# Letter of Offer Template – Ministerial Staff

This template is used for Parliamentarians to issue a Members of Parliamentarian (Staff) Act (MOP(S) employment offer.

**Subject: Employment offer: Office of *[Parliamentarian Title] Senator the Hon. X, Minister for Y***

Name Surname

1/100 Example Street

Suburb STATE 2600

Dear [Name],

We are pleased to offer you the below Choose an item.position in the Office of [*Enter Parliamentarian Title]* *Senator the Hon. X, Minister for Y.*

## Terms and Conditions of Employment

The terms and conditions of your employment are determined primarily by the following documents. Please take the time to carefully review these documents and your formal offer details:

* [Members of Parliament (Staff) Act 1984 (the MOP(S) Act)](https://www.legislation.gov.au/C2004A02928/latest/text)
* [Determinations, directions and related documents](https://maps.finance.gov.au/pay-and-employment/mops-act-employment/employment-instruments-and-authorisations#determinations-and-directions) made pursuant to the [MOP(S) Act](https://www.legislation.gov.au/C2004A02928/latest/text)
* [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27 (the Enterprise Agreement)](https://maps.finance.gov.au/sites/default/files/2024-11/Enterprise%20Agreement%202024-27.pdf)
* [Ministerial Staff Code of Conduct](https://ministers.finance.gov.au/smos/publication/2022/07/07/ministerial-staff-code-conduct)
* [Behaviour Codes and Standards for staff employed under the MOP(S) Act](https://www.ipsc.gov.au/behaviour-codes-and-standards)
* [Fair Work Act 2009](https://www.legislation.gov.au/C2009A00028/latest/versions)
* [Ministerial Staff Private Interest Declaration](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fministers.finance.gov.au%2Fsites%2Fdefault%2Ffiles%2F2024-06%2Fministerial-staff-private-interests-declaration-form.docx&wdOrigin=BROWSELINK)
* Duties and obligations outlined in the job description.

## Acceptance of Offer

To accept this offer please read all details and sign the ‘Acceptance of Offer’ and return by reply email by ***DD MONTH YYYY***. Please note that any delay in returning your acceptance may result in your commencement being delayed or the offer being revoked.

In addition to completing the acceptance of offer, you are required to complete a [digital employment contract](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.finance.gov.au%2Fnew-employee-contracts&data=05%7C02%7Cnicole.mitchell%40pwss.gov.au%7C1be3ca7d9d2d412d6a5908dcf24a5472%7C61d1f0cfa64b49f38967d7f3244587e7%7C0%7C0%7C638651648882300231%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YP6rVBgFICe06ctu6CYcDnsJ9m6sW7ETQUERfGnnGmw%3D&reserved=0)using the details outlined below. For further information, refer to the Employment forms guide included in this document.

If you have any questions or need assistance completing the required employment forms, please contact the Ministerial and Parliamentary Services (MaPS) Help Desk on (02) 6215 3333 (Option 3) or via [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au).

|  |  |
| --- | --- |
| [**Employment Details** |  |
| Employee Name |  |
| Job Title |  |
| Employment Type | Choose an item. |
| Work Pattern | Full-Time/ Part-Time/ Casual - X hours per week *(select one)* |
| Commencement Date | DD MONTH YYYY |
| Cessation Date | DD MONTH YYYY (*delete if ongoing)* |
| Position Level | e.g. Adviser 1 (Ministerial) or Senior Adviser 5 (Ministerial) |
| Salary | $XX, XXX Choose an item. |
| Allowances | $XX, XXX Choose an item. *(Delete if N/A)*  $XX, XXX Choose an item. (*Delete if N/A)* |
| Probation | 3 months and may be subject to further extension [remove reference to extension for non-ongoing staff]  *(delete if probation is not applicable)* |
| Work Base | Office location |
| Duties | As outlined in the attached job description  Or  Include duties here |
| Conditions of Employment | * You are required to undergo and pass a National Police Check prior to commencement. Unless otherwise agreed by the parliamentarian. * You must satisfactorily complete the nominated probation period and any subsequent extension*. (Delete if waiving probation).* * You must satisfactorily complete the security and character checks to attain the required Negative Vetting 2 security clearance. * You are required to provide your employing parliamentarian with a statement of private interests by completing the Ministerial Staff [Private Interest Declaration form](https://maps.finance.gov.au/forms/ministerial-staff-private-interests-declaration-form) as soon as practicable before or on commencement. |

# Acceptance of offer

By signing the acceptance of offer I:

* confirm that I have read and accept the offer of employment, including the terms and conditions covered in the letter of offer
* acknowledge I will be employed under [MOP(S) Act](https://www.legislation.gov.au/C2004A02928/latest/text), and the terms and conditions of my employment are set by the [determinations and directions](https://maps.finance.gov.au/pay-and-employment/mops-act-employment/employment-instruments-and-authorisations#determinations-and-directions) made pursuant to the MOP(S) Act and the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](https://maps.finance.gov.au/sites/default/files/2024-11/Enterprise%20Agreement%202024-27.pdf), or any subsequent determinations, directions or enterprise agreement
* agree to completing the [**digital employment contract**](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.finance.gov.au%2Fnew-employee-contracts&data=05%7C02%7Cnicole.mitchell%40pwss.gov.au%7C1be3ca7d9d2d412d6a5908dcf24a5472%7C61d1f0cfa64b49f38967d7f3244587e7%7C0%7C0%7C638651648882300231%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YP6rVBgFICe06ctu6CYcDnsJ9m6sW7ETQUERfGnnGmw%3D&reserved=0)and associated pre-employment forms
* agree to informing my employer of any outside employment and of any real, apparent or perceived conflicts of interest prior to commencement date
* confirm that I have read the [Ministerial Staff Code of Conduct](https://ministers.finance.gov.au/smos/publication/2022/07/07/ministerial-staff-code-conduct) and [Behaviour Codes and Standards for staff employed under the MOP(S) Act](https://www.ipsc.gov.au/behaviour-codes-and-standards) and acknowledge my legal obligation to uphold them throughout my employment as a MOP(S) Act employee

Employee Name ……………………………………………………………………………

Signature of Employee ............................................................................ Acceptance Date: DD MM YYYY

***Return the acceptance of offer by direct reply.***

# **EMPLOYMENT FORMS GUIDE**

This guide provides general information to help MOP(S) Act staff complete the Ministerial staff employment forms and ensure a smooth onboarding experience. We encourage you to submit your employment forms as soon as possible to avoid potential delays with payroll. For information, see the [pay cut-off dates here](https://maps.finance.gov.au/pay-and-employment/pay-cut-dates).

If you have any questions or need assistance completing your employment forms, please contact the MaPS Help Desk on (02) 6215 3333 (Option 3) or via [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au).

### EMPLOYMENT INFORMATION

As a Ministerial staffer you are employed under the [MOP(S) Act](https://www.legislation.gov.au/C2004A02928/latest/text). Prior to commencement, please familiarise yourself with the following information relating to your employment:

* [Enterprise Agreement](https://maps.finance.gov.au/sites/default/files/2024-10/Commonwealth%20Members%20of%20Parliament%20Staff%20Enterprise%20Agreement%202024-27.pdf)
* [Fair Work Information Statement](https://www.fairwork.gov.au/employment-conditions/information-statements/fair-work-information-statement)

### [BEHAVIOUR CODES AND STANDARDS FOR STAFF EMPLOYED UNDER THE MOP(S) ACT](https://www.ipsc.gov.au/behaviour-codes-and-standards)

The behaviour Codes and Standards form the expectations for behaviour in the course of MOP(S) Act employment. All employees employed under the MoP(S) Act is required to understand and comply with this code and the Behaviour Standards and have a shared responsibility to ensure that Commonwealth Parliamentary Workplaces meet the highest standards of integrity, dignity, safety and mutual respect. For further information, visit the [Independent Parliamenatry Standards Commission website](https://www.ipsc.gov.au/behaviour-codes-and-standards/behaviour-code-staff-employed-under-members-parliament-staff-act-1984#purpose-of-mops-act-behaviour-code).

### [MINISTERIAL STAFF CODE OF CONDUCT](https://ministers.finance.gov.au/smos/publication/2022/07/07/ministerial-staff-code-conduct)

The opportunity afforded to ministerial staff to provide advice and assistance to Ministers carries with it an obligation to always act with integrity and observe the highest standards of conduct.

While Ministerial staff work closely with public servants, the code recognises that their role complements, and does not supplant, the role of the Australian Public Service. Ministerial staff, consultants and Ministers’ electorate officers employed under the MOP(S) Act must comply with the behaviours outlined in the [Ministerial Staff Code of Conduct](https://ministers.finance.gov.au/smos/publication/2022/07/07/ministerial-staff-code-conduct).

### [PRIVATE INTEREST DECLARATION FORM](https://maps.finance.gov.au/forms/ministerial-staff-private-interests-declaration-form)

Ministerial staff are required to provide their employing parliamentarian with a statement of private interests. Please provide a completed Ministerial Staff [Private Interest Declaration form](https://maps.finance.gov.au/forms/ministerial-staff-private-interests-declaration-form) to your employing parliamentarian or Chief of Staff as soon as practicable before or on commencement.

### [SECURITY CLEARANCE](https://maps.finance.gov.au/pay-and-employment/mops-act-employment/new-employees#security-clearances)

Ministerial staff are required to obtain a Negative Vetting 2 security clearance. For prospective employees who are not Australian citizens, the office is required to provide a citizenship waiver.

You will be provided with an electronic security clearance application shortly after you commence your employment with a Minister or Assistant Minister. You are required to complete and submit both the electronic version and a hard copy including relevant certified supporting documents to the Australian Government Security Vetting Agency (AGSVA) within 20 business days of receipt.

Obtaining a Negative Vetting 2 security clearance requires the disclosure of a comprehensive 10-year personal history including residential addresses, financial history and any overseas travel undertaken with corroborating documentary proof. The process will also require that you provide referees who can be contacted and that you undergo an interview which may include questioning on a range of personal matters such as your finances, relationships and lifestyle.

The security clearance process can take some months to complete. In the meantime, your employing Minister must ensure you do not have access to sensitive material. Please see the [factsheet on Security Clearances for MOP(S) Act employees](https://maps.finance.gov.au/sites/default/files/2022-06/MOPS-Employee-Security-Clearances.pdf) for further information.

### [DIGITAL EMPLOYMENT CONTRACT](https://maps.finance.gov.au/new-employee-contracts)

## New Ministerial staff

You are required to complete a digital employment contract using the employment details provided by your employer. Please refer to your offer of employment email.

When completing the digital employment contract, please note:

* A National Police History Check is required (unless otherwise agreed with your employer)
* For all ongoing and non-ongoing employees, an initial probationary period of three months will apply and may be subject to extension (unless otherwise agreed with your manager)
* Employees may be eligible to receive an allowance in recognition of, and as compensation for, additional reasonable hours of work. Refer to your letter of offer email for any allowances included as part of your employment offer
* An employee in receipt of an allowance will work additional hours as agreed with the employing Parliamentarian, including on public holidays as required in accordance with clause 57 of the [Enterprise Agreement](https://maps.finance.gov.au/sites/default/files/2024-11/Enterprise%20Agreement%202024-27.pdf). The agreed additional hours of work will be designed to best suit the operating requirements of the workplace, taking into account the personal needs of the employee. There will be sufficient and reasonable meal and/or rest breaks, including reasonable time for lactation breaks, within and between periods of duty.

*For your information,* ordinary hours of duty are 7 hours and 36 minutes for each full day e.g. 9:00am – 5:06pm with a 30-minute lunch break.

The digital contract also details the following documents that you will need to submit to MOPS [Payroll](mailto:mopspayconditions@finance.gov.au):

1. Tax File Number Declaration
2. Proof of Identity
3. National Police History Check
4. Employee Personal Particulars
5. Superannuation Options.

When submitting these documents, you will need to copy in your office’s Authorised Officer or Chief of Staff (you may need to confirm your office’s preference), noting that you may wish to submit your Personal Particulars form to MaPS at: [mopspayconditions@finance.gov.au](mailto:mopspayconditions@finance.gov.au) separately for privacy purposes.

## Existing Ministerial staff

If you are an existing Ministerial staffer (i.e. you are moving from one office to another, or you are moving from a non-ongoing contract to an ongoing contract), you will need to complete the digital employment contract as per the above information. However, you will only need to submit the following documents to MAPS Payroll:

1. Employee Personal Particulars (if any details have changed).
2. Note: Proof of identity and birth date (certified ID) is required and Superannuation options (if any details have changed).
3. Separately, you are required to provide your employing Minister with an updated statement of private interests (referred to in item 3). Please provide a completed [Ministerial staff private interest declaration form](https://maps.finance.gov.au/forms/ministerial-staff-private-interests-declaration-form) to your new or continuing Chief of Staff as soon as practicable on commencement.
4. Advise AGSVA of the changes to your employment.

### [VARIATION TO EXISTING EMPLOYMENT CONTRACT](https://maps.finance.gov.au/form/variation-to-an-existing-employment-contract)

[Variations](https://maps.finance.gov.au/forms/variation-existing-employment-agreement) to existing employment contracts may be required for:

* Higher duties or salary advancements
* Promotions
* Changes to work patterns (full-time/part time), and
* Non-ongoing contract extensions.

In these circumstances, you are required to complete a digital variation to your existing employment contract using the details provided by your employer.

*Note:* When completing the digital variation, you will need to refer to your records to input the date of your existing employment agreement (the date you commenced).

### OTHER INFORMATION

## [Travel](https://maps.finance.gov.au/pay-and-employment/mops-act-employment/during-employment/travel-staff)

As a Ministerial staffer, regular travel may be required in your role. Please discuss specific travel requirements with your manager.

## [Lobbying Code of Conduct](https://www.ag.gov.au/integrity/publications/lobbying-code-conduct)

The [Lobbying Code of Conduct](https://www.ag.gov.au/integrity/publications/lobbying-code-conduct) provides that MOP(S) Act staff employed in the office of a Minister or Assistant Minister must not be a party to lobbying activities by a lobbyist on behalf of a third-party client unless the lobbyist is registered on the Australian Government Register of Lobbyists. To find out more about your obligations, including what to do if you are approached by a person conducting lobbying activities, please visit the Attorney-General’s Department’s [website](https://www.ag.gov.au/integrity/publications/lobbying-code-conduct).

## [Parliamentary Workplace Support Service](https://www.pwss.gov.au/hr-advice/safe-and-respectful-culture/behaviour-codes-and-standards) (PWSS)

The Parliamentary Workplace Support Service is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling.

The PWSS can be contacted on 1800 PH PWSS (1800 747 977) or SMS to 0487 112 755. A full contact list of the services, support and contact information is available on the [PWSS Website.](https://www.pwss.gov.au/sites/default/files/Support%20Contacts%20for%20MoPS.pdf)

## [Training](https://www.pwss.gov.au/learning-and-development/the-pwss-academy)

In accordance with Section 13 of the [Members of Parliament (Staff) (Employment Arrangements) Determination 2025](https://www.legislation.gov.au/F2025N00144/asmade/text) any MOP(S) Act employee employed by a Minister, Parliamentary Secretary or a member who is a member of the party in Government is required to undertake the Safe and Respectful Workplaces Training Program administered by the PWSS when it is reasonably made available to the employee.

[PWSS Academy Training](https://academy.pwss.gov.au/) is available for new and existing MOP(S) Act employees on topics relevant to your employment. This includes, but is not limited induction, Safe and Respectful Workplace (SRW) and information on the National Anti-Corruption Commission (NACC).

## [Workplace Adjustments](https://www.pwss.gov.au/workplace-health-and-safety/preventing-injury-and-illness/reasonable-workplace-adjustments)

Some employees with an injury, illness or disability may face difficulties at work that can be relieved and/or supported with a workplace adjustment. A disability can be neurodevelopmental, sensory, physical, neurological or psychosocial. The requirement for the workplace adjustment may be short-term, temporary or ongoing.

A reasonable workplace adjustment is a change to a work process, practice, procedure or environment that enables an employee to perform their job and minimises the impact of their injury, illness or disability.

You should discuss any requests for workplace adjustments with your employer. For a more complex request, or for further information please contact the [WHS team](mailto:WHS@pwss.gov.au) at 1800 747 977 (Option 3).

## [Ministerial and Parliamentary Services](https://maps.finance.gov.au/pay-and-employment/mops-act-employment#rhs-classification-structure-and-salary-rates) (MaPS)

MaPS is a division within the Department of Finance. MaPS administers the provision of non-travel related work expenses and services to parliamentarians and their respective employees. MaPS administers and provides advice regarding the MOP(S) Act framework, including pay and conditions and the [Enterprise Agreement](https://maps.finance.gov.au/sites/default/files/2024-11/Enterprise%20Agreement%202024-27.pdf). Parliamentarians and MOP(S) Act employees can seek support and guidance in relation to any of these services via the MaPS Help Desk and state and territory managers. MaPS can be contacted on (02) 6215 3333 (Option 3), or via [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)