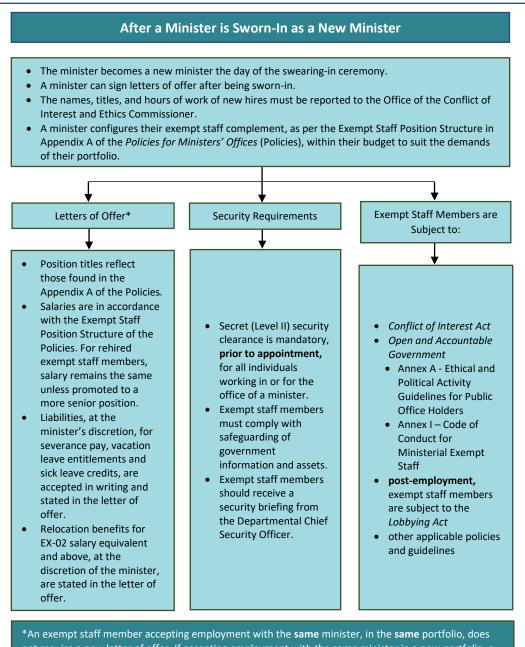
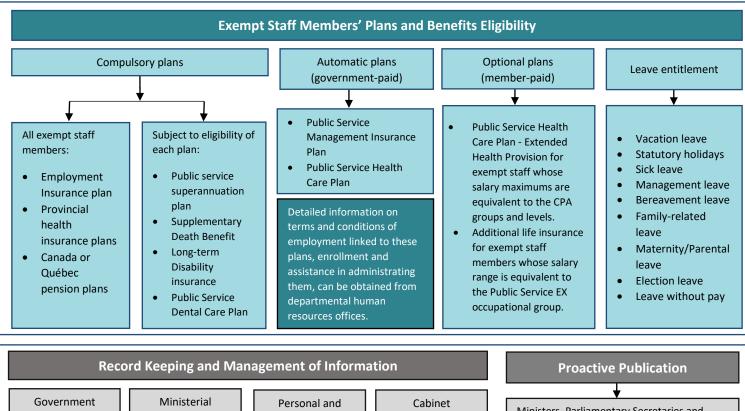
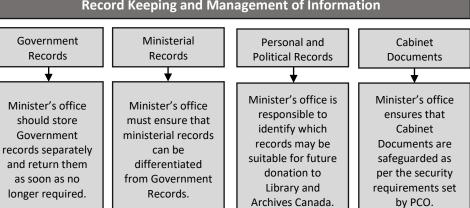
Fact Sheet - HR Considerations - Onboarding New Exempt Staff Members

October 2019







Ministers, Parliamentary Secretaries and exempt staff members must disclose all expenses for travel, hospitality and contracts over \$10,000, amendments which increase the value of contracts to over \$10,000, and amendments over \$10,000.

For guidance on management of information, contact your departmental contact responsible for managing records and information holdings.

Useful Resources

- Policies for Ministers' Offices
- Guidelines on the Conduct of Ministers, Ministers of State, Exempt Staff and Public Servants During an Election
- Open and Accountable Government, 2015, Annex I, Code of Conduct for Ministerial Exempt Staff
- Guidelines on Managing Records in a Minister's Office

not require a new letter of offer. If accepting employment with the same minister in a new portfolio, a

new letter of offer is required.