# Letter of Offer Template – Non-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] Member, Senator the Hon. X***

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]* Member, *Senator the Hon. X.*

## Terms and Conditions of Employment

The terms and conditions of your employment is 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)
* [Behaviour Codes and Standards for staff employed under the MOP(S) Act](https://www.ipsc.gov.au/behaviour-codes-and-standards" \t "_blank)
* [Fair Work Act 2009](https://www.legislation.gov.au/C2009A00028/latest/versions)
* Duties and obligations outlined in the attached 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 as part of 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).

[signature block]

|  |  |
| --- | --- |
| **Employment Details** |  |
| Employee Name |  |
| Job Title |  |
| Employment Type | Choose an item. |
| Work Pattern | Full-time/ Part-Time/ Casual - X hours per week between X and X |
| Commencement Date | DD MONTH YYYY |
| Cessation Date | DD MONTH YYY (*delete if ongoing)* |
| Position Level | e.g. Electorate Officer B (EOB) |
| 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)*  $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 or casual)* |
| 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 any security and character checks to attain the required security clearance. |

# 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 prior to my commencement date
* agree to informing my employer of any outside employment and of any real, apparent or perceived conflicts of interest as soon as practicable before or on commencement
* confirm that I have read the [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 MONTH YYYY

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

# **EMPLOYMENT FORMS GUIDE**

This guide provides general information to help MOP(S) Act staff complete their 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 non-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 are 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).

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

#### New MOP(S) employee

You are required to complete a digital employment contract using the employment details provided by your employer. Please refer to your offer of employment covering 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 employer).
* Employees may be eligible to receive an allowance in recognition of, and as compensation for, additional reasonable hours of work. Refer to your offer of employment 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) at 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 you may wish to submit your Personal Particulars form to MOPS Payroll separately for privacy purposes.

#### Existing MOP(S) employee

If you are an existing MOP(S) employee (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 MOPS 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).

### VARIATION TO 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 originally commenced).

### OTHER INFORMATION

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

As a MOP(S) employee, regular travel may be required in your role. Please discuss specific travel requirements with your employer.

## Conflict of Interest

As part of your onboarding process, you are strongly encouraged to inform your employer of any outside employment and of any real, apparent or perceived conflicts of interest.

To enable any conflicts of interest to be assessed and managed appropriately, it is recommended employees provide their employer with the relevant information before employment commences, or at any time during employment where your conflict of interest circumstances may change.

## [Parliamentary Workplace Support Service (PWSS)](https://www.pwss.gov.au/)

The PWSS 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)

[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 to, 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 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 [PWSS 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).