by the House of Assembly.

The purchase, installation and support of the equipment, peripheral devices and data networking facilities in an electorate office of the Leader or the Deputy Leader of the Government in the Legislative Council are managed by the Legislative Council. However, the computer, peripherals and networking costs associated with staff appointed through the Premier's Office are administered by DPAC.

#### **5.1.5 Electorate office staffing**

The level of remuneration for electorate staff in the electorate offices and those in Parliament House is determined by the Premier's Office Chief of Staff in consultation with the Premier.

Generally Members are entitled to one electorate officer, or the equivalent funding for one FTE. DPAC's Human Resources Branch provides guidance on the work value of positions within Electorate Offices.

## **5.2 Ministerial Offices**

In addition to their electorate office, a member who is a Minister (includes Premier and Deputy Premier) is provided with a primary Ministerial office.

The rent, furnishings, general maintenance, salaries, communications and other operational costs of Ministerial offices are managed by DPAC on behalf of the Premier's Office. Overall responsibility for the expenditure is a joint responsibility of the Premier's Chief of Staff and each Ministers Chief of Staff in Ministerial Offices

Where a Government Member in the Legislative Council is a Minister and uses a Legislative Council supported electorate office for Ministerial purposes, the cost associated with their role as a Minister, including any staffing support and associated equipment is the responsibility of DPAC, except for Departmental Liaison Officers who are provided by the relevant portfolio agency.

### **5.2.1 Computers, peripherals and networks**

The provision and support of computers, peripheral devices and data networking facilities in a Ministerial office, Parliamentary office and place of residence are managed by DPAC on behalf of the Premier's Office.

## 6. Ministers' Entitlements

This section details the entitlements for a Minister from either the House of Assembly or the Legislative Council. Regardless of the House to which the Minister belongs, the entitlements are consistent.

### 6.1 Staffing

The number and level of positions in a Ministerial office are determined by the Premier's Office Chief of Staff, Office of the Premier, in consultation with the Premier and are based on the level of portfolio responsibilities.

DPAC's Corporate and Culture Division, provides administrative support. Details concerning staff entitlements are described in section 10.3 of this Handbook.

#### 6.1.1 Agency funded positions – Departmental Liaison Officer (DLO)

Where agreed between a Minister and a Head of Agency (within their portfolio responsibilities) a State Service agency administered by a Minister is to provide a State Service employee to undertake the duties of a Departmental Liaison Officer (DLO). A DLO is different to most MPS employees in that they remain State Servants. The role of a DLO usually encompasses duties such as:

- Be the primary point of liaison between the agency and the Minister's office to coordinate the flow of information and requests for meetings;
- Liaise with agency and Ministerial staff to ensure the timely preparation of correspondence, briefings, speeches, parliamentary questions and other documents for the Minister;
- Review documents in respect to presentation, grammar and content before they are presented to the Minister;
- Provide guidance and assistance to agency and Ministerial staff in respect to the preparation of documentation;
- Ensure that documents are managed and transmitted in accordance with approved information management systems and requirements; and
- Undertake other duties that may be required to assist in the effective and efficient administration of the Minister's office as agreed between the Secretary, DPAC and the Premier's Office (e.g. administrative duties associated with the Premier's Discretionary Fund).

The rate of remuneration applicable to a Departmental Liaison Officer (DLO) is generally considered to be equivalent to General Stream, Band 4 of the Tasmanian State Service Award. Remuneration commensurate with General Stream, Band 5 of the Tasmanian State Service Award, may be approved by the employee's Head of Agency with the approval of the Premier's Office Chief of Staff.

The number of DLOs, if any, will be determined by the Premier's Office Chief of Staff, in consultation with the respective portfolio Minister and the Head of Agency from the State Service agency from which the DLO is being sourced.

Agencies may elect to share the services of a DLO depending on the complexity of the portfolio responsibilities and the workload associated with providing DLO activities. Where a DLO is shared between agencies, funding arrangements may be shared on agreed proportional basis between those agencies.

Further information about DLO's employment arrangements are provided in section 10.3.

## **6.2 Phones and Network Connections**

### **6.2.1 Home phones**

A phone may be provided and installed in the principal private residence of a Minister, subject to the Premier's approval. It is to be used for official purposes only. The device is purchased by DPAC and must be returned to DPAC on leaving office. The cost of installation, rental and calls are funded from the budget for Ministerial and Parliamentary support that is managed by DPAC.

### **6.2.2 Mobile phones**

Mobile phones are provided by DPAC for MPS, including mobile phones for Ministerial staff and for one staff member employed in an electorate office and are paid from the MPS budget.

### **6.2.3 Network home connection**

A home network connection may be provided in the principal private residence of a Minister, subject to the Premier's approval. The connection is organised by DPAC on MPS behalf.

## **6.3 Car and Driver**

Ministers are entitled to access a car and driver from the Ministerial Transport Service for use in carrying out his or her parliamentary responsibilities.

The transport service will be provided through a pool arrangement whereby booking requests are submitted to the Transport Service Booking Service within the DPAC's Corporate and Culture Division.

No particular priority will be given to any client and Ministerial Drivers will not be allocated to specific clients apart from:

1. Premier;
2. Leader of the Opposition;
3. Speaker;
4. President of the Legislative Council; and
5. By agreement of Cabinet, certain Ministers may be allocated a dedicated driver. However these drivers will be available to support the operations of the general pool when they are not required by their Minister.

Bookings can be made by staff on behalf of their Minister. Requests will be dealt with as soon as possible once they are received. Bookings can be made via email: [driver.requests@dpac.tas.gov.au](mailto:driver.requests@dpac.tas.gov.au). Alternatively urgent requests can be made via telephone on 1800 550 345.

## 6.4 Official Entertainment Allowance

Each Minister has a blanket approval to order up to \$150 (ex GST) per month on legitimate expenses for providing refreshments for meetings associated with Ministerial duties in their office. Any unused amount of this monthly allowance may be carried forward but only within the financial year if approved by the Premier's Office Chief of Staff.

## 6.5 Other Entertainment Expenses

Ministers are entitled to reimbursement of other legitimate expenses for official entertainment associated with their Ministerial duties (including morning teas, dinners, lunches and meetings) under the following conditions:

- the venue and level of expenditure must be commensurate with the type of business being conducted and the profile of the guests invited;
- all expenses incurred must be deemed reasonable and associated with Ministerial duties; and
- expenditure associated with a function arranged by a Minister in their capacity as a Member of Parliament is met from the Minister's Electorate Allowance.

It is the responsibility of the Minister to ensure that other entertainment expenses claimed for reimbursement comply with all relevant policies.

## 6.6 Travel Arrangements

The *Travel Policy and Guidelines – Department of Premier and Cabinet and Ministerial and Parliamentary Support* provide Ministers and their staff with policy information and procedural guidance about intrastate, interstate and overseas travel.

A copy of the documentation is available on iMin (refer to section 10.2 for further details). For assistance with these guidelines please contact DPAC's Corporate and Culture Division (refer to section 3.10).

Ministers are to ensure that the Premier's Office is informed of all Ministerial travel arrangements.

Ministers and their staff are to obtain prior approval before travelling on official business interstate or overseas.

Ministers and their staff wishing to extend business travel to include a private component must seek approval prior to undertaking the travel.

If the private component of a trip is deemed to be liable for FBT, a Minister is to reimburse the amount of the FBT liability unless it is authorised to be waived or it relates to incidental private travel.

Ministers are to travel at economy class domestically of travel for a specific flight or a component of a trip and should only travel business class on a leg of air travel when it is justifiable.

Ministers and their staff required to travel on official business are entitled to reimbursement of certain expenses (if not met directly by the Government) related to the travel. The general principles of what can be claimed, and how much, are based on what is deemed fair, equitable and reasonable, taking into account the availability of flights/accommodation, personal safety, health and wellbeing.

Ministers are not issued with Tasmanian Government Corporate Card (TGCC). A staff member accompanying a Minister while travelling overseas may apply for a TGCC for the duration of the trip.

## 7. Other Office Holders' Entitlements

### 7.1 Government Backbenchers

#### 7.1.1 Travel expenses

The Legislative Council and the House of Assembly pay travel expenses for Government Backbenchers unless the Backbencher is representing a Minister on official Government business as approved by the Premier's Office Chief of Staff.

When representing a Minister, travel arrangements for the Backbencher are made by the office of the Minister they are representing.

Expenses incurred in the attendance of a political party meeting, function or other events not related to government business are not paid out of government funds.

### 7.2 Parliamentary Secretaries and Secretary to Cabinet

#### 7.2.1 Offices, equipment and supplies

Office facilities (outside of the Houses of Parliament) and support services are provided to the Parliamentary Secretaries and the Secretary to Cabinet (if any are appointed) by DPAC, as they would for a Government Backbencher.

General office equipment, including computer, printer and mobile phone, required to undertake the role of Parliamentary Secretary or Secretary to Cabinet are provided by DPAC but are funded from the MPS budget. Any additional equipment should be funded from the Member's Resource Allowance.

Any costs incurred as a direct consequence of their role as a Parliamentary Secretary or a Secretary to Cabinet are managed by DPAC but funded by MPS. No expenses should be incurred without the approval of the Premier's Office.

#### 7.2.2 Staffing

The suggested staffing level for a Parliamentary Secretary or Secretary to Cabinet is **one full time equivalent position** as detailed below:

Position	Salary Level	Comments
Adviser	Min 5 or Min 6	Provide high level political and policy advice and support to the Parliamentary Secretary or the Secretary to Cabinet on a diverse range of issues.  *Min 5 is an adviser where the responsibilities are not as complex as those for a Min 6. New to an Adviser role or transitioning from an admin role to an Adviser. Needs closer supervision

Position	Salary Level	Comments
		than a 6.

*\*Salary levels are published in Appendix A of this document.*

### 7.2.3 Travel

Travel expenses incurred by a Parliamentary Secretary or a Secretary to Cabinet when undertaking duties specific to these roles is paid for from the MPS budget and are managed by DPAC. Other travel expenses incurred as a Member of Parliament are paid for by the House of Assembly.

Expenses incurred in the attendance of a political party meeting, function or other events not related to government business are not paid out of government funds.

## 7.3 Speaker House of Assembly

### 7.3.1 Staffing

The suggested staffing level for the Speaker House of Assembly is **1 full time equivalent position** as detailed below:

Position	Salary Level	Comments
Adviser	Min 5 or Min 6	Provide high level political and policy advice and support to the Speaker on a diverse range of issues.  *Min 5 is an adviser where the responsibilities are not as complex as those for a Min 6. New to an Adviser role or transitioning from an admin role to an Adviser. Needs closer supervision than a Min 6.

*\* Salary levels are published in Appendix A of this document.*

### 7.3.2 Ministerial car

The Speaker is provided with a Ministerial car and driver for use in carrying out their parliamentary responsibilities.

### 7.3.3 Travel

Expenses incurred in the attendance of a political party meeting, function or other events not related to government business are not paid out of government funds.

### 7.3.4 Network home connection

A home network connection may be provided in the principal private residence of the Speaker, subject to the Premier's approval. The connection is organised by DPAC.

## 7.4 Leader of the Government in the Legislative Council

### 7.4.1 Staffing

The staffing level for the Leader of Government in the Legislative Council has in recent times been *three full time equivalent positions* as detailed below:

Position	Salary Level	Comments
Chief of Staff (Ministerial)	Min SE 1	Provide strategic leadership and direction within the Office. Responsible for a defined range of complex issues and critical projects. Undertake strategic surveillance of developments and emerging issues inside and outside of the State with the potential to have a significant impact on the responsibilities of the Leader.  Manage the Office to ensure effective administration and management.
Adviser	Min 5 or Min 6	Provide high level political and policy advice and support to the Leader on a diverse range of issues.  *Min 5 is an adviser where the responsibilities are not as complex as those for a Min 6. New to an Adviser role or transitioning from an admin role to an Adviser. Needs closer supervision than a Min 6.
Administrative Support Assistant	Min 2	Provide administrative support to the Office including undertaking reception duties, responding to enquiries, maintaining diaries and organising meeting rooms and refreshments, preparing and filing documentation, receipting and dispatching mail.

\* Salary levels are published in Appendix A of this document.

### **7.4.2 Travel expenses**

The 'Away from Home Travelling Allowance' is paid to the Leader of the Government in the Legislative Council from the MP's budget and managed by DPAC when travelling on official Government or Cabinet business, as authorised by the Premier. Conditions are the same as those for Ministers.

Expenses for travel on Legislative Council business are payable by the Legislative Council.

Expenses incurred in the attendance of a political party meeting, function or other events not related to government business are not paid out of government funds.

### **7.4.4 Facilities and expenses**

The sharing of responsibility for the facilities and expenses in support of the Leader's (Ministerial) office outside of the Legislative Council between DPAC and the Legislative Council is described in the following table. Responsibility for any other item not listed is determined by the Premier's Office Chief of Staff.

Parliament House provides the IT support to the Leader and his staff.

Type	Expenditure	Responsibility
Salaries and related payments	Leader's allowance Leader's staff Ministerial Drivers	Legislative Council DPAC DPAC
	Legislative Council staff located in the Leader's Office	Legislative Council
Other personnel expenses	Leader's staff Recruitment Workers compensation WHS Training	DPAC DPAC DPAC DPAC DPAC
	Legislative Council staff located in Leader's office	Legislative Council
Travel costs for official Government or Cabinet business]	Leader Leader's staff	DPAC
Travel costs – Legislative Council	Legislative Council staff located in the Leader's Office	Legislative Council
Transport	Leader's driver and associated vehicle running costs and parking	DPAC
Materials and supplies	Stationery, letterheads, office consumables, newspapers, photocopier paper	Legislative Council
Communications	Postage, courier expenses Rental of post boxes	Legislative Council
	Office phone and fax equipment and expenses	Legislative Council
	Official phone and fax equipment, operating costs and line rental in the Leader's residence	Legislative Council
	Official mobile phone, phone kit, mobile office, mobile fax and charges	DPAC
	Communication expenses of Legislative Council staff located in the Leader's Office	Legislative Council
Printing, publications and media	Reports, promotional advertising, business and other cards, information material	Legislative Council
Principal office accommodation	Rent and refurbishment	Legislature General
Furniture and fittings	Minor maintenance including lights	Legislature General
	Purchase, maintenance	Legislative Council

Type	Expenditure	Responsibility
Office machines and equipment	Purchase/ lease of photocopiers	DPAC
Computer equipment and related expenses	Purchase, consumables, maintenance and support (Legislative Council staff located in the Leader's Office)	Legislative Council
Telecommunications and networking	Office local area networking and wide area networking	Legislative Council
	Leader's home analogue or broadband network access	Legislative Council
	Leader's staff's home analogue or broadband network access	Currently not provided.

## 7.5 Deputy Leader of the Government in the Legislative Council

The Deputy Leader of the Government is supported by Office of the Leader of the Government in the Legislative Council.

No additional resources are provided to the Deputy unless approved by the Premier's Office Chief of Staff in consultation with the Premier.

## 8. Administrative Processes

### 8.1 *Right to Information Act 2009*

#### [The Right to Information Act 2009 \(the RTI Act\)](#)

It commenced on 1 July 2010 and provides for access to information held by government bodies and Ministers by:

- encouraging greater routine disclosure of information held by public authorities and Ministers without the need for requests or applications;
- authorising and encouraging greater active disclosure of information held by public authorities and Ministers in response to informal requests without the need for applications; and
- giving members of the public an enforceable right to information held by public authorities and Ministers unless that information is subject to an exemption as set out in the RTI Act.

Section 7 of the RTI Act gives any person a legally enforceable right to be provided with information in the possession of a public authority or a Minister, provided that it is not exempt information. The RTI Act promotes the proactive release of information by public authorities and Ministers, and refers to four types of disclosure:

- Required disclosures, which are disclosures required by law such as annual reports;
- Routine disclosures, which are those made by a public authority in relation to information it decides may be of public interest;
- Active disclosures, which are disclosures in response to a request made other than under the RTI Act, such as an informal request for information by telephone, a letter or other inquiry. The normal processes to assess these types of requests should apply i.e. correspondence should be prepared by an agency and approved for signature, staff should check facts and not release exempt information, media enquiries should be dealt with through the Government Media Office or approved representatives; and
- Assessed disclosures, which are disclosures made in response to a formal request under the RTI Act for information in the possession of a public authority or Minister that is not otherwise available. The subject matter of the request may include exempt information. Assessed disclosures are made by Ministers or appropriate delegated officers.

#### 8.1.1 **Objects of the Act**

Section 3 of the Act includes this statement of the objects of the RTI Act:

- (1) *The object of this Act is to improve democratic government in Tasmania*
- 
- (a) *by increasing the accountability of the executive to the people of Tasmania; and*
- (b) *by increasing the ability of the people of Tasmania to participate in their governance; and*
- (c) *by acknowledging that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.*
- (2) *This object is to be pursued by giving members of the public the right to obtain information held by public authorities and Ministers.*
- (3) *This object is also to be pursued by giving members of the public the right to obtain information about the operations of Government.*
- (4) *It is the intention of Parliament —*
- (a) *that this Act be interpreted so as to further the object set out in subsection (1); and*
- (b) *that discretions conferred by this Act be exercised so as to facilitate and promote, promptly and at the lowest reasonable cost, the provision of the maximum amount of official information.*

### **8.1.2 Application of the Act**

The RTI Act applies to public authorities and Ministers.

Public authorities are defined to include:

- (a) an Agency, within the meaning of the *State Service Act 2000*; or
- (b) the Police Service; or
- (c) a council; or
- (d) a statutory authority; or
- (e) a body, whether corporate or un-incorporate, that is established by or under an Act for a public purpose; or
- (f) a body whose members, or a majority of whose members, are appointed by the Governor or a Minister of the Crown; or
- (g) a Government Business Enterprise within the meaning of the *Government Business Enterprises Act 1995*; or
- (h) a council-owned company; or
- (i) a State-owned company.

### **8.1.3 Exemptions**

There are a number of exemptions that may apply to the decision to release information. These are set out in part 3 of the RTI Act.

They include exemptions not subject to the public interest test and exemptions subject to a public interest test.

Exempt information not subject to a public interest test is:

- Executive Council information

- Cabinet information
- Internal briefing information of a Minister prepared for a Parliamentary purpose
- Information not relating to official business
- Information affecting national or state security, defence or international relations
- Information relating to enforcement of the law
- Legal professional privilege
- Information relating to closed meetings of council.

Information that may be exempt, subject to a public interest test

- Information communicated by other jurisdictions
- Internal deliberative information
- Personal information
- Information relating to business affairs of a third party
- Information relating to business affairs of a public authority
- Information obtained in confidence
- Information on procedures and criteria used in certain negotiations of public authority
- Information likely to affect State economy
- Information likely to affect cultural, heritage and natural resources of the State.

Schedule 1 to the RTI Act sets out a non-exhaustive list of matters to be considered in determining if disclosure of information would be contrary to the public interest.

Schedule 2 sets out the matters that are not relevant in determining whether disclosure of information is contrary to the public interest.

#### **8.1.4 Delegated officers**

Section 24 of the RTI Act provides that the principal officer of a public authority or a Minister may delegate his or her functions and powers under the Act to another person. The delegation is for three years and delegated officers must have the requisite skills and knowledge to perform functions and exercise powers under the Act.

#### **8.1.5 Review of assessed disclosure decision**

The RTI Act gives various grounds for seeking review. Reviews relate to applications for assessed disclosure. Mostly they occur at the request of the applicant for assessed disclosure, but review rights are also given by the RTI Act to third parties who do not want information released.

Another ground of review is the failure of the public authority or Minister to notify the applicant for assessed disclosure of the outcome of the application within the time required by the RTI Act.

In the first instance the principal officer of a public authority may internally review a decision of a delegated officer.

The Ombudsman is the external review authority under the RTI Act.

### **8.1.6 Timeframes for assessed disclosure decisions**

Generally applications for assessed disclosure must be dealt with in 20 working days.

Additional time for processing an application for assessed disclosure is permitted if the information relates to third parties a further 20 working days for consultation is allowed, in addition to the 20 working days.

### **8.1.7 Managing Right to Information Requests**

Each agency will have delegated Right to Information Officers and processes for dealing with requests for information, including routine and active disclosures.

Ministerial offices are encouraged to discuss how applications for information from Ministers and information releases will be handled by their relevant agencies.

## **8.2 Personal Information Protection**

The collection, maintenance, use and disclosure of personal information relating to individuals is regulated by the *Personal Information Protection Act 2004* (the PIP Act). Agencies need to collect personal information in order to discharge some of their functions. Agencies which collect personal information are the 'custodians' of that information.

'Personal information' is information or opinion in any recorded format about an individual which readily identifies that individual. This includes information on individuals who have died in the past 25 years. Personal information does not include information that is publicly available. Personal information held in Ministerial offices is covered by the PIP Act.

Information such as a person's name and address is personal information. In some contexts, a person may be identified without being referred to by name. For example, the statement 'the maths/science teacher at X school who ...' would, for a small school, readily identify the individual, but may not for a large school.

An email address can, depending on its structure, be considered personal information. For instance, an address in the form of [firstname.surname@company.com.au](mailto:firstname.surname@company.com.au) could be considered to be personal information, while one in the form of [enquiries@company.com.au](mailto:enquiries@company.com.au) is unlikely to be.

Therefore, the context must be considered when determining what is personal information or whether the person has been de-identified.

Information which does not readily identify an individual, including appropriately de-identified information, is not personal information and is not covered by the PIP Act.

The PIP Act includes ten '*Personal Information Protection Principles*' that apply to personal information. The Principles deal with the following:

1. *Collection*
  - o Collect only what is necessary. Preferably, collect information only from the person to whom it relates. Do it lawfully and fairly, and tell people it is being collected, especially if it may be used for purposes other than the primary purpose (ie the service being provided).
2. *Use and disclosure*
  - o Use and disclose of the information only for the purpose for which it was collected, or a related purpose the person would reasonably expect. Some important interests, such as protecting health and safety, welfare, or prevention and investigation of crimes can justify use and disclosure without consent. Unless the use or disclosure is required or allowed by law, obtain consent.
3. *Data quality*
  - o Endeavour to ensure that it is accurate, complete, up-to-date before being used.
4. *Data security*
  - o Keep it secure against unauthorised access, use or disclosure.
5. *Openness*
  - o Personal information protection policies must be maintained and accessible.
6. *Access and Correction*
  - o Agencies must allow individuals to access and correct their personal information. Such requests are to be processed in accordance with the requirements of the RTI Act.
7. *Unique identifiers*
  - o Unique identifiers should only be created and used if necessary, and unique identifiers from other organisations must not be used.
8. *Anonymity*
  - o Individuals must have the option of not identifying themselves. Identification may be necessary if individuals want to obtain a service.
9. *Disclosure of information outside Tasmania*
  - o If people's information is passed to other organisations, first make sure equivalent privacy protection will continue to apply to it.
10. *Sensitive information*

- o 'Sensitive Information' can only be collected, used and disclosed if required by law, and only with the individual's consent. It includes information about a person's racial or ethnic background; political opinions; membership of a political organisation; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preference or practices; criminal record; and health information.

Basic personal information (ie name, addresses, date of birth and gender) can be used and disclosed by Government bodies in certain circumstances to other Government bodies without consent.

The rules about personal information apply to Ministerial offices and Ministers should check with their portfolio agencies about the policies and procedures they have in place to deal with personal information. Complaints about the mishandling of personal information can be made to the Ombudsman.

### 8.3 Premier's and Ministerial Correspondence

The Department of Premier and Cabinet (DPAC), through the Ministerial Requests Team (MRT), provides advice and support to the Premier's Office (PO) and DPAC Ministers' Offices (MO).

MRT coordinate ministerial requests and is the primary point of contact for the PO (including the Parliamentary Secretary to the Premier) and MO. They manage the allocation of tasks and timeframes to DPAC divisions and tracking of those requests. They also provide advice and support to the PO, MO and DPAC divisions in relation to ministerial processes.

The Ministerial Information Management System (MIMS) is a workflow management system designed to streamline the ministerial document management process.

MIMS provides real-time tracking of ministerial documents from creation to mail out and allows staff to monitor the progress through the ministerial lifecycle whilst integrating with HP Records Manager.

MIMS is used for documents prepared for the PO, MO and the Parliamentary Secretary to the Premier.

For further information about MIMS or the process contact MRT [dpacministerialrequests@dpac.tas.gov.au](mailto:dpacministerialrequests@dpac.tas.gov.au)

## 8.4 Communications

### 8.4.1 Protocols

Ministers and their offices communicate only with their portfolio agencies. Communication with other agencies is always done through the relevant Minister's office. Requests to agencies for information, briefings or advice should be directed through the responsible Minister's office. Agencies do not provide advice directly to Government Backbenchers or non-Government members of Parliament.

This protocol is designed to ensure consistency of information and advice across Government and to enable the maintenance of a professional and uniform approach to issues of the day.

Ministerial staff also need to be able to identify requests for meetings with their Minister which may raise issues in other portfolio areas and to seek advice from the appropriate Minister's office. Ministers should avoid commenting on matters that fall outside their portfolio, in meetings or in public forums, and refer queries where possible to the responsible Minister.

#### **8.4.2 Ministerial office contact with their portfolio agencies**

A portfolio or Ministerial liaison office, usually based in the Office of the Secretary of the portfolio agency, will co-ordinate the preparation of documentation and advice sought by the Minister. Ministers and their staff should develop clear lines of contact with the liaison office preferably through a single officer within the office.

Ministerial staff should not ask other departmental officers directly for material. This is to ensure consistency of information and to maintain a professional and uniform approach to issues.

It is essential that requests from the Minister's office are managed through a central point because the Secretary is responsible for the information and advice provided by the department and sets the work priorities for the department. It may be, for example, that the Secretary may be aware of issues that departmental and Ministerial staff are not.

This requirement may seem restrictive, particularly for Ministerial staff who have come from departments and who have an extensive network of contacts. It is essential, however, that all Ministerial staff abide by the requirement so that agencies are able to work in a co-ordinated fashion to deliver the best possible advice and service.

In certain circumstances Ministerial staff can deal with senior departmental officers, but this is at the discretion of the relevant Secretary.

Government Backbenchers should direct all queries or requests for information in the first instance to the Premier's Office.

#### **8.4.3 Departmental contact with Ministerial offices**

Each department's Secretary will have a protocol in place for contact by departmental staff with the Minister's office. Each department will have a process by which documentation for Ministerial consideration is prepared and cleared.

In certain circumstances, senior departmental staff are able to discuss issues directly with the Minister's office, but this is at the Secretary's discretion. No matter should be sent for decision or signature by a Minister without it being cleared by the Secretary, or other delegated officers.

#### **8.4.4 Speech notes**

All Ministers will have a different approach to speeches. It is helpful if Ministerial officers explain the preferred style and the extent of speech notes required when requesting these of the department.

## 9. Staff Employed in Ministers' and Office Holders' Offices.

### 9.1 Introduction

Staff are employed to support Government members as electorate officers (based in electorate Offices), Ministerial advisers and support staff and Ministerial drivers. They are employed through the following mechanisms:

1. Crown Prerogative Appointees; and
2. Secondees from the State Service.

The Premier approves all appointments. Secondments are approved by the Premier's Office Chief of Staff under delegated authority from the State Service Commissioner.

Ministerial Drivers are mainly permanent State Service staff employed under the Ministerial Drivers Agreement.

Information about the employment arrangements for such staff is provided in section 10.3. Further advice can be sought from DPAC's Human Resource Branch (refer to section 3.10).

### 9.2 Outside Work

Ministerial and Parliamentary Support Staff must not without the permission of the Designated Manager hold any position of profit or engage in any activity for reward outside the duties of the position to which the Appointee or Secondee is appointed.

### 9.3 Becoming a Candidate for Election

If a MPS Crown Prerogative Appointee or Secondee is announced, declared or is by any other means formally recognised pursuant to a law of the Commonwealth or of any State to be a candidate for election to the Parliament of the Commonwealth or of any State, the Appointee shall be taken thereby to have duly given notice with immediate effect in accordance with the provisions of their Crown Prerogative Instrument of appointment or Secondment Arrangement.

### 9.4 Intellectual Property

Government staff may not disclose or use for personal advantage or for the advantage of any other person or entity any information gained during and in consequence of their appointment except as required for the purposes of the appointment or by law.

This provision continues to apply to the staff member following the termination or non-renewal of appointment until such time as the information has been released by or with the approval of the Crown into the public domain.

## 9.5 Gifts and Benefits

### 9.5.1 Gifts and benefits

The Code of Conduct for Ministers Receipt and Giving of Gifts Policy can be <http://www.dpac.tas.gov.au>

The occasional provision of gifts or benefits, such as passes or tickets to entertainment events or entertainment which is directed at establishing networking links, or for introducing a product or service is acceptable.

However, frequent hospitality from a single source, which is aimed at or leaves the impression of inappropriately influencing a Minister or his/her staff is not acceptable.

It is the responsibility of the Minister to ensure any gifts received or given, including the provision of meals, comply with the Code of Conduct.

### 9.5.3 Sponsored travel

All offers of sponsored travel made to Government staff or their immediate family are to be referred to the Premier's Office at least six weeks (where practical) prior to the proposed travel. This includes any offers of travel to be taken in own time.

## 9.6 Volunteers

### 9.6.1 Volunteers

From time to time members of the public may undertake duties in offices of Government Members on a voluntary basis. Volunteers are considered unpaid employees and must register as volunteers in accordance with the DPAC Volunteer Policy. Managers of volunteers are responsible:

- for determining the activities undertaken by the volunteer;
- providing a safe work environment and safe systems of work;
- for ensuring that the volunteer is appropriately inducted, trained, supervised and performance managed; and
- for ensuring their behaviour and conduct is appropriate.

The employer is also liable for their personal wellbeing, including accident, injury or other legal action arising from their volunteer activities.

As employees all volunteers are the management responsibility of the office in which they are volunteering. In case of personal injury sustained during their volunteering activities the volunteer is covered by the Tasmanian Risk Management Fund.

The tasks of the volunteer should be consistent with that of other employees in that office, and where practicable, upon their commencement the volunteer should be provided with a statement of duties.

### **9.6.2 Volunteers - party activities**

If a volunteer is predominantly undertaking tasks that are related to party political activities such as door knocking or campaigning, then in accordance with the Principles for the Use of Public Funds, the person would be deemed to be a volunteer for the Party, and that Party is responsible for the volunteer's supervision, insurance and any other employment related matter.

## 10. Corporate Support

DPAC'S Corporate and Culture Division provides support to the offices of Government Members. These services include Human Resource Management, Financial Management, Property and Procurement, Records and Information Management and IT support.

### 10.1 Records and Information Management

Ministerial and electoral offices are responsible for managing and providing appropriate information and records management for their respective Minister or Government Member. Disposal Schedule DA2339, issued by the State Archives Office, deals with the records of Ministers of the Crown. DPAC's Corporate and Culture Division provides support and maintains an information and records management system (HP Records Manager) to assist Government Members meet their information and records management needs and obligations.

### 10.2 Information Technology

DPAC provides IT support to the Premier and his staff, Ministers and electorate offices. The scope of the IT services to be provided by agencies includes provision of:

- desktop and notebook hardware and office productivity software that conforms to DPAC standards;
- standard email and diary services;
- a solution for managing Ministerial and constituent correspondence;
- a help-desk service in accordance with DPAC standards;
- network connectivity;
- data storage facilities;
- internet services;
- mobility solutions including smartphones that conform to DPAC standards; and
- secure wiping of hard drives and disposal of equipment in accordance with Treasurer's Instructions.

All of the above services or provisioning of equipment is funded from the budget of MPS or from the budget provided to DPAC for corporate support. Additional requirements for support systems or services outside of the defined scope may be provided from individual agency funds at the agency's discretion.

IT hardware and software upgrades will occur in line with the standard agency hardware rollover and software upgrade policies.

DPAC provides Government Members with a website (iMin) providing access to core services such as the Parliamentary intranet, a diary for shared public events, the facility to communicate issues of the day and access to core documents such as the Tasmanian Government Members Handbook, Ministerial Travel Policy and Guidelines, and Ministerial Code of Conduct.

## 10.3 Human Resources Management

DPAC's Human Resource Management Branch provides advice and support to Ministerial and Parliamentary Support Offices on all employee related issues, and also administers the appointment process, leave and payroll for Ministerial staff.

### 10.3.1 Employment arrangements

The Premier (or delegate) approves employment arrangements within MPS.

There are four current categories of employment arrangements that apply to persons who undertake duties within MPS, they are:

1. Crown Prerogative Appointees;
2. Secondees from the State Service;
3. Departmental Liaison Officers; and
4. Ministerial Transport Service Employees.

Information on each of these employment categories are detailed below:

#### 1. Crown Prerogative Appointees

The majority of staff who are engaged to undertake duties within MPS are appointed on Crown Prerogative Instruments of Appointment. These staff are not State Service employees as they are not employed under the provisions of the *State Service Act 2000* or Award employees. The terms and conditions of appointment are specified in the Instrument of Appointment as approved by the Solicitor General. The period of appointment for these Appointees is:

- For the pleasure of the Premier; or
- Until the resignation or termination of the Government; or
- For a period specified in the Instrument

whichever first occurs.

#### 2. Secondees from the State Service

State Service employees may be seconded to undertake duties within MPS. The mechanism that applies to such an arrangement is for the State Service employee to be seconded to MPS by way of a Secondment Arrangement made under the provisions of Section 46(1)(b) of the *State Service Act 2000*. This section of the Act allows arrangements to be approved for State Service employees to undertake duties with an organisation that is not an agency (referred to as a secondment out of the State Service).

Where approval is given for an employee to be seconded to MPS, such a Secondment Arrangement is not to exceed the employee's period of State Service employment. This is particularly important for State Service employees who may have a fixed term arrangement with the State Service such as officers of the Senior Executive Service.

As with Crown Prerogative Appointees the period of Secondment is:

- For the pleasure of the Premier; or
- Until the resignation or termination of the Government; or
- For a period specified in the Secondment Arrangement.

whichever first occurs.

At the conclusion of the Secondment Arrangement the Secondee returns to their State Service agency either to the position or office they held prior to commencing the Secondment Arrangement or to duties at their substantive classification level.

Where a Secondee undertakes duties within MPS that attracts a lower level of salary than that applying to their State Service substantive salary, the Secondee may receive an allowance based on the difference between their MPS salary and that of their State Service substantive salary. This is to ensure that State Service employees are not financially disadvantaged in accepting a Secondment Arrangement to MPS.

Unless exceptional circumstances exist, State Service employees are not to be seconded to MPS while on probation.

### **3. Departmental Liaison Officers**

While DLOs are physically located within a Minister's office they remain under the control and direction of a nominated person within their substantive agency. Ideally such person is to have responsibility for secretariat, or similar functions within the agency. As the DLO remains an agency employee they will continue to be paid by that agency and be subject to the normal State Service rules such as the State Service Principles and Code of Conduct.

DLOs are subject to the State Service Principles and Code of Conduct and cannot be engaged to undertake the political and Adviser duties. State Service employees who undertake the duties as an Adviser are to be seconded to MPS.

Further information about a DLO, including their role and salary, is provided in section 6.1.1.

### **4. Ministerial Transport Service Employees**

The primary function of the Ministerial Transport Service (MTS) is to provide transport services for the Premier, Ministers and approved office holders.

MTS staff are engaged under the provisions of the Act.

A casual pool of drivers is established to cover permanent staff absences and to meet peak work demands. In exceptional circumstances, other suitably trained staff may provide transport services when a permanent or casual driver is unavailable to meet demand.

MTS comprises 11 permanent Ministerial Drivers who are all permanent State Service employees. These permanent Drivers are also subject to the provisions of the Ministerial Drivers Industrial Agreement which specifies their rate of remuneration.

The Manager, Properties Procurement, DPAC is responsible to the Premier's Office for the management of the MTS and Ministerial Drivers are responsible to the Manager Properties and Procurement, DPAC and not to the Parliamentary Member they are allocated to or that Member's office.

### **10.3.2 Work Health and Safety**

DPAC aims to provide a safe working environment and safe systems of work for its workers. Managers and supervisors are required to play an important leadership role in assisting DPAC achieve this aim by ensuring that all workers for which they have responsibility or supervise are appropriately inducted, trained and supervised to minimise the risk of injury within our places of work and that appropriate action is taken to identify and control any work related hazards.

### **10.3.3 Workplace Diversity**

DPAC aims to provide a positive workplace in which the individual background and characteristics of each staff member are respected and that all staff are recognised for their valuable contributions. We value the diversity that exists within our Department and recognise that harnessing the specific strengths of individuals will assist to achieve our organisational goals.

More information about workplace diversity and the Department's policy in relation to workplace diversity can be obtained from the Human Resources Branch.

## **10.4 Financial Management**

Any officer of a Government office preparing an expense claim form should apply the 'test of reasonableness' before submitting it to DPAC's Finance Branch.

### **10.4.1 Procedures for claiming reimbursement of entertainment expenditure**

Persons lodging claims for the reimbursement of expenditure should forward details to DPAC's Finance Branch showing:

- date, nature and location of event/function;
- number of guests (number of Government staff to be identified for fringe benefits tax purposes);
- a copy of the Premier's approval; and
- cost of event/ function(s).

The information is to be included with any invoice approved for payment that is forwarded to the Finance Branch for processing.

## **10.4.2 Procedures for claiming expenses incurred while travelling within Australia**

### Before departure

- obtain written approval from the Premier's Office at least three weeks prior to the travel and before confirming the booking.

### On return

- Fill out the pre-printed Travel Claim form and include:
  - dates of travel;
  - times of departure and return;
  - destination/s;
  - purpose of the travel;
  - other relevant travel details;
  - various allowance components claimed;
  - signature of the Minister or staff member as the claimant;
  - where appropriate, details of other actual expenses incurred including transport, official entertainment (approved by the Premier where appropriate), phone calls etc; and
  - where a reimbursement of actual expenses is claimed, provide tax invoice/ receipt for hotel accounts etc (a requirement of the Department of Treasury and Finance).
- Send the completed form to the Premier's Office for approval. The Office will forward the approved form to DPAC's Finance Branch for the payment to be processed.

## **10.4.3 Procedures for claiming expenses incurred while travelling outside Australia**

### Preparations for travel

- submit a written request to the Premier stating the purpose of the proposed travel, the itinerary, the composition of the official party and an estimate of the costs. This should be done at least six weeks before the proposed date of travel;
- upon approval, send all details to DPAC's Finance Branch. (The Premier will also write advising what costs are to be met by DPAC);
- check insurance and vaccination requirements;
- if accompanied by spouse/partner, check what insurance cover is available through the Government and what will need to be arranged privately;
- contact DPAC's Communications and Protocol Unit about diplomatic or official passports;

- request travel advance at least seven working days prior to the date of travel stating the amount of the advance, whether it is cash or travellers' cheques and the relevant currency; and
- arrange for a corporate card and emergency health card from DPAC's Finance Branch at least 10 working day prior to travel. It is recommended that requests for corporate cards be lodged as soon as possible to ensure new cards are received in time.

#### While away

- do not use the Tasmanian Government Corporate Card (TGCC) for entertainment expenses unless prior approval has been given by the Secretaries of DPAC and the Department of Treasury and Finance
- do not use the TGCC for any personal expenses
- keep all receipts or where that is not possible, a diary entry must be made listing the expense and details such as the reason for the expenditure and who was involved.

#### On return

- return diplomatic/ official passports to DPAC's Communications and Protocol Unit;
- return the TGCC and emergency health card immediately to DPAC's Finance Branch;
- acquit travel advance within one month of returning, as follows:
  - provide a diary of all expenditures noting dates, reason for expenditure, who it relates to, amounts, currency and whether a receipt is provided or not;
  - attach all receipts;
  - a statutory declaration is required detailing individual expenses not supported by receipts;
  - where receipts are in a foreign language, a description of the service and amount should be written on the receipt;
  - return all unexpended cash; and
  - return unused travellers cheques which must be co-signed along with a permission slip for DPAC's Corporate and Culture Division to cash the cheques.

DPAC's Corporate Services Branch will send copies of the card statement to the cardholder who will be required to attach all tax invoice/ receipts to the statement and return to Corporate Services within one working week.

### **10.4.4 Corporate card acquisition**

The TGCC is available to staff in Government offices while accompanying a Minister travelling overseas. To obtain a TGCC, a request from the staff member travelling and a copy of the letter of approval from the Premier for the travel should be forwarded to DPAC's Finance Branch, ten working days prior to the travel and state:

- full name of staff member;
- position;
- office location;
- date of birth; and
- dates of travel.

The staff member will be asked to sign a list of conditions before the TGCC can be issued. Generally, the card may not be used for entertainment items. It must not be used for personal expenses.

The TGCC must be returned to DPAC's Finance Branch and will be held for future travel. The TGCC is cancelled if the staff member leaves employment.

## 11. References

### 11.1 Documents

To obtain a copy or information regarding the following, please contact:

Cabinet Handbook	Cabinet Office, Office of the Secretary Department of Premier and Cabinet Phone: 6270 5659
House of Assembly Handbook	Mr Shane Donnelly Clerk-Assistant and Sergeant-at-Arms House of Assembly Phone: 6212 2374
Legislative Council Members Guide	Office of the Clerk of the Legislative Council Phone: 6212 2331
General and Travel Expense Claims	Finance Branch, Corporate and Culture Division Department of Premier and Cabinet Phone: 6232 7600
Caretaker Conventions	Office of the Secretary Department of Premier and Cabinet Phone: 6270 5654
Ministerial Drivers Industrial Agreement	Corporate and Culture Division Department of Premier and Cabinet Phone: 6232 7448
Local Government Directory	Local Government Division Department of Premier and Cabinet Phone: 6232 7022
Code of Conduct	Corporate and Governance Division Department of Premier and Cabinet Phone: 6270 5482
Gifts Policy and Forms	Communications and Protocol Unit, Corporate and Culture Division Department of Premier and Cabinet Phone: 6270 5667
Tasmanian State Service Award	Human Resources Branch, Corporate and Culture Division Department of Premier and Cabinet Phone: 6232 7482

## 12. Summary of Revisions

Version	Clauses	Date	Explanation
1.0		20 Aug 2002	First release
2.0	All	1 Dec 2005	Second release
3.0	All	24 May 2006	Interim release - major revisions
3.1	3.3, 3.4	5 June 2006	New Code of Conduct references
3.2	7.10	13 June 2006	Staff travel expenses to be in accordance with GCE
	4.2	26 June 2006	Full list of allowances added
	5.1.5	1 Aug 2006	Clarification of portfolio agency responsibility for phone kit
	4	15 Sep 2006	Determinations of the Second Committee of Review
3.3	4, 6.2	12 Oct 2006	Minor wording changes.
3.4	4.5	7 Jan 2007	Changes to Members Equipment and Support Allocation
	6.2	23 Feb 2007	Allocation of Electorate Office expenses
4.0	4.5	Nov 2007	expanded fourth dot point to read "office equipment and expenses"
	10.3	Nov 2007	Update of forms to comply with new whole-of-Government template
5.0	All	April 2010	Major review
6.0	3.4	July 2011	Addition of section on appropriate use of funds
	7.5	July 2011	New section on Deputy Leader of the Government, Legislative Council
	6	July 2011	Update Travel Guidelines
	6	July 2011	Reflect changed to ministerial network and administrative arrangements between DPAC and portfolio Agencies
	6.3	July 2011	Removed reference to ministerial vehicle being available for other members when acting as Minister
		July 2011	Other minor amendments
7.0	3.0	Sept 2013	Updated to reflect Code of Conduct, Receipt and giving of gifts and benefits, and new web links,
	3.5.2	Sept 2013	Table amended: Advertising and Communication: to include Public

			awareness raising activities on matters related to Members of Parliament (such as portfolio and/or electorate responsibilities)
			Professional/consultancy services: to include web design and media monitoring
			Remove media management and public relations activities dot point under table (page 15)
4		Sept 2013	Updated to reflect new Parliamentary Salaries, Superannuation and Allowances Act 2012
6.2		Sept 2013	added in "subject to Premier's approval" in section 6.2.1, and added in 6.2.3
8		Sept 2013	Updated section on Right to Information, Personal Information Protection and Premier's Correspondence.
9.5		Sept 2013	Section of Volunteers added.
10.3.1		Sept 2013	Updated to section to reflect new Work Health and Safety Legislation
All		April 2014	All sections reviewed and updated to reflect current processes and procedures
8.0	3.5	May 2015	Amendments to use of Public Funds Guide, Appropriate and inappropriate use of Ministerial Transport Service and departmental contact details.
9.0	All	Jun 2017	Major review, all sections reviewed and updated to reflect current processes and procedures

### 13. Appendix – Salary Levels within MPS

Position	Advisor	Salary Range*
Advisor	Min 5	\$75,502 - \$78,959
Advisor	Min 6	\$82, 282 - \$94,523
Chief of Staff (Ministerial)	Min SE 1	\$121,318 – 139,516 + car
Administrative Support Assistant	Min 2	\$49,799 - \$54,099
DLO	Band 4	\$65,401 - \$75,410
DLO	Band 5	\$78,552 - \$82,441

\*salaries levels specified in this table are those applying as at May 2016.