

Definitions

Title	Definition
Designated Manager	Authorised occupants to undertake Ministerial and Parliamentary Support employment related functions on behalf of the Premier.
Ministerial and Parliamentary Support (MPS)	Ministerial and Parliamentary Support is a term which is used to describe the category of staff who are employed to provide support to Ministers, certain Parliamentary Office Holders and members of Parliament in the House of Assembly.
Leader of the Opposition	The Leader of the Opposition is the leader of the Recognised non-government party with the greatest number of members in the House of Assembly.
Opposition	Section 3 of the <i>Parliamentary Salaries and Superannuation Allowances Act 2012</i> provides the following interpretation: Opposition means the Recognised non-government party with the greatest number of members in the House of Assembly.
Recognised non-government party	Section 3 of the <i>Parliamentary Salaries and Superannuation Allowances Act 2012</i> provides the following interpretation: A Recognised non-government party means a political party that has 4 or more members of Parliament in the House of Assembly, being a political party of which no member is the Premier.

Appropriate and inappropriate use of funds

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"> • Promotion of factual information. • Public awareness raising activities on matters relevant to the Member (such as portfolio and/or electorate responsibilities). • Notification to attend information forums and public discussions. • Promotion of office hours, contacts and visits to areas within Tasmania. • Contact with members of the electorate promoting access to the Member. • Examples include: generic Christmas cards, newsletters, surveys, business cards. 	<ul style="list-style-type: none"> • Political activity which encourages people to vote for or against a particular party. • Direct promotion of a political party. • 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. • Particular caution and consideration should be given during caretaker.
Meeting or event expenses	A Member is entitled to hold and conduct meetings with the people they represent and to ensure that these meetings are held in a professional, convenient and comfortable manner.	<ul style="list-style-type: none"> • Reasonable catering expenses. • Room hire. • Facilitator/meeting guest. • Examples include: 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. 	<ul style="list-style-type: none"> • Expenses associated with meetings which relate to personal or party political matters eg party meetings. • 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.

Category	Principle	Appropriate	Inappropriate
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"> • Expenses associated with the Minister's car and driver. • Travel expenses incurred by staff as a direct result of undertaking duties to support a Member. 	<ul style="list-style-type: none"> • Expenses associated with travel on personal or party political matters. • Expenses for anyone who is not a Member or an employee. • Examples include: accommodation for a party meeting, meal and travel expenses for family members unless specifically approved.
Legal fees	<p>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 of public funds.</p>	<ul style="list-style-type: none"> • Legal advice before entering into a Crown contract (through Crown Law). • Dealing with legal issues arising directly as part of their role as a Member of Parliament. • 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. 	<ul style="list-style-type: none"> • Legal advice on matters that relate to personal or party political matters. • Examples include: legal action against the party, and legal action for matter(s) not related to their role as a Member of Parliament, or for their misuse of their role as a Member of Parliament.

Category	Principle	Appropriate	Inappropriate
Professional / consultancy services	A Member of Parliament should be able to access expert and professional services to assist them to adequately represent their electorate.	<ul style="list-style-type: none"> • Fees for presenting information in a readable format. • Research and media monitoring. • Legal services (see above). • Examples include: graphic and web design, meeting facilitator, media monitoring, business consultant for advising on efficient office processes and advice on matters before Parliament. 	<ul style="list-style-type: none"> • Advice for Members or political parties on self-promotion and polling undertaken by a third party.
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, business person and community member.	<ul style="list-style-type: none"> • Meet with constituents. • Hold information sessions and events for constituents. • Distribute information about issues relevant to that electorate. • Incidental private/business activities of the member that arise from time to time. 	<ul style="list-style-type: none"> • Conducting private business activities unrelated to the Member's role as a Member of Parliament. • Developing or printing of promotional material relating to party political activities at a Member's electorate office. • Conducting public functions of a party political nature during caretaker period.

Category	Principle	Appropriate	Inappropriate
Salaries and payments	A Member of Parliament needs staff to assist them to fulfil their parliamentary duties, and these staff should be recompensed for their work.	<ul style="list-style-type: none"> • Staff employed in the Government office to assist the Member to fulfil their duties. • Examples include: office manager, head of office, advisers and administrative staff. 	<ul style="list-style-type: none"> • Staff employed on party political duties. • Examples include: campaign manager, party office coordinator, media officer for the party.
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"> • Travel from home/office/ accommodation to official functions and events that a Member is attending as a Minister. • Attending to a Minister's normal parliamentary and official responsibilities. • Transporting family members when they are accompanying or joining a Minister to an official function or event. • Transporting an Adviser or other employee when they are accompanying or joining a Minister on normal parliamentary and official responsibilities. • Other examples of appropriate incidental travel include: dropping children at school en route. A minor detour to drop off or pick up an Adviser employee. • Attending an Electorate office or function as part of a Minister's parliamentary or other official responsibilities. 	<ul style="list-style-type: none"> • Personal travel. • Transporting a family member when not carrying out Ministerial responsibilities. • Transporting an Adviser or any employee not accompanying a Minister unless it is incidental to a Minister's travel. • Using the transport service to attend a private function not related to a Minister's duties. • Any travel that is solely related to political party activities, unless the Minister is attending in his/her role as Minister. • The carriage of private citizens unless directly related to the Minister's usual duties. • Travel to any private function not related to a Minister's duties.

Category	Principle	Appropriate	Inappropriate
		<ul style="list-style-type: none"> Other incidental travel which recognises the Minister's reasonable needs. 	
Use of party logo	A Member of Parliament needs to be open about which party they represent.	<ul style="list-style-type: none"> The use of the party logo is at the discretion of the Member of Parliament. The party logo may be used on material but only where the content of that material is permissible under these guidelines. 	<ul style="list-style-type: none"> Permanent party logos on Crown owned equipment, for example marquees.
Training and development	Members of Parliament and their staff may undertake training and development relevant to their duties.	<ul style="list-style-type: none"> Access to training and development for office processes and work health and safety. Skill and knowledge development in matters which assist the Member better understand current issues. Examples include: attending information forums, communication training, computer skills development, work health and safety and anti-discrimination. 	<ul style="list-style-type: none"> Development and training which directly relates to party political benefits/matters. Examples include: personal presentation and promotion training, participating in community classes such as cooking, or a reading club. Training run by the party.
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"> Any activities, goods or services which assist them to 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. Examples include: office supplies, rental costs, contribution to staff salary, and purchase of office equipment including IT. 	<ul style="list-style-type: none"> Any activities, goods or services which directly benefits them personally, or their party. Examples include: research for party purposes, office equipment for private or party use.

Category	Principle	Appropriate	Inappropriate
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"> • To cover catering costs for meetings, including lunches. • To entertain visitors and guests as part of their role as a Member of Parliament and in promoting Tasmania. • To support working dinners or lunches for office staff and colleagues. • Examples include: wine for meetings with particular guests/members of the community, lunch expenses when associated with a meeting. 	<ul style="list-style-type: none"> • Purchase of gifts for any purpose. • Entertaining party colleagues and party supporters. • Examples include: alcohol purchased for family and/or friends, entertainment costs associated with party political events, birthday cards/flowers for members of the electorate.

Department of Premier and Cabinet contact officers

The DPAC contact officers for advice and assistance in the following areas are:

Area	Contact
People Performance and Governance Division	Alice Holeywell-Jones – Executive Director, People Performance and Governance Division 0419 826 385 Alice.Holeywell-Jones@dpac.tas.gov.au
Corporate	Jacqui Wilson - Director, Corporate Services 6232 7302 jacqui.wilson@dpac.tas.gov.au
Ministerial and Executive Services Machinery of Government, RTI, Routine Disclosures, Ministerial Transport Service	Jessica Jordan Hoverman - Manager, Ministerial and Executive Services 6232 7219 jessica.hoverman@dpac.tas.gov.au Ministerial Transport Service bookings: 6232 7076 (urgent requests) driver.requests@dpac.tas.gov.au
Executive Council Secretariat, Cabinet Office and Protocol	Scott Kerr - Manager, Cabinet and Executive Council Office 6270 5669 Scott.Kerr@dpac.tas.gov.au Fiona Birkett - Manager, Protocol 6270 5671 Fiona.Birkett@dpac.tas.gov.au
Finance, budget and travel	Rino Scavone - Budget and Finance 6232 7600 rino.scavone@dpac.tas.gov.au
Human resources	Kirk Ashwood - A/g Manager Human Resources 6232 5489 HR@dpac.tas.gov.au
Information and Technology services	Michael Moore - Manager Information and Technology Services 6232 7029 michael.moore@dpac.tas.gov.au ITS Helpdesk 6232 7700 Help.desk@dpac.tas.gov.au
Properties and procurement	Tony Prenter 6232 7448 Tony.Prenter@dpac.tas.gov.au

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

Office	Allowance	Paid by
Premier	115%	House of Assembly
Deputy Premier	82%	House of Assembly
Minister	70%	House of Assembly
Secretary to Cabinet	30%	House of Assembly
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)
Leader of the Opposition	70%	House of Assembly
Speaker of the House of Assembly	35%	House of Assembly

Staffing and Salary Structure

The following provides a broad outline of the types of positions and salary structure for Ministerial and Parliamentary offices.

Office of the Premier

Depending on the requirements of the Premier, the Office of the Premier may comprise a southern and northern office.

Position	Salary Structure	Role Summary
Chief of Staff	Min SE 4	High level strategic leadership and direction and political advice to the Premier and Ministers. Overall staffing management.
Deputy Chief of Staff	Min SE 1 – Min SE 2	Provide strategic leadership and direction to the Premier and Minister. Manage the Office of the Premier and Ministerial portfolios to ensure effective administration and management.
Specialist Adviser(s) or Principal Adviser	Min 9 or Min 10	Provision of whole of government authoritative political advice to the Premier, Ministers and Cabinet in a specialist field requiring high level knowledge of technical or complex matters.
Senior Adviser(s)	Min 7 or Min 8	High level political and policy advice to a Minister for a defined range of critical or major portfolios, a diverse range of whole of government issues and critical projects related to those portfolios.
Adviser(s)	Min 5 or Min 6	Provide high level political and policy advice to a Minister for a portfolio or portfolios, a diverse range of whole of government issues and critical projects relating to those portfolios. <i>*Min 5 is an adviser where the portfolio responsibilities are not as complex as those for a Min 6.</i>

Position	Salary Structure	Role Summary
Assistant Adviser(s)	Min 4	Provide high level political and policy advice to a Minister where the portfolio responsibilities are not as complex as those of an Adviser. Needs closer supervision than an Adviser.
Office Manager	Min 6	Manage the Office of the Premier and Regional Parliamentary Offices. Manage the human, financial and physical resources of the Ministerial and Parliamentary Support Offices.
Executive Officer(s)	Min 6	Manage the Premier's diary and provide Executive Support to the Premier.
Executive Assistant(s)	Min 4	Provide high level executive and administrative support to the Chief of Staff and staff within the Office of the Premier.
Administrative Assistant(s)	Min 3	Manage the representative diary, obtain representation from members of parliament to represent the Premier or Government at functions and events, undertake administrative duties to support the functions of the Office including undertaking reception duties.
Administrative Support OR Assistant or Administrative Trainee	Min 2 or Min 1	Undertake reception and administrative support duties to support the activities of the Office.

Government Communications and Media Office

Position	Salary Structure	Role Summary
Director of Communications and Media	Min SE 1 or Min SE 2	Provide strategic leadership and direction within the Office. Provide high level strategic media and communications analysis and advice to Ministers as appropriate and plan and co-ordinate strategies, solutions or action plans

Position	Salary Structure	Role Summary
		needed to deal with identified issues and emerging trends.
Speech Writer	Min 8	Undertake speechwriting and editorial work for Premier and other Ministers. Undertake high level research on a broad range of political and government issues.
Senior Media Adviser and/or Senior Communications Adviser	Min 7 or Min 8	Provide high level strategic media/communications analysis and advice, coordinate Government communications and liaise with the media.
Media Adviser and/or Communications Adviser	Min 5 or Min 6	Provide media/communication analysis and advice, coordinate Government communications and liaise with the media.
Media Assistant	Min 4	Provide administrative support and media monitoring duties within the Government Communications office.
Media Support Assistant	Min 2 or Min 3	Provide administrative support to the Office. <i>The remuneration of the position will be determined by the level of administrative duties required to be undertaken.</i>

Ministerial Offices

The number staff and the salary rates within a Ministerial Office are usually determined by the portfolio responsibilities of the Minister. Highly complex portfolio responsibilities may attract a salary structure for the Chief of Staff and some Advisers, or increase the number of FTE positions in the Office.

Position	Salary Structure	Comments
Chief of Staff	Min SE 1 or Min SE 2	Provide strategic leadership and direction within the Office. Responsible for a defined range of portfolios, diverse range of whole of government issues and critical projects related

Position	Salary Structure	Comments
		to those portfolios. 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 portfolios. Manage the Office to ensure effective administration and management.
Senior Adviser(s)	Min 7 or Min 8	High level political and policy advice to a Minister for a defined range of critical or major portfolios, a diverse range of whole of government issues and critical projects related to those portfolios.
Adviser(s)	Min 5 or Min 6	Provide high level political and policy advice to a Minister for a portfolio or portfolio's, a diverse range of whole of government issues and critical projects relating to those portfolios. <i>*Min 5 is an adviser where the portfolio responsibilities are not as complex as those for a Min 6.</i>
Assistant Adviser(s)	Min 4	Provide high level political and policy advice to a Minister where the portfolio responsibilities are not as complex as those of an Adviser. Needs closer supervision than an Adviser.
Office Manager	Min 5	Provide high level executive and administrative support to the Minister, manage and coordinate the administrative activities of the Office. Establish and manage effective administrative systems and processes; evaluate requests, research information and prepare and coordinate written material on behalf of the Minister. Train and supervise administrative staff.
Executive Officer (s)	Min 4	Provide high level confidential and comprehensive administrative support including management of appointment diaries,

Position	Salary Structure	Comments
		email and telephone screening, document preparation and filing. Sourcing information, preparing meeting rooms and meeting and greeting visitors. Provide training and supervision to administrative staff as required.
Administrative Assistant OR Administrative Support Assistant OR Administrative Trainee	Min 3 or Min 2 or Min 1 (Trainee)	Provide administrative support to support the efficient operation of 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. <i>The level of position will depend on the portfolio responsibilities of the office and the level of administrative duties required to be undertaken.</i>

Speaker for the House of Assembly

The suggested staffing level for the Speaker for the House of Assembly is one *FTE* position as detailed below:

Position	Salary Structure	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.

Parliamentary Secretary

The suggested staffing level a Parliamentary Secretary is one FTE position as detailed below:

Position	Salary Structure	Comments
Adviser	Min 5 or Min 6	Provide high level political and policy advice and support to the Parliamentary Secretary on a diverse range of issues.

Position	Salary Structure	Comments
		*Min 5 is an adviser where the responsibilities are not as complex as those for a Min 6.

Leader (and Deputy Leader) of the Government in the Legislative Council

The level of funding, if any, for MPS staffing for the Leader of the Government in the Legislative Council (and Deputy Leader if one is appointed) is determined by the Premier.

Sharing of Facilities and Expenses – Leader of the Government in the Legislative Council

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

Type	Expenditure	Responsibility
Principal office accommodation	Rent and refurbishment	Legislature General
Furniture and fittings	Minor maintenance including lights	Legislature General
	Purchase, maintenance	Legislative Council
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.

Reference Documents

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

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
Caretaker Conventions	Office of the Secretary Department of Premier and Cabinet Phone: 6270 5654
Local Government Directory	Local Government Division Department of Premier and Cabinet Phone: 6232 7022
Ministerial Code of Conduct	People Performance and Governance Division Department of Premier and Cabinet Phone: 6232 7230