

From: [Davis, Glyn](#)
To: [de Brouwer, Gordon](#)
Cc: [Walter, Andrew](#)
Subject: Re: Appointment [SEC=PROTECTED, CAVEAT=SH:CABINET]
Date: Wednesday, 13 March 2024 10:54:57 AM
Attachments: [image001.png](#)

Thanks Gordon, and regards from Cabinet in Darwin.

As we now have agreement from everyone involved, Andrew will prepare a brief for the Prime Minister and the appropriate ExCo instrument.

Glyn

Professor Glyn Davis AC

Secretary,

Department of the Prime Minister and Cabinet

e. glyn.davis@pmc.gov.au | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT AUSTRALIA 2600

On 13 Mar 2024, at 6:37 AM, de Brouwer, Gordon
<Gordon.deBrouwer@apsc.gov.au> wrote:

Glyn

As we've discussed, I strongly support Dr Kennedy's reappointment.

Best

Gordon

From: Davis, Glyn <Glyn.Davis@pmc.gov.au>
Sent: Tuesday, 12 March 2024 12:17 PM
To: Steven Kennedy (Treasury) <Steven.Kennedy@treasury.gov.au>
Cc: de Brouwer, Gordon <Gordon.deBrouwer@apsc.gov.au>
Subject: RE: Appointment [SEC=PROTECTED, CAVEAT=SH:CABINET]

Thank you Steven – and delighted to read this.

The Treasurer has been in contact this morning to confirm his support for a reappointment.

On basis of this advice I will consult in confidence with the APSC Commissioner, as legislation requires, and commence the process to put a recommendation before the Prime Minister.

Glyn

From: Kennedy, Steven <Steven.Kennedy@TREASURY.GOV.AU>
Sent: Tuesday, 12 March 2024 12:07 PM
To: Davis, Glyn <Glyn.Davis@pmc.gov.au>
Subject: Appointment [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Dear Glyn

Following up on our conversation the other day, I wish to confirm that I am happy to be considered for reappointment as Secretary of the Treasury.

Thank you for your ongoing support, it is much appreciated.

Regards

Steven

Dr Steven Kennedy PSM — Secretary

The Treasury acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures and to elders both past and present.

PROTECTED//CABINET

Please Note: The information contained in this e-mail message and any attached files may be confidential information and may also be the subject of legal professional privilege. If you are not the intended recipient, any use, disclosure or copying of this e-mail is unauthorised. If you have received this e-mail by error please notify the sender immediately by reply e-mail and delete all copies of this transmission together with any attachments.

From: s 22(1)(a)(ii)
To: Exco; s 22(1)(a)(ii)
Cc: Govt Section; s 22(1)(a)(ii)
Subject: RE: 98 of 2024 ExCo Draft Papers - Reappointment of Secretary of the Department of the Treasury [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 19 March 2024 9:49:04 AM
Attachments: [Cleared- ExCxo eds- 180324- Attachment A - Treasury Secretary - ExCo Documents.docx](#)

OFFICIAL: Sensitive

Good morning s 22(1)(a)(ii)

Thank you for consulting with us on this item.

Please find our minor feedback and attached for your consideration, including some formatting requirements for the CV.

Subject to addressing our feedback you may consider this cleared for signature.

We will pencil this in for the 11 April meeting, please update us if that changes.

Kind regards,

s 22(1)(a)(ii)

Adviser

Legal Information Integrity | Cabinet Division
Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: Exco
Sent: Monday, 18 March 2024 1:42 PM
To: s 22(1)(a)(ii) ; Exco s 22(1)(a)(ii), s 47E(d)
Cc: Govt Section s 22(1)(a)(ii), s 47E(d) s 22(1)(a)(ii)
Subject: RE: 98 of 2024 ExCo Draft Papers - Reappointment of Secretary of the Department of the Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Thanks for this, the departmental minute number for this item is 98 of 2024.

We will aim to get this back to you by COB tomorrow, allowing time for clearance.

Feel free to get in touch if you have questions or wish to discuss.

Thanks,

s 22(1)(a)(ii)

| Adviser

ation Integrity | Cabinet Division

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)

Sent: Monday, 18 March 2024 12:13 PM

To: Exco s 47E(d)

Cc: Govt Section s 47E(d) s 47C

Subject: ExCo Draft Papers - Reappointment of Secretary of the Department of the Treasury
[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good afternoon,

You may have seen that the Treasurer [announced](#) that current Department of the Treasury Secretary, Dr Steven Kennedy PSM, is proposed to be reappointed to the role for a further 5 years. Dr Kennedy's current term expires on 1 September 2024.

We understand the Secretary would like to see a draft brief to the Prime Minister shortly that seeks his agreement to reappoint and to provide necessary ExCo documents. The instrument of appointment would reappoint Dr Kennedy for a period of 5 years commencing on 2 September 2024.

At present we are aiming for the item to be considered at the 11 April meeting, subject to the views of the Prime Minister.

Please find **attached** draft ExCo documents relating to the proposed reappointment:

- Minute
- Instrument of appointment
- Explanatory memorandum and CV.

Let me know if you need anything further.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. **s 22(1)(a)(ii)** | e. **s 22(1)(a)(ii)** | w. pmc.gov.au
One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

SECRETARY REAPPOINTMENT - DR STEVEN KENNEDY PSM, SECRETARY OF THE DEPARTMENT OF THE TREASURY

Prime Minister, we recommend you:

- 1. Agree to recommend to His Excellency General the Hon David Hurley AC DSC (Retd), Governor-General, that he reappoint Dr Steven Kennedy PSM as Secretary of the Department of the Treasury for a period of five years, commencing on 2 September 2024.

Agreed / Not Agreed

- 2. Sign in black pen the Federal Executive Council documents at Attachment A, including the Minute, the Instrument of Appointment and the box in the Explanatory Memorandum and initial the Curriculum Vitae of the appointee.

Signed / Not Signed

s 22(1)(a)(ii)

25/3/24

ANTHONY ALBANESE

Date:

Comments:

KEY POINTS

- 1. The term of Dr Steven Kennedy PSM as Secretary of the Department of the Treasury expires on 1 September 2024. I understand that you wish to reappoint Dr Kennedy as Secretary for a period of five years, commencing on 2 September 2024.
- 2. Dr Kennedy has demonstrated strong and effective leadership of the Department of the Treasury since his appointment as Secretary in September 2019. He has been instrumental in progressing key reforms for your Government, particularly on tax reform and macroeconomic management. Based on the demonstrated performance by Dr Kennedy as Secretary of the Department of the Treasury, I support his reappointment and believe there is no better qualified person for the role.
- 3. In accordance with subsection 58(8) of the Public Service Act 1999 (PS Act), I have consulted Dr Gordon de Brouwer PSM, Australian Public Service Commissioner, and the Hon Dr Jim Chalmers MP, Treasurer, about the proposed reappointment. Both Dr de Brouwer and the Treasurer support the proposed reappointment.
- 4. This brief constitutes a report under subsection 58(7) of the PS Act.
- 5. The necessary Federal Executive Council (ExCo) papers recommending Dr Kennedy's reappointment to the Governor-General in Council have been prepared for your signature at Attachment A. If you agree, Dr Kennedy's reappointment can be considered at the ExCo meeting scheduled on 11 April 2024.
 - a. Final signed papers are due to be submitted with ExCo Secretariat by 2 April 2024.
- 6. We will provide your office with a draft media release announcing Dr Kennedy's reappointment to be issued shortly following the Governor-General's consideration and approval.

SUPPLEMENTARY INFORMATION

7. Subsection 58(1) of the PS Act provides that the appointment of Secretaries is made by the Governor-General on your recommendation.
8. Subsection 58(7) of the PS Act requires that, before recommending to the Governor-General that a person be appointed as the Secretary of a Department other than the Prime Minister's Department, you must have received a report about the appointment from me as the Secretary of the Prime Minister's Department.
9. Subsection 58(8) of the PS Act requires me to consult with the Australian Public Service Commissioner and the relevant minister in the preparation of a report regarding the appointment of a Secretary.
10. Subsection 58(4) of the PS Act provides that a person may be reappointed as a Secretary for a period not exceeding five years.
11. Dr Kennedy was first appointed Secretary of the Department of the Treasury from 2 September 2019, after being Secretary of the Department of Infrastructure, Transport, Cities and Regional Development between September 2017 and August 2019. Prior to this, Dr Kennedy held Deputy Secretary roles with the following departments: the Prime Minister and Cabinet; Industry, Innovation and Science; Environment; and Climate Change and Energy Efficiency. Dr Kennedy previously held roles at the Treasury, including General Manager of the Infrastructure, Competition and Consumer Division and the Domestic Policy Division.
12. Dr Kennedy holds a PhD and a master degree in Economics from the Australian National University, and a Bachelor of Economics (First Class Honours) from the University of Sydney.

Risks and Sensitivities – Nil

Financial Implications – Nil

Consultation – Nil

Professor Glyn Davis AC

Secretary

22 March 2024

Policy Officer: s 22(1)(a)(ii)

Phone no s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; FAS, Government Division, *A Walter*; FAS, Ministerial Support Division, *G Martin*; AS, Parliamentary and Government Branch, *D Belgrove*

PMO Chief of Staff; Adviser s 47C; Adviser s 47C; Adviser s 47C; Advise s 47C

Cabinet Secretary

ATTACHMENTS:

ATTACHMENT A EXCO DOCUMENTS

From: [Belgrove, David](#)
To: s 22(1)(a)(ii)
Subject: RE: PM SIGNED - MS24-000244 - Appointment Secretary of The Treasury [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 26 March 2024 9:39:06 AM

OFFICIAL: Sensitive

I would like the announcement to occur after ExCo consideration. Usually media statements reflect that the Governor-General (in this case Hurley) has agreed to the appointment. I don't think it is appropriate for an announcement in September (when we'll have a new GG) to reflect an action taken by a previous Governor-General.

From: s 22(1)(a)(ii)
Sent: Tuesday, 26 March 2024 9:32 AM
To: Belgrove, David <David.Belgrove@pmc.gov.au>; s 22(1)(a)(ii)
 s 22(1)(a)(ii)
Subject: RE: PM SIGNED - MS24-000244 - Appointment Secretary of The Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

David,

We thought an announcement would be most appropriate at a later time, closer to commencement of Dr Kennedy's new term in office. This was because there has been a lot of media coverage of the Treasurer's soft announcement last week.

As ^{s 22(1)(a)(i)} mentioned, we've been working with our media people on this already, so not an issue if PMO wants to announce formally at (just about) any time.

s 22(1)(a)(ii)

From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Monday, 25 March 2024 8:29 PM
To: s 22(1)(a)(ii)
 s 22(1)(a)(ii)
Subject: FW: PM SIGNED - MS24-000244 - Appointment Secretary of The Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi team – can we pls have a draft media release ready to go by the end of next week so we can share with PM&C and PMO media teams following ExCo consideration.

Thanks in advance.

David

From: DLO s 47E(d)
Sent: Monday, 25 March 2024 5:26 PM

To: Davis, Glyn <Glyn.Davis@pmc.gov.au>; [REDACTED] s 22(1)(a)(ii)
Cc: [REDACTED] s 22(1)(a)(ii), s 47E(d) Gartrell, Tim <Tim.Gartrell@pm.gov.au>;
[REDACTED] s 22(1)(a)(ii)
[REDACTED] Easton,
Deanna <Deanna.Easton@pmc.gov.au>; [REDACTED] s 22(1)(a)(ii) Walter,
Andrew <Andrew.Walter@pmc.gov.au>; Martin, Gerard <Gerard.Martin@pmc.gov.au>;
Belgrove, David <David.Belgrove@pmc.gov.au>
Subject: PM SIGNED - MS24-000244 - Appointment Secretary of The Treasury
[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good afternoon Secretary and [REDACTED] s 22(1)(a)(ii)

Please see attached **PM SIGNED - MS24-000244 - Appointment Secretary of The Treasury** for your records.

Hard copy to be returned to PM&C.

Thanks

[REDACTED] s 22(1)(a)(ii)

Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
MG 8, Parliament House, Canberra ACT 2600

p. (02) [REDACTED] s 22(1)(a)(ii)

e. [REDACTED] s 47E(d) | [REDACTED] s 22(1)(a)(ii)

From: [PMC Media](#)
To: s 22(1)(a)(ii) [PMC Media](#)
Cc: [Govt Section](#); s 22(1)(a)(ii)
Subject: RE: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 26 March 2024 11:29:22 AM
Attachments: [image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Thanks for this update. We'll do our best to get something with you for clearance by the end of this week.

Many thanks,

s 22(1)(a)(ii)

Senior Media Adviser | Public Affairs and Media
 Communications Branch | Department of the Prime Minister and Cabinet
Ph: s 22(1)(a)(ii) M s 22(1)(a)(ii) **Media line:** s 47E(d)
E: s 22(1)(a)(ii) | www.pmc.gov.au
 Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii)
Sent: Monday, 25 March 2024 9:01 PM
To: PMC Media <Media@pmc.gov.au>
Cc: Govt Section s 47E(d); s 22(1)(a)(ii)
Subject: RE: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good evening s 22(1)(a)(ii)

Just confirming that a media release will be required with the PMO by the end of next week.

It would be very much appreciated if we could get a draft by the end of this week, if possible.

Kind regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 19 March 2024 12:49 PM
To: PMC Media <Media@pmc.gov.au>
Cc: Govt Section s 47E(d); s 22(1)(a)(ii)

Subject: RE: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury
[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Thanks s 22(1)(a)(ii) Please feel free to reach out if you require anything further.

Kind regards,

s 22(1)(a)(ii)

From: PMC Media <Media@pmc.gov.au>

Sent: Monday, 18 March 2024 9:40 PM

To: s 22(1)(a)(ii); PMC Media <Media@pmc.gov.au>

Cc: Govt Section s 47E(d); s 22(1)(a)(ii)

Subject: RE: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury
[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Thanks for sharing this information.

That's no problem, we can draft a media release later this month and send through to you for Gov Div clearance.

Kind regards

s 22(1)(a)(ii)

Director, Public Affairs and Media
Department of the Prime Minister and Cabinet
Phone: s 22(1)(a)(ii)
Mobile: s 22(1)(a)(ii)



I acknowledge the Traditional Owners of the lands where I work. I pay my respect to their culture and their elders, past and present.

From: s 22(1)(a)(ii)

Sent: Monday, 18 March 2024 11:36 AM

To: PMC Media <Media@pmc.gov.au>

Cc: Govt Section s 47E(d)

Subject: RE: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury
[SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi again,

Apologies – please disregard the timeframe.

We will simply add a line to the brief that we will provide the PMO with a draft media release soon to be released shortly following consideration and approval by the Governor-General. The matter isn't expected to be considered by the Governor-General until at least mid-April.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) e. j s 22(1)(a)(ii) | w. pmc.gov.au

One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)

Sent: Monday, 18 March 2024 11:11 AM

To: PMC Media <Media@pmc.gov.au>

Cc: Govt Section s 47E(d)

Subject: Media Release: Reappointment of Dr Kennedy as Secretary of the Dept. of Treasury
[SEC=OFFICIAL:Sensitive]

Importance: High

OFFICIAL: Sensitive

Good morning,

You may have seen that on 14 March 2024 the Treasurer stated that current Department of the Treasury Secretary, Dr Steven Kennedy PSM, is proposed to be reappointed to the role for a further 5 years (see media article [here](#) and the Treasurer's address to CEDA where he spoke about the matter [here](#)).

We are working to brief the Prime Minister seeking his formal agreement to reappoint and to provide necessary ExCo documents. We are working to have a draft brief with the Secretary as soon as we can.

We would also like to attach a draft media release to the brief announcing the reappointment. Examples of recent media releases relating to the appointment of secretaries is available [here](#) and [here](#). I understand that the Public Affairs and Media team is responsible for preparing media releases.

Would it be possible for something something like this to be drafted over the next day or so? I am happy to draft something initially if that would help?

I have provided some background /relevant points on this matter below.

Please feel free to call me if you would like to discuss.

Background

- Dr Kennedy was initially appointed Secretary of the Department of the Treasury from 2 September 2019, after holding the role of Secretary of the Department of Infrastructure, Transport, Cities and Regional Development between September 2017 and August 2019.
- Dr Kennedy's current appointment is for a term of 5 years up to 1 September 2024 (inclusive).
- Dr Kennedy's new 5 year term as Secretary of the Department of the Treasury would commence on 2 September 2024.
- A short biography of Dr Kennedy relating to his current role and contributions to the Australian Public Service is available on the Treasury's website at [Our Executive | Treasury.gov.au](#).
- I note that the Treasurer's speech noted "We want to provide some certainty and stability here, we have a lot of important work on the go, so we are starting the process now." I think we will need to include a line regarding the stability that the appointment brings to the important work of the Treasury portfolio.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. ^{s2} | w. [pmc.gov.au](#)

One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)
To: [Belgrove, David](#)
Cc: s 22(1)(a)(ii)
Subject: For clearance by 12pm tomorrow: Media release – Reappointment of Secretary of the Department of Treasury [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 2 April 2024 2:55:00 PM
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)
[image004.jpg](#)
[image005.png](#)
[PM Media Release - Dept of Treasury v2.docx](#)

OFFICIAL: Sensitive

Hi David,

Please find **attached** a draft PM media released regarding the reappointment of Dr Kennedy as Secretary of the Department of the Treasury. I only had some minor amendments.

Dr Kennedy’s reappointment will be considered at the ExCo meeting scheduled for 11 April 2024.

The media team only require your clearance, however, I noted to them that you may wish to consult up the line prior to providing that.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e s 22(1)(a)(ii) | w. pmc.gov.au

One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)
Sent: Tuesday, 2 April 2024 1:31 PM
To: s 22(1)(a)(ii); Govt Section s 47E(d)
Cc: PMC Media <Media@pmc.gov.au>; s 22(1)(a)(ii)
Subject: For clearance by 12pm tomorrow: Media release – Reappointment of Secretary of the Department of Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good afternoon s 22(1)(a)(ii) and team,

Please see attached the updated media release for Dr Kennedy’s reappointment as Secretary of the Department of Treasury.

We’d be grateful for your final review and AS clearance by **12:00pm tomorrow** if possible.

Please reach out if you have any questions or comments. 😊

All the best,

s 22(1)(a)(ii)

Communications Advisor
Strategic Communications | Communications Branch
Department of the Prime Minister and Cabinet

Ngunnawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. s 22(1)(a)(ii) w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii); s 47E(d)
Cc: [PMC Media](#); s 22(1)(a)(ii) [Belgrove, David](#); s 22(1)(a)(ii)
Subject: RE: For clearance by 12pm tomorrow: Media release – Reappointment of Secretary of the Department of Treasury [SEC=OFFICIAL:Sensitive]
Date: Wednesday, 3 April 2024 4:51:00 PM
Attachments: [PM Media Release - Dept of Treasury v2.docx](#)
[image001.gif](#)
[image002.gif](#)
[image003.gif](#)
[image004.jpg](#)
[image006.png](#)

OFFICIAL: Sensitive

Good afternoon s 22(1)(a)(ii)

Please find attached minor suggestions to the draft media release. David Belgrove has provided approval.

Let me know if you need anything further.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) | w. [pmc.gov.au](#)

One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)
Sent: Tuesday, 2 April 2024 1:31 PM
To: s 22(1)(a)(ii); s 22(1)(a)(ii), s 47E(d)
Cc: PMC Media <Media@pmc.gov.au>; s 22(1)(a)(ii)
Subject: For clearance by 12pm tomorrow: Media release – Reappointment of Secretary of the Department of Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good afternoon s 22(1)(a) and team,

Please see attached the updated media release for Dr Kennedy’s reappointment as Secretary of the Department of Treasury.

We’d be grateful for your final review and AS clearance by **12:00pm tomorrow** if possible.

Please reach out if you have any questions or comments. 😊

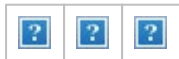
All the best,

s 22(1)(a)(ii)

Communications Advisor
Strategic Communications | Communications Branch
Department of the Prime Minister and Cabinet

Ngunnawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. **s 22(1)(a)(ii)** w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: [Belgrove, David](#)
To: s 22(1)(a)(ii) s 47E(d)
Subject: Fwd: PS Appointment - Treasury - Item 98 [SEC=OFFICIAL]
Date: Thursday, 11 April 2024 12:49:46 PM
Attachments: [GGS_98.pdf](#)
[PM Media Release - REAPPOINTMENT OF SECRETARY OF THE DEPARTMENT OF THE TREASURY.docx](#)

David Belgrove
 Assistant Secretary
 Parliamentary & Government Branch
 + s 22(1)(a)(ii)

Begin forwarded message:

From: "Belgrove, David" <David.Belgrove@pmc.gov.au>
Date: 11 April 2024 at 12:38:00 pm AEST
To: "Easton, Deanna" <Deanna.Easton@pmc.gov.au>
Cc: "s 22(1)(a)(ii)" "Walter, Andrew"
 <Andrew.Walter@pmc.gov.au>
Subject: FW: PS Appointment - Treasury - Item 98 [SEC=OFFICIAL]

OFFICIAL

Hi Deanna – FYI – the Governor-General has approved Dr Kennedy’s reappointment as Secretary of the Department of the Treasury. As noted below, PM&C Media are liaising with the PMO about the announcement – the media release is attached. We’re preparing a brief to the Secretary with a letter from him to Dr Kennedy about his reappointment.

David

From: s 22(1)(a)(ii)
Sent: Thursday, 11 April 2024 12:25 PM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Cc: s 22(1)(a)(ii)
Subject: FW: PS Appointment - Treasury - Item 98 [SEC=OFFICIAL]

OFFICIAL

For visibility

<!--[if !supportLists]-->• <!--[endif]-->PMC Media has been told and will liaise with the PMO about issuing the media release
 <!--[if !supportLists]-->• <!--[endif]-->s 22(1)(a)(ii) is preparing the Secretary’s brief

From: s 22(1)(a)(ii)
Sent: Thursday, 11 April 2024 11:03 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii), s 47E(d)

Subject: PS Appointment - Treasury - Item 98 [SEC=OFFICIAL]

OFFICIAL

Hey s 22(1)(a)(ii)

Please see attached GG signed documents for item 98.

Regards

s 22(1)(a)(ii) | Adviser

Legal Information Integrity | Cabinet Division

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) . | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



PRIME MINISTER

Departmental No. 98 of 2024

Minute Paper for the Executive Council

Executive Council Meeting No. 6

Subject

Public Service Act 1999

Public Service (Secretary of the Department of the Treasury) – Reappointment 2024

Approved in Council

s 22(1)(a)(ii)

Recommended for the approval of His Excellency the Governor-General in Council that, by instrument in the attached form and under subsection 58(1) of the *Public Service Act 1999*, he reappoint Dr Steven Kennedy PSM as the Secretary of the Department of the Treasury for a period of five years commencing on 2 September 2024.

David Hurley
Governor-General

s 22(1)(a)(ii)

11 April 2024

Filed in the Records

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister

Secretary to the Executive Council

EXPLANATORY MEMORANDUM

Minute No. 98 of 2024 – Prime Minister

Subject - *Public Service Act 1999*

Public Service (Secretary of the Department of the Treasury) –
Reappointment 2024

The instrument would reappoint Dr Steven Kennedy PSM as Secretary of the Department of the Treasury for a period of five years commencing on 2 September 2024.

The *Public Service Act 1999* ('the Act') provides for the establishment and management of the Australian Public Service. Section 58 of the Act provides for the appointment of a Secretary of a Department.

Subsection 58(1) of the Act provides that the Secretary of a Department is to be appointed by the Governor-General, by written instrument, on the recommendation of the Prime Minister. In accordance with subsection 58(7), before making such a recommendation to the Governor-General other than for the Secretary of the Prime Minister's Department, the Prime Minister must first have received a report about the appointment from the Secretary of the Prime Minister's Department. Subsection 58(8) requires that the report be prepared in consultation with the Australian Public Service Commissioner and the person who is expected to be the Agency Minister of the relevant Department at the time the appointment is proposed to be made.

Subsection 58(2) of the Act provides that where a person is appointed to an office of Secretary, the instrument of appointment specifies the fixed period of appointment. The Act provides that the initial period of a person's appointment must be five years or a shorter period requested by the appointee and reappointments can be for any period not exceeding five years.

The Minute recommends the reappointment of Dr Steven Kennedy PSM as the Secretary of the Department of the Treasury for a period of five years commencing on 2 September 2024.

Dr Kennedy was first appointed as Secretary of the Department of the Treasury for a period of five years commencing on 2 September 2019. Dr Kennedy has indicated he is willing to be reappointed to the position for a term of five years.

Dr Kennedy's curriculum vitae is attached.

The Minute recommends that the appointment be made in the form proposed.

A report about this appointment, prepared under subsection 58(7) of the *Public Service Act 1999*, after consultation with the Australian Public Service Commissioner and the Treasurer, was received from the Secretary of the Department of the Prime Minister and Cabinet.

s 22(1)(a)(ii)

s 22(1)(a)(ii)
Prime Minister

Authority: Subsection 58(1) of the *Public Service Act 1999*

CURRICULUM VITAE

Name: Dr Steven Kennedy PSM

Present position: Secretary, Department of the Treasury

Educational and professional qualifications:

PhD, Australian National University

Master of Economics, Australian National University

Bachelor of Economics (First Class Hons), University of Sydney

Relevant experience:

2019-current: Secretary, Department of the Treasury

2017-2019: Secretary, Department of Infrastructure, Transport, Cities and Regional Development

2016-2017: Deputy Secretary, Innovation and Transformation, Department of the Prime Minister and Cabinet

2015-2016: Deputy Secretary, Department of Industry, Innovation and Science

2013-2015: Deputy Secretary, Department of the Environment

2012-2013: Deputy Secretary, Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education

2011-2012: Deputy Secretary, Department of Climate Change and Energy Efficiency

EEO categories

Nil

s 22(1)(a)(ii)



ANTHONY ALBANESE MP
PRIME MINISTER OF AUSTRALIA

MEDIA RELEASE

REAPPOINTMENT OF SECRETARY OF THE DEPARTMENT OF THE
TREASURY

I am pleased to announce the Governor-General has accepted my recommendation to reappoint Dr Steven Kennedy PSM as Secretary of the Department of the Treasury.

Having served for over 30 years in the public service, Dr Kennedy's extensive experience will be a continued asset for the department at an important time.

Dr Kennedy was appointed as Secretary of the Department of the Treasury on 2 September 2019. Prior to this, he held the position of Secretary of the Department of Infrastructure, Transport, Cities and Regional Development from September 2017 to August 2019.

Dr Kennedy has also held a variety of senior positions in the APS, including Deputy Secretary at the Department of the Prime Minister and Cabinet; Department of the Environment; and Department of Climate Change and Energy Efficiency.

Dr Kennedy was awarded a Public Service Medal in 2016 for his outstanding contributions to climate change policy.

The five year appointment will commence on 2 September 2024.

DAY, DATE MONTH 2024

MEDIA CONTACT:

Prime Minister's Press Office: (02) 6277 7744

From: [PMC Media](#)
To: s 22(1)(a)(ii), s 47E(d)
Cc: s 22(1)(a)(ii) [Belgrove, David](#); s 22(1)(a)(ii) [PMC Media](#)
Subject: RE: For acknowledgement - Media Release - Reappointment of Secretary of the Department of the Treasury [SEC=OFFICIAL:Sensitive]
Date: Tuesday, 16 April 2024 1:41:55 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.gif](#)
[image004.gif](#)
[image005.gif](#)

OFFICIAL: Sensitive

Hi team,

The Secretary’s Office would like to send out a message to other all Secretaries in parallel to this announcement.

Grateful if you can please advise when this is planned for so we can align the Secretary’s communications.

Thanks so much!

s 22(1)(a)(ii)

Senior Media Adviser | Public Affairs and Media
Communications Branch | Department of the Prime Minister and Cabinet

Ph: s 22(1)(a)(ii) **M:** s 22(1)(a)(ii) **Media line:** s 47E(d)

E: s 22(1)(a)(ii) www.pmc.gov.au

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: PMC Media <Media@pmc.gov.au>

Sent: Thursday, 11 April 2024 12:12 PM

To: s 47E(d)

Cc: PMC Media <Media@pmc.gov.au>; s 22(1)(a)(ii)

s 47E(d) s 22(1)(a)(ii)

Belgrove, David <David.Belgrove@pmc.gov.au>; s 22(1)(a)(ii)

Subject: RE: For acknowledgement - Media Release - Reappointment of Secretary of the Department of the Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi team,

We have received confirmation that Dr Kennedy has been reappointed, and the media release can be issued at any point from now.

Please let us know if you need anything further.

Kind regards,

s 22(1)(a)(ii)

Senior Media Adviser | Public Affairs and Media
Communications Branch | Department of the Prime Minister and Cabinet

Ph: s 22(1)(a)(ii) M: s 22(1)(a)(ii) Media line s 47E(d)

E: s 22(1)(a)(ii) | www.pmc.gov.au

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii)

Sent: Friday, 5 April 2024 2:54 PM

To: s 47E(d)

Cc: PMC Media <Media@pmc.gov.au>; s 22(1)(a)(ii)

s 47E(d)

s 22(1)(a)(ii)

Belgrove, David

<David.Belgrove@pmc.gov.au>

Subject: For acknowledgement - Media Release - Reappointment of Secretary of the Department of the Treasury [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

PMC CLEARANCE/S	AS David Belgrove, Government Division
PMO CLEARANCE DEADLINE	N/A
SCHEDULED RELEASE	At discretion of PMO, following the Governor-General's signing of the reappointment

Good afternoon all,

Please see attached a media release announcing the reappointment of Secretary of the Department of the Treasury.

If you have any questions or concerns, please don't hesitate to reach out.

All the best,

s 22(1)(a)(ii)

Communications Advisor
Strategic Communications | Communications Branch
Department of the Prime Minister and Cabinet

Ngunnawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. s 22(1)(a)(ii) w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: [Belgrove, David](#)
To: s 22(1)(a)(ii)
Cc: s 47E(d)
Subject: FW: Secretary Davis letter to Secretary Kennedy on his reappointment [SEC=OFFICIAL]
Date: Tuesday, 16 April 2024 3:08:58 PM
Attachments: [240416 Secretary Davis to Secretary Kennedy reappointment.pdf](#)
[Attachment A - Instruments of Reappointment.pdf](#)
[Attachment B - Remuneration Tribunal Determination.pdf](#)
[image003.png](#)
[image005.jpg](#)
[image002.png](#)

OFFICIAL

From: Easton, Deanna <Deanna.Easton@pmc.gov.au>
Sent: Tuesday, 16 April 2024 1:02 PM
To: Rayner, Karla <Karla.Rayner@TREASURY.GOV.AU>
Cc: Belgrove, David <David.Belgrove@pmc.gov.au>
Subject: Secretary Davis letter to Secretary Kennedy on his reappointment [SEC=OFFICIAL]

OFFICIAL

Hi Karla

Please find attached the official paperwork for Secretary Kennedy's reappointment. Grateful if you could please pass on to Secretary Kennedy.

Kind regards
Deanna

Deanna Easton

Chief of Staff

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

Ngunnawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. deanna.easton@pmc.gov.au w. pmc.gov.au

Executive Assistant: s 22(1)(a)(ii)
s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.



Australian Government

Department of the Prime Minister and Cabinet

SECRETARY

Ref: EC24-000189

Dr Steven Kennedy PSM
Secretary
Department of the Treasury
Treasury Building, Langton Crescent
PARKES ACT 2600

Dear ~~Steven~~ Secretary

I write to congratulate you on your reappointment as Secretary of the Department of the Treasury.

Your reappointment has been made by the Governor-General under section 58 of the *Public Service Act 1999* for a period of five years, commencing 2 September 2024. A copy of your instrument of reappointment signed by the Prime Minister and the Governor-General is enclosed for your records.

I also enclose, for your information, a copy of the Remuneration Tribunal's current determination on Departmental Secretaries' classification structure and terms and conditions.

You would be aware of the need to provide the Treasurer, the Hon Dr Jim Chalmers MP, with a completed registration of interests form at the earliest opportunity.

The Australian Public Service Commissioner, Dr Gordon de Brouwer PSM, can provide you with advice relating to your obligations under the Public Service Act and other matters relating to your role as Secretary, including providing advice to you on matters relating to your private interests.

I look forward to continuing to work with you on the Secretaries Board.

Should you require any further information or assistance, I encourage you to contact me or my Chief of Staff, Ms Deanna Easton, at deanna.easton@pmc.gov.au or on s 22(1)(a)(ii).

Regards,

s 22(1)(a)(ii)

Professor Glyn Davis AC

16 April 2024



Public Service (Secretary of the Department of the Treasury) – Reappointment 2024

I, General the Honourable David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council and under subsection 58(1) of the *Public Service Act 1999*, reappoint Dr Steven Kennedy PSM as the Secretary of the Department of the Treasury for a period of five years commencing on 2 September 2024.

Dated 11 April 2024

s 22(1)(a)(ii)

David Hurley
Governor-General

By His Excellency's Command

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister



Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination (No. 2) 2023

We, the members of the Remuneration Tribunal, make the following determination.

Dated 28 August 2023

s 22(1)(a)(ii)

John Conde AO
President

Heather Zampatti
Member

Stephen Conry AM
Member

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Part 1—Preliminary

1 Name

This instrument is the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination (No. 2) 2023*.

2 Commencement

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	1 July 2023.	1 July 2023

Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

3 When this instrument takes effect

This instrument takes effect at the start of 1 July 2023.

4 Authority

This instrument is made under Division 4 of Part II of the *Remuneration Tribunal Act 1973*.

5 Determination supersedes previous determination

This instrument supersedes the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination (No. 1) 2023*.

6 Schedules

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

Section 7

7 Simplified outline of this instrument

This instrument, among other things, does the following:

- determines a classification structure for offices of Secretary;
- specifies pay points for the classification structure;
- assigns each office of Secretary to a classification;
- sets terms and conditions for Secretaries;
- fixes the amount of remuneration that is to be paid to the Secretary of the Department of the Prime Minister and Cabinet and the Secretary of the Department of the Treasury.

Secretaries other than the Secretary of the Department of the Prime Minister and Cabinet and the Secretary of the Department of the Treasury are assigned to pay points by a separate instrument made by the Secretary of the Department of the Prime Minister and Cabinet under subsection 14(3) of the Act.

8 Definitions

Note: A number of expressions used in this instrument are defined in the Act, including Departmental Secretary and Australian Public Service Commissioner.

In this instrument:

Act means the *Remuneration Tribunal Act 1973*.

APSC means the Australian Public Service Commission.

benefit means:

- (a) any non-monetary benefit provided to a Secretary at the Commonwealth's expense, including:
 - (i) a vehicle or the use of a vehicle (see section 16); and
 - (ii) vehicle parking (see section 17); or
- (b) any other benefit received by way of remuneration packaging (see section 13).

business class means a standard of service equivalent to that offered by Qantas Airways Ltd in its Business Class.

Commonwealth Allowance Subscription Service means the Commonwealth Allowance Subscription Service and any scheme of a similar nature that modifies, replaces or supersedes the Commonwealth Allowance Subscription Service.

Commonwealth authority means:

- (a) an authority or body, whether incorporated or not, established for a public purpose by or under a law of the Commonwealth or the Australian Capital Territory; or

- (b) a body corporate:
- (i) incorporated under a law of the Commonwealth or a State or Territory; and
 - (ii) in which the Commonwealth has a controlling interest.

CSS (short for Commonwealth Superannuation Scheme) has the same meaning as in the *Superannuation Act 1976*.

DFRDB (short for Defence Force Retirement and Death Benefits) means the scheme established by the *Defence Force Retirement and Death Benefits Act 1973*.

employer superannuation contribution for a Secretary means:

- (a) if the Secretary is a member of the CSS, PSS, DFRDB or MSBS—the value attributed to the employer superannuation contribution under subsection 15(1), (2), (3) or (4); or
- (b) if the Secretary is a member of the PSSAP—15.4% of ordinary time earnings (within the meaning of the *Superannuation Guarantee (Administration) Act 1992*) for the Secretary; or
- (c) if the Secretary is a member of another superannuation fund—the amount worked out under subsection 15(6).

Note 1: A Secretary's employer superannuation contribution is part of the Secretary's total remuneration (see section 9).

Note 2: Superannuation contributions made as a result of remuneration packaging do not form part of a Secretary's employer superannuation contribution (see section 13).

Executive Vehicle Scheme guidelines means:

- (a) the guidelines published from time to time in respect of the Executive Vehicle Scheme by:
 - (i) the APSC; or
 - (ii) another Department or agency that has policy responsibility for the Scheme; or
- (b) any guidelines of a similar nature which modify, replace or supersede those guidelines; or
- (c) guidelines to any scheme of a similar nature which modifies, replaces or supersedes the Executive Vehicle Scheme.

family reunion: see section 27.

fringe benefits tax means fringe benefits tax (within the meaning of the *Fringe Benefits Tax Assessment Act 1986* as it applies of its own force or because of the *Fringe Benefits Tax (Application to the Commonwealth) Act 1986*).

home locality: see section 27.

locality of the Australian Capital Territory: see section 27.

MSBS (short for Military Superannuation and Benefits Scheme) has the same meaning as **Scheme** has in the *Military Superannuation and Benefits Act 1991*.

new locality: see section 27.

Section 9

official travel determination means the *Remuneration Tribunal (Official Travel) Determination 2022* (or any determination that supersedes that determination).

pay point assignment means an instrument made by the Secretary of the Department of the Prime Minister and Cabinet under subsection 14(3) of the Act.

PSS (short for Public Sector Superannuation Scheme) has the same meaning as **Public Sector Superannuation Scheme** has in the *Superannuation Act 1990*.

PSSAP (short for Public Sector Superannuation Accumulation Plan) has the same meaning as in the *Superannuation Act 2005*.

reference salary means the Secretary's total remuneration, less the rate of the employer superannuation contribution for the Secretary.

Secretary has the same meaning as in the *Public Service Act 1999*.

Secretary's Minister, in relation to a Secretary, means the senior portfolio Minister who administers the Department of which the Secretary has been appointed to the office of Secretary.

superannuation salary, for a Secretary, means 70% of the Secretary's total remuneration (rounded up to the nearest \$10).

Table 2A means the table of the classification structure in subsection 11(1).

Table 2B means the table of classification of offices of Secretary in subsection 11(2).

total remuneration: see section 9.

9 Meaning of total remuneration

- (1) For the purposes of this instrument, the **total remuneration** of a Secretary is the amount, per year, in column 3 of Table 2A.
- (2) The total remuneration of a Secretary represents the value, calculated at the total cost to the Commonwealth (including fringe benefits tax), of the following in relation to the Secretary:
 - (a) salary, allowances and lump sum payments;
 - (b) benefits;
 - (c) the employer superannuation contribution.
- (3) However, the total remuneration of a Secretary does not include the following:
 - (a) the value of facilities provided as business support under section 18;
 - (b) payments under Part 6 (end of appointment);
 - (c) removal, relocation and family reunion assistance provided under Part 7;
 - (d) travel expenses and allowances under the official travel determination;
 - (e) the value of any other benefits provided by the Commonwealth that the Tribunal determines should not be taken to be part of the total remuneration.

10 Entitlements or conditions under other laws

The provisions of this instrument are additional to and subject to any applicable statutory entitlements or conditions, including entitlements or conditions provided for by the following Acts and by instruments made under those Acts:

- (a) the *Fair Work Act 2009*;
- (b) the *Long Service Leave (Commonwealth Employees) Act 1976*;
- (c) the *Maternity Leave (Commonwealth Employees) Act 1973*;
- (d) the *Public Governance, Performance and Accountability Act 2013*;
- (e) the *Public Service Act 1999*;
- (f) the *Safety, Rehabilitation and Compensation Act 1988*;
- (g) the *Superannuation Act 1976*;
- (h) the *Superannuation Act 1990*;
- (i) the *Superannuation Act 2005*;
- (j) the *Superannuation Benefits (Supervisory Mechanisms) Act 1990*;
- (k) the *Superannuation (Productivity Benefit) Act 1988*;
- (l) the *Work Health and Safety Act 2011*.

Section 11

Part 2—Classification, remuneration and related matters

11 Classification structure

- (1) The following table (*Table 2A*) sets out:
- (a) for the purposes of subsection 13(1) of the Act, the classification structure for offices of Departmental Secretary; and
 - (b) the total remuneration, per year, for each level and pay point in the classification structure.

Table 2A—Classification structure		
Column 1	Column 2	Column 3
Level	Pay point	Total remuneration (per year)
Level 1 (the Prime Minister and Cabinet)		\$977,200
Level 2 (the Treasury)		\$952,770
Level 3	1	\$928,340
Level 3	2	\$879,480
Level 4	1	\$830,620
Level 4	2	\$781,760

- (2) The following table (*Table 2B*) sets out the classification level to which each office of Secretary is assigned, by reference to the Department to which the office relates.

Table 2B—Classification of offices of Secretary	
Level	Departments
Level 1	The Prime Minister and Cabinet
Level 2	The Treasury
Level 3	The following Departments: <ul style="list-style-type: none"> (a) Agriculture, Fisheries and Forestry; (b) Attorney-General’s; (c) Climate Change, Energy, the Environment and Water; (d) Defence; (e) Education; (f) Employment and Workplace Relations; (g) Finance; (h) Foreign Affairs and Trade; (i) Health and Aged Care; (j) Home Affairs; (k) Infrastructure, Transport, Regional Development, Communications and the Arts; (l) Social Services

Table 2B—Classification of offices of Secretary

Level	Departments
Level 4	The following Departments: (a) Industry, Science and Resources; (b) Veterans' Affairs

- (3) A Secretary at level 1 or level 2 is entitled to the total remuneration specified for that level in Table 2A.
- (4) Subject to section 12, a Secretary at level 3 or level 4 is entitled to the total remuneration specified for the pay point to which the office is assigned by a pay point assignment.
- (5) If a person is appointed to more than one office of Secretary at the same time, the person is entitled to the total remuneration specified for the highest of the pay points that would apply in relation to any of the appointments on its own.
- (6) If a person is appointed to an office of Secretary that does not appear in the classification in Table 2B, then, until Table 2B has been amended to include the office and a pay point assignment has been made for the office, the Secretary is entitled to:
 - (a) if the Secretary has been transferred from another office of Secretary—the total remuneration specified for the pay point that applied to the person in the Secretary's former office; or
 - (b) in any other case—the total remuneration specified for the lowest pay point for level 4.

12 Pay point assignments

- (1) Subject to this section, a pay point assignment must assign an office of Secretary to a pay point within the classification level of the office.

Appointment to another office of Secretary

- (2) If:
 - (a) a person who holds an office of Secretary (the **former office**) is appointed to another office of Secretary; and
 - (b) the other office is assigned to a pay point which is lower than the pay point that applied to the person in the former office;

then, until the time when the instrument of appointment to the former office would have expired according to its terms, the Secretary is entitled to the total remuneration that applies, from time to time, to the pay point that would have applied to the Secretary in the former office.

Lowering of pay point

- (3) If, during the period of a person's appointment to an office of Secretary, the pay point which applies to that office is lowered, the person is entitled, until that period of appointment ends, to the total remuneration that applies, from time to

Section 13

time, to the pay point that would have applied to the Secretary if the pay point had not been lowered.

Maintaining pay point after expiry or end of previous appointment

- (4) If:
- (a) subsection (2) has applied to a person appointed to an office of Secretary; and
 - (b) at the time that the instrument of appointment to the former office would have expired according to its terms, the Secretary of the Department of the Prime Minister and Cabinet is satisfied, after consulting the President of the Tribunal and the Australian Public Service Commissioner, that it is appropriate in the circumstances to maintain the remuneration of the person at a higher level than would apply under subsection (1);
- a pay point assignment may assign the person to a pay point not higher than the one that previously applied to the person.

- (5) If:
- (a) at the end of the appointment (the *previous appointment*) of a person referred to in subsection (3), that person is appointed to another office of Secretary or reappointed to the same office of Secretary (the *current appointment*); and
 - (b) the Secretary of the Department of the Prime Minister and Cabinet is satisfied, after consulting the President of the Tribunal and the Australian Public Service Commissioner, that it is appropriate for the remuneration of the person in respect of the current appointment to be at a higher level than would otherwise apply under subsection (1);
- a pay point assignment may assign the person to a pay point not higher than the one that applied to the person immediately before the end of the previous appointment.

13 Remuneration packaging

- (1) Subject to this Part, a Secretary may elect to receive the benefit of the total remuneration, other than the employer superannuation contribution, as salary or a combination of salary and benefits if:
- (a) the election is consistent with relevant taxation laws and rulings or guidelines applicable to salary packaging schemes issued by the Australian Taxation Office; and
 - (b) providing the benefit would not result in a cost to the Commonwealth (including any fringe benefits tax) that would not be incurred if the Secretary received the remuneration in the form of salary.
- (2) To avoid doubt, a superannuation contribution made as a result of an election by a Secretary under subsection (1) does not form part of the employer superannuation contribution for the Secretary.

14 Travel tier

For the purposes of the official travel determination, travel tier 1 applies to a Secretary.

Part 3—Superannuation

15 Superannuation

Commonwealth Superannuation Scheme

- (1) For a Secretary who is a member of the CSS:
 - (a) the Secretary's annual rate of salary for the purposes of the CSS is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of ***employer superannuation contribution*** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Public Sector Superannuation Scheme

- (2) For a Secretary who is a member of the PSS:
 - (a) the Secretary's basic salary for the purposes of the PSS is the Secretary's superannuation salary; and
 - (b) the amount of the Secretary's recognised allowances for the purposes of the PSS is nil; and
 - (c) for the purposes of paragraph (a) of the definition of ***employer superannuation contribution*** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Defence Force Retirement and Death Benefits

- (3) For a Secretary who is a member of the DFRDB:
 - (a) the Secretary's annual rate of salary for the purposes of the DFRDB is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of ***employer superannuation contribution*** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Military Superannuation and Benefits Scheme

- (4) For a Secretary who is a member of the MSBS:
 - (a) the Secretary's annual rate of salary for the purposes of the MSBS is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of ***employer superannuation contribution*** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Public Sector Superannuation Accumulation Plan

- (5) For a Secretary who is a member of PSSAP, the Secretary's superannuation salary for the purposes of the *Superannuation (PSSAP) Trust Deed* is the Secretary's ordinary time earnings (within the meaning of the *Superannuation Guarantee (Administration) Act 1992*).

Other superannuation funds

- (6) For a Secretary who is a member of any other superannuation fund, the employer superannuation contribution is the minimum contribution that would, under section 23 of the *Superannuation Guarantee (Administration) Act 1992*, reduce the charge percentage for the Secretary to nil.

Note: A Secretary's superannuation salary is 70% of the Secretary's total remuneration (see the definition of *superannuation salary* in section 8).

Section 16

Part 4—Vehicles and business support

16 Vehicles

- (1) A Secretary may elect to receive a Commonwealth-provided vehicle as a benefit. The value attributed to this benefit is to be the actual cost (including fringe benefits tax) of the vehicle to the Commonwealth.
- (2) The Executive Vehicle Scheme guidelines apply to the selection of a vehicle referred to in subsection (1).
- (3) A Secretary's total remuneration includes provision for any use of a vehicle by the Secretary for business-related purposes.

17 Vehicle parking

If a Secretary accepts an offer of a car park at Commonwealth expense, the actual cost (including fringe benefits tax) of the car park to the Secretary's Department is taken to be a benefit.

18 Business support

- (1) A Secretary is entitled to the provision by the Secretary's Department of communications, information technology and other office facilities necessary for the efficient conduct of the Commonwealth's business, and such provision includes incidental private use of those facilities. Where required, separate telecommunications lines to a Secretary's residence in support of these facilities may be provided at no cost to the Secretary.
- (2) A Secretary is entitled to be reimbursed by the Commonwealth for all costs of installation and rental of a telephone line and telephone at the Secretary's residence and for all call charges on that telephone.
- (3) If a Secretary maintains 2 residences, the Secretary is entitled to be reimbursed by the Commonwealth under subsection (2) in relation to a telephone line and telephone at one of the Secretary's residences and, in relation to the other residence, is entitled to be reimbursed only for 50% of the call charges and no other costs.
- (4) A Secretary is entitled to 2 domestic airline lounge memberships at Commonwealth expense.

Part 5—Leave

19 Normal duty

A Secretary is to be available for duty when required by the Secretary's Minister and on all days that the Secretary's Department is open for and conducts normal business.

20 Recreation (annual) leave

- (1) A Secretary is entitled to recreation leave at a rate of 20 working days for each completed 12 months of service, or pro rata for lesser periods, to be credited in the same way as recreation leave entitlements are credited to employees generally in the Secretary's Department.
- (2) A Secretary's recreation leave credit includes any existing recreation leave accrued either through prior service in the Australian Public Service or the ACT Government Service, or through employment in a Commonwealth authority, that in either case ceased not more than 2 months prior to the Secretary's appointment as a Secretary.
- (3) If a Secretary ceases to be a Secretary, other than by death, and does not carry forward a recreation leave credit to other Commonwealth employment, the Secretary is entitled to be paid, at the reference salary rate at that time, for any recreation leave credit accrued and unused at the date the Secretary ceased to be a Secretary. If a Secretary dies, the Secretary's Minister may authorise payment of this amount to a dependant of the Secretary or the Secretary's legal personal representative.
- (4) Subject to subsection (5), a Secretary may elect to cash out up to half of the Secretary's annual recreation leave entitlement in any year, at the reference salary rate at the time of election. The balance of leave remaining must be at least 4 weeks after any cashing out.
- (5) Subsection (4) applies only if the Secretary's Department has a policy that allows employees generally in the Department to cash out some or all of their annual recreation leave entitlements.

21 Personal leave

- (1) A Secretary is entitled to personal leave, which may be accessed at full or half pay, to accommodate personal illness or injury, to care for a family member or to meet family responsibilities of an emergency and unscheduled nature.
- (2) A Secretary's entitlement to personal leave accrues at the rate of 15 days full pay on the date of initial appointment plus a further 15 days at the end of each 12 months of service.
- (3) In addition to the personal leave entitlement specified in subsection (2), a Secretary's sick leave entitlements accrued either through prior service in the Australian Public Service or in the service of a State or Territory government, or

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through employment in a Commonwealth authority, that in either case ceased not more than 2 months prior to being appointed a Secretary, is to be recognised as if accrued while a Secretary and is to be paid at full pay or half pay as recognised on appointment.

- (4) Neither unused personal leave nor unused sick leave accrued through prior service referred to in subsection (3) are to be paid out if a Secretary ceases for whatever reason to be a Secretary.
- (5) The Secretary's Minister may grant additional personal leave to a Secretary at the Secretary's Minister's discretion.

22 Miscellaneous leave

The Prime Minister or the Prime Minister's delegate may grant leave of absence to a Secretary for a purpose that the Prime Minister or the delegate considers to be in the interests of the Commonwealth. Such leave of absence may be with or without pay and subject to conditions at the discretion of the Prime Minister or the delegate.

23 Statutory leave provisions

A Secretary is entitled to long service leave in accordance with the *Long Service Leave (Commonwealth Employees) Act 1976* and maternity leave in accordance with the *Maternity Leave (Commonwealth Employees) Act 1973*.

24 Application for leave

If a Secretary wishes to take any recreation leave, long service leave, personal leave or maternity leave to which the Secretary is entitled, or a mixture of them, the Secretary must apply:

- (a) if the leave is for a total period of 3 months or less—to the Secretary's Minister; or
- (b) if the leave is for a total period of more than 3 months—to the Prime Minister or the Prime Minister's delegate.

Part 6—End of appointment

25 Compensation for loss of office

- (1) If a Secretary is terminated in accordance with subsection 56(2) or 59(1) of the *Public Service Act 1999* and the Commonwealth has not made the Secretary an offer of suitable alternative employment, the Secretary is entitled upon termination to be paid:
 - (a) for a termination 12 months or more before the end of the Secretary's term of appointment—12 months' reference salary at the time of termination; or
 - (b) for a termination less than 12 months before the end of the Secretary's term of appointment—1 month's reference salary for each full month of the balance of the term not served, subject to a minimum payment of 6 months' reference salary at the time of termination.
- (2) In determining whether, for the purposes of subsection (1), there has been an offer of suitable alternative employment, take account of any offer of employment with any of the following:
 - (a) the Commonwealth;
 - (b) the administration of a Territory;
 - (c) a public statutory corporation referred to in paragraph 3(4)(d) of the Act;
 - (d) an incorporated company all the stock or shares in the capital of which is or are beneficially owned by the Commonwealth or by a public statutory corporation;
 - (e) an incorporated company limited by guarantee where the interests and rights of the members in or in relation to the company are beneficially owned by the Commonwealth or by a public statutory corporation.
- (3) If:
 - (a) a Secretary who has been terminated (the *former Secretary*) is appointed to suitable alternative employment in an office within the jurisdiction of the Tribunal; and
 - (b) the total remuneration that applies to that position is less than the total remuneration for the lowest pay point in the classification level of the office from which the former Secretary has been terminated;then the Tribunal may determine that, for up to 12 months from the appointment:
 - (c) the former Secretary is entitled to total remuneration at that pay point; and
 - (d) the former Secretary's superannuation salary for the purposes of a Commonwealth defined benefits scheme is 70% of that total remuneration (rounded up to the nearest \$10).

Note: The Tribunal will make an individual determination in each case.

26 Notice of a decision not to reappoint

- (1) A Secretary who is not given 3 months' notice that the Secretary will not be reappointed to an office of Secretary at the expiration of the Secretary's current term is entitled to 3 months' reference salary unless the Commonwealth has made the Secretary an offer of suitable alternative employment.

Part 6 End of appointment

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- (2) In determining whether, for the purposes of subsection (1), an offer of suitable alternative employment has been made, take account of any offer of employment of a kind described in subsection 25(2).

Part 7—Removal, relocation and family reunion assistance

27 Definitions for Part 7

In this Part:

family reunion means reunion between the Secretary and members of the Secretary's immediate family who reside in the residence maintained by the Secretary in the Secretary's home locality.

home locality means the locality where the Secretary ordinarily lives immediately before the commencement of the term of appointment as Secretary takes place.

locality of the Australian Capital Territory means the Australian Capital Territory and those parts of New South Wales which fall within a 100 kilometre radius of Canberra.

new locality means the locality of the Australian Capital Territory.

28 Relocation costs

- (1) A Secretary is entitled to payment at Commonwealth expense of relocation costs from the Secretary's home locality to the new locality in order to take up the appointment as a Secretary.
- (2) For the purposes of subsection (1), relocation costs include, as applicable:
 - (a) transportation of the Secretary and the Secretary's partner and dependants, if any, from the home locality to the new locality, and their return to the home locality when the Secretary ceases to hold office as Secretary for whatever reason; and
 - (b) the insured removal of the furniture, household effects and domestic animals of the Secretary and the Secretary's partner and dependants from the home locality to the new locality, and their return to the home locality when the Secretary ceases to hold office as Secretary for whatever reason.

29 Settling out allowance

- (1) The **settling out period** is the period of up to 7 days beginning on the day when the furniture and other household effects of the Secretary and the Secretary's dependants, if any, are removed from the residence of the Secretary at the home locality.
- (2) During the settling out period, the Secretary is entitled to settling out allowance of:
 - (a) in relation to the costs of accommodation—\$1,727 per week; and
 - (b) in relation to meals and incidentals—up to the rate per week applicable to an SES employee as advised from time to time under the Commonwealth Allowance Subscription Service for temporary accommodation allowances.

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30 Settling in allowance

- (1) The *settling in period* is the period beginning up to 7 days before the day when the Secretary begins duty at the new locality and ending on the earlier of:
 - (a) the day when suitable accommodation or suitable temporary accommodation becomes available at the new locality; or
 - (b) the day 13 weeks after the day when the Secretary begins duty at the new locality.
- (2) During the settling in period, the Secretary is entitled to settling in allowance of:
 - (a) in relation to the costs of accommodation—\$1,727 per week; and
 - (b) in relation to meals and incidentals—up to the rate per week applicable to an SES employee as advised from time to time under the Commonwealth Allowance Subscription Service for temporary accommodation allowances.

31 Accommodation support

A Secretary who did not live in the locality of the Australian Capital Territory immediately before the commencement of the term of appointment as Secretary is entitled to accommodation support of an amount per week equal to \$34,500 per year for the duration of the Secretary's term and any subsequent term as Secretary if the Secretary:

- (a) continues to maintain a residence in the Secretary's home locality; and
- (b) does not buy a property in the locality of the Australian Capital Territory.

32 Reunion travel

- (1) This section applies to a Secretary who:
 - (a) did not, immediately before the commencement of the Secretary's initial term of appointment as a Secretary, ordinarily live in the locality of the Australian Capital Territory; and
 - (b) maintains a principal place of residence elsewhere in Australia during the initial term of appointment as a Secretary and during any successive term of appointment as a Secretary.
- (2) The Secretary is entitled, for the purposes of family reunion, in each 12 months of service, at the Secretary's election at the time of appointment or reappointment to:
 - (a) 12 business class return airfares between Canberra and the capital city nearest the Secretary's principal place of residence; or
 - (b) travel for the purposes of reunion up to the value of 12 business class return fares between Canberra and the capital city nearest the principal place of residence.
- (3) The travel entitlement provided to the Secretary under subsection (2) may be used by the Secretary and the Secretary's immediate family members. Where business travel to the capital city nearest to the Secretary's principal place of residence provides an opportunity for family reunion (such as when the business travel is adjacent to a weekend), the reunion fare entitlement is to be reduced by the equivalent of one return business class fare.

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- (4) Travel provided to the Secretary under subsection (2) may be undertaken only while the Secretary occupies the office of a Secretary. Any travel not taken by the day a Secretary ceases to occupy the office of a Secretary ceases to be available.
- (5) The value of the travel provided to a Secretary under subsection (2) may not be taken as a cash equivalent or converted to any other use.

Part 8—Assistance for training and development

33 Leave for training and development

The Prime Minister or the Prime Minister's delegate may grant leave of absence with pay to a Secretary to enable the Secretary to pursue training or development activities that the Prime Minister or the Prime Minister's delegate considers to be in the interests of the Commonwealth. Such leave of absence may be subject to conditions at the discretion of the Prime Minister or the Prime Minister's delegate.

34 Costs of training and development

A Secretary's Minister may approve reimbursement of costs incurred by the Secretary in connection with training or development activities. Such reimbursement is at the discretion of the Secretary's Minister, may be in full or in part, and may be subject to conditions.

Part 9—Delegation

35 Secretary’s Minister may delegate functions

A Secretary’s Minister may delegate any of the Minister’s functions under this instrument to another Minister.

Schedule 1—Repeals

Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination (No. 1) 2023

1 The whole of the instrument

Repeal the instrument.