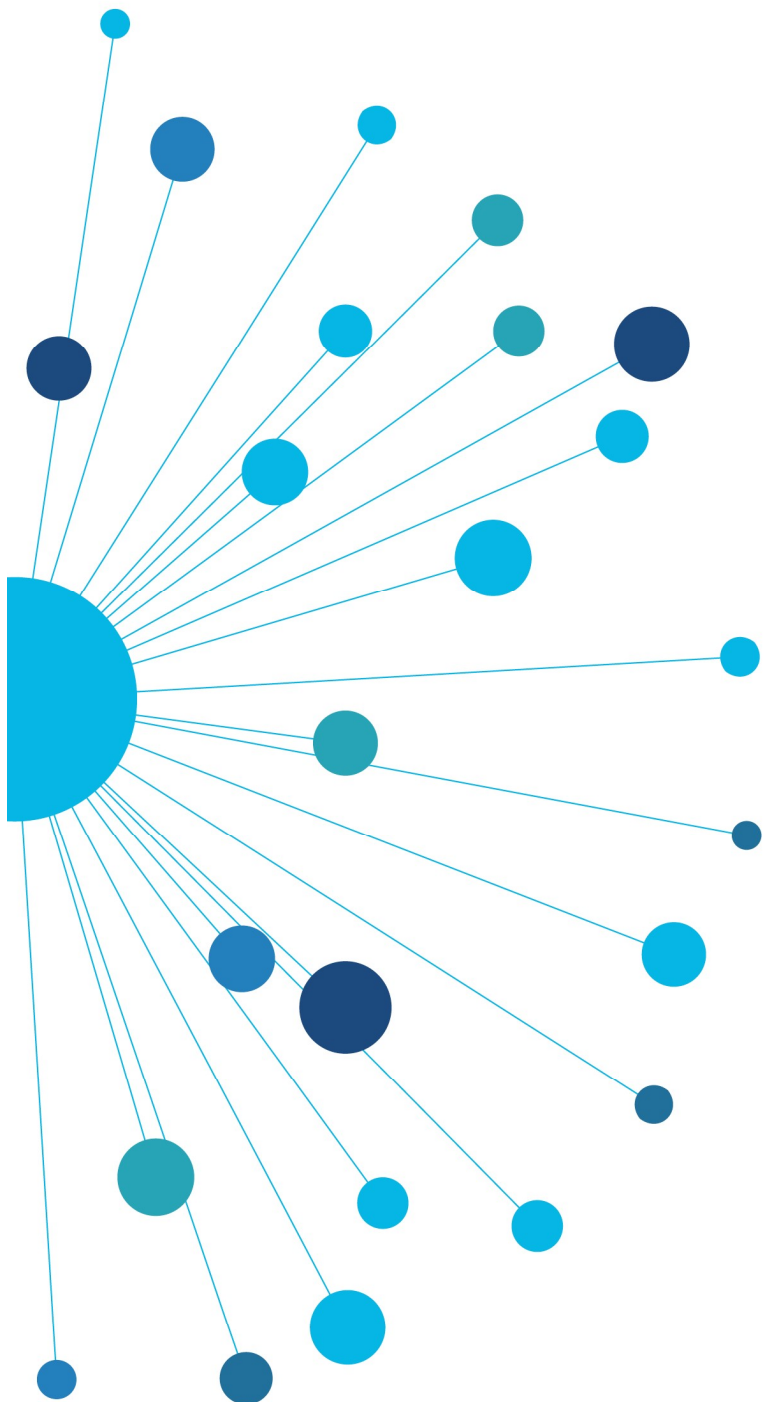


Queensland Independent
Remuneration Tribunal

Additional Staff Member & Remuneration Determination

*2021 Review of the
Additional
Staffing levels for
Cross Bench
Members of the
57th Parliament*

Determination 23/2021
24 February 2021



Determination 23/2021

Background and Reasons

Tribunal roles and responsibilities

The *Queensland Independent Remuneration Tribunal Act 2013* (the Act) provides for the Queensland Independent Remuneration Tribunal (the Tribunal) to:

- review and determine remuneration (annual and additional salaries, allowances and entitlements) in connection with members and former members of the Queensland Legislative Assembly (Remuneration Determination), and
- review and determine entitlements of cross bench members to additional staff members (Additional Staff Member Determination).

In making a Remuneration Determination in relation to allowances, allocations or entitlements, the Tribunal must ensure any allowances paid to a member reflect the amount of reasonable expenses incurred by a member in servicing their electorate; ensure these allowances are not a substitute for other remuneration; and ensure accommodation services or other entitlements provided for in section 55 of the Act are not taken into account, such as electorate offices, staffing support and major items of office equipment.

An additional staff member determination may provide for additional staff members for all cross bench members; one or more stated classes of cross bench members; stated cross bench members; or a combination of these. The determination may provide for the same entitlement or different entitlements for cross bench members.

An additional staff member determination may state:

- the role of the staff member
- the classification level/salary level for the staff member
- the location where the staff member is to perform their functions for the cross bench member.

The Tribunal may have regard to:

- Parliamentary resources provided to cross bench members and other members of the Assembly
- the composition of the Assembly and how this affects cross bench members
- the workload and duties of the cross bench members for whom the Tribunal is considering to make the determination
- whether the cross bench members are members of political parties
- relevant laws and other matters the Tribunal considers relevant.

In making a Determination, the Tribunal is required to consult with and consider the views of the Clerk of the Parliament (the Clerk).

An additional staff member determination is to be made within three months after the day the Legislative Assembly is next summoned; or if a person becomes, or ceases to be, a cross bench member during the term of the Assembly, the day the person becomes or ceases to be a cross bench member.

The Governor summoned the Assembly to commence on 24 November 2020. Accordingly, an additional staff member determination must be made by 24 February 2021.

A cross bench member

A cross bench member means a member of the Assembly who is neither a member of a political party recognised in the Assembly as being in government or as being in opposition.

Review Process

In undertaking its review of the entitlement of cross bench members to additional staff members, the Tribunal considered:

- existing provisions for establishing a non-government office
- historical considerations regarding the staffing of cross bench members
- current Government and Opposition staffing arrangements
- provision of additional staff (if any) for cross bench members in other jurisdictions
- the composition of the current Legislative Assembly
- the role and responsibilities of a cross bench member, and
- submissions received from the Clerk and cross bench members/registered political parties.

Additional staffing for cross bench members / political parties

The *Ministerial and Other Office Holder Staff Act 2010* provides that the chief executive may employ a person as a staff member for a Minister (on the recommendation of the Premier), Leader of the Opposition and other non-government member's office. There is no entitlement to such staffing. Since the introduction of the legislation, staff have only been employed in offices of Ministers and the Leader of the Opposition.

The *Queensland Opposition Handbook* (Opposition Handbook) sets out the common policies, practices and procedures to be adopted in the Leader of the Opposition's Office in relation to administrative matters. The Opposition Handbook also applies to other non-Government members subject to the approval of the Premier.

Until recent amendments to the Act, the *Members' Remuneration Handbook* (Remuneration Handbook) enabled the Premier to allocate additional resources (including staffing resources) to a cross bench member from the Parliamentary Service's budget. This discretion was removed from the Remuneration Handbook when the Tribunal was given the new function of determining the entitlements of cross bench members to additional staff members under the Act. The Opposition Handbook does not affect Parliamentary entitlements or entitlements under the Remuneration Handbook.

Additional staffing resources have previously been provided to non-government members and political parties (other than the Opposition) as follows:

- the Honourable Liz Cunningham MP (Independent) from 1997 – 2001
- the Honourable Peter Wellington MP (Independent) from 1998 – 2001 and 2012-2015
- One Nation from 1998 – 2001
- The City Country Alliance from 1999 – 2001
- The Liberal Party prior to 1989 and from 2005 – 2007
- The Katter Australia Party from 2013-2018,

Historical considerations – reviews of additional staffing levels for non-government members

In 1987, Mr Tony Fitzgerald QC was appointed to lead the Commission of Inquiry into Possible Illegal Activities and Associated Police Misconduct (the Fitzgerald Inquiry).

In July 1989, the Fitzgerald Inquiry Report¹ was tabled in Parliament and recommended a number of electoral and administrative reforms, including the 'provision of non-government Parliamentary members with appropriate resources of staff and equipment, and proper access to information in respect of Government activities.'²

Mr Fitzgerald noted:

Non-government party members must be provided with appropriate resources and detailed information to enable them to supervise and criticize, just as Governments naturally are well equipped and staffed.

Without information about Government activities and research staff to properly assess it, the opposition party or parties have no basis on which to review or criticize the activities. Without information, there can be no accountability. It follows that in an atmosphere of secrecy or inadequate information, corruption flourishes. Wherever secrecy exists, there will be people who are prepared to manipulate it.

One of the functions of any opposition party in Parliament is to expose errors and misconduct by public officials. Unless the Opposition can discover what has happened or is happening and give consideration to events with expert assistance, it cannot expose and criticize activities and the people involved. It is effectively prevented from doing its job.³

Following the Fitzgerald Inquiry report, the Electoral and Administrative Review Commission (EARC) was commissioned to review resourcing for non-government members. Its report entitled *Review of Information and Resource Needs for Non-Government Members of the Queensland Legislative Assembly* (EARC Report) was tabled on 3 December 1991.⁴

In relation to staffing levels for Opposition parties, EARC recommended that:

- a) *The staff establishment of the Opposition parties should:*
 - i. *Be maintained at 20 percent of the staff establishment of ministerial offices;*
 - ii. *Reflect parity with the salary profile of ministerial staff.*
- b) *The allocation of the Opposition parties' staff establishment to particular Opposition parties should be on the basis of the proportion of seats held by the party.*
- c) *The Parliamentary Service Commission should be the employer of these staff.*

In March 1992, the Parliamentary Committee for Electoral and Administrative Review (Parliamentary Committee) considered EARC's report together with further public submissions regarding EARC's recommendations.⁵

Opposition staffing levels are currently approximately 10.1 per cent of ministerial staffing levels. In the period between 1994-95 (earliest available data) and now, opposition staffing levels have ranged between 7.2 per cent and 12.5 per cent of ministerial staffing levels. These levels are below the EARC recommendation that the staff establishment of the opposition parties should be maintained at 20 per cent of ministerial offices.

¹ <https://www.ccc.qld.gov.au/publications/fitzgerald-inquiry-report>

² <https://www.ccc.qld.gov.au/publications/fitzgerald-inquiry-report>, p 371.

³ <https://www.ccc.qld.gov.au/publications/fitzgerald-inquiry-report>, pp 123-124.

⁴ <https://www.parliament.qld.gov.au/documents/tableOffice/TabledPapers/1991/4691T1129.pdf>

⁵ <https://www.parliament.qld.gov.au/documents/tableOffice/TabledPapers/2019/5619T1983.pdf>

Historical considerations - additional staffing for the Katter Party (KAP)

Following the 2015 State General Election, the Australian Labor Party (ALP) formed a minority Government, with the support of the Honourable Peter Wellington MP. As Mr Wellington was elected Speaker of the Queensland Parliament, The ALP Government, (who initially held 44 seats, one short of the 45 required for a majority), was reliant on either the casting vote of Speaker Wellington or other members of the cross bench to implement their legislative agenda. This support became even more critical after one of the ALP members became an independent early in the government's term. Initially, Speaker Wellington was provided two additional staff beyond the standard entitlement including an electorate officer and research officer (AO7).

Later, the KAP was the majority party on the cross bench (holding three of the seven cross bench seats). From 2015 to September 2018, five additional staff were provided to KAP beyond their standard entitlement including an electorate officer and research officer (AO7) for each KAP member and a policy adviser for the Parliamentary leader of the KAP.

Current Staffing levels

Ministerial Offices

The 2019-20 estimated staffing levels for ministerial offices is 217.⁶

Opposition Offices

Overall Opposition office staffing members are determined by the Premier. The 2019-20 estimated staffing levels for the Office of the Leader of the Opposition is 22.⁷

Cross bench members

There are currently no additional staff or resources provided to cross bench members.

Members of Parliament (members)

The Speaker decides electorate office accommodation and staffing for all members.

Members are provided with one FTE for an Electorate Officer and one FTE for an Assistant Electorate Officer to assist the member in maintaining the operation of an electorate office. Both Officers are located at the member's electorate office.

For a member representing an electorate over 100,000 square kilometres with a second electorate office, they may engage an additional FTE Electorate Officer.

Depending on the qualifications and length of service of the Electorate Officer, their salary ranges from \$68,197 per annum to \$93,321 per annum.

The Remuneration Handbook further provides that in addition to electorate officers, 'members are provided with a range of support services delivered by the Parliamentary Service including Library, Chamber and Committee related services, Catering, Property and Security services plus a range of organisational services such as Information Technology, Human Resource and other administrative services.'⁸

⁶ <https://s3.treasury.qld.gov.au/files/2019-20-DPC-SDS.pdf> p.14

⁷ <https://s3.treasury.qld.gov.au/files/2019-20-DPC-SDS.pdf> p.14

⁸ Section 2.5.1.3. 'Services':

<https://www.parliament.qld.gov.au/documents/Members/entitlements/Remuneration%20Handbook.pdf>

Jurisdictional comparison

An audit of additional staff members provided to cross bench members in other jurisdictions has been undertaken. Three jurisdictions currently provide additional staff members to cross bench members:

1. In New South Wales (NSW) one additional FTE is provided to Independent Members, or the whip of a recognised political party. In the NSW Legislative Council, a cross bench member is entitled to one additional FTE.
2. In Victoria additional staff members are provided to political parties in accordance with the following formula:
 - if the party has:
 - one member they are entitled to one Parliamentary advisor
 - more than one but fewer than six members they are entitled to two parliamentary advisors and one additional Parliamentary adviser for each two elected members
 - more than five but fewer than 12 members they are entitled to one parliamentary adviser and one additional parliamentary adviser for each two members
 - more than 11 members they are entitled to one Parliamentary advisor for each two elected members.
3. Independent and minor party members in the South Australian Legislative Council are provided with one FTE.

Prior to 29 October 2020, the Australian Capital Territory provided a salary cap of \$375,151 for a cross bench member to enable the member to hire staff, consultants or contractors within the salary cap. The current determination removes the additional salary cap for cross bench members and sets it at \$187,190 consistent with 'other members'. Other members are defined as a member other than the leader of the opposition, the deputy leader of the opposition, an office-holder or the party whip.⁹

Current composition of the 57th Parliament

The ALP Government has 52 members.

The Opposition has 34 members.

There are seven cross bench members consisting of:

- three KAP members (2.5% of first preference votes)
- two Greens party members (9.5% of first preference votes)
- one Pauline Hanson's One Nation party member (7% of first preference votes)
- one independent member.¹⁰

There are no recognised political party leaders in the Assembly as the threshold to be a recognised political party (section 39 of the Act) has not been met by the registered political parties (defined under the *Electoral Act 1992*).

Roles and responsibilities of a cross bench member

The Tribunal confirms its views expressed in Determination 1/2013 that the roles and responsibilities of members (excluding office holders) fall into three categories:

1. **Parliament** – a member's role in Parliament involves debating public policy and legislation that comes before Parliament and its Committees, scrutinising the actions of the executive

⁹ <https://www.legislation.act.gov.au/View/di/2020-295/current/PDF/2020-295.PDF>

¹⁰ <https://results.elections.qld.gov.au/state2020>

government through asking questions on notice, or without notice and making speeches, particularly on topics that affect their constituency. Members are expected to attend Parliament on all sittings days unless excused from attendance and are often required to work late into the evening, or early morning to debate policy and legislation.

A member may also be required to serve on parliamentary committees to examine specific issues and legislation that comes before the Parliament.

2. **Electorate** - a member's role within their electorate involves engaging with and representing their constituents in a variety of forums such as community organisations, public committees and Parliament. Members serve their constituents through giving assistance to those in need, acting as a voice for local interest groups, investigating and mediating disputes between organisations and members within their electorate and are looked to as a leader within the communities they represent.

Members also have an electorate office, supported by electorate staff, which is used as a key contact point for all constituents within their electorate. Members generally receive and are required to respond to correspondence from constituents covering a broad range of issues and will often use print and social media to communicate directly with their constituents on issues that affect them.

3. **Political Party** (apart from Independent members) - for members who are members of a political party, their role also includes involvement in branch meetings, state conferences and parliamentary party meetings to debate and agree upon party policy.¹¹

The Tribunal notes that all members are provided with electorate officers and an Electorate and Communication Allowance to support the member's 'electorate' duties.

In relation to their 'Parliamentary' functions, the Tribunal is cognisant that cross bench members are required to examine each bill that comes before the Parliament, from both Government and Opposition members, reach a position on the bill and participate in debates on Bills. A cross bench member is required to liaise with the Table Office on petitions, develop Private Member's Bills and consult with Ministers, other members, departmental officers and their constituents on matters before the Parliament.

Submissions

The Tribunal called for and received submissions from the Clerk and all cross bench members and/or cross bench political parties in the current Parliament. These submissions have been carefully considered and taken into account in this determination.

Decisions

The Tribunal determines that each cross bench member is entitled to a 0.5 full time equivalent (FTE) position, 'Parliamentary Policy Officer', at the salary rate applicable within the Parliamentary Service equivalent to an Administration Officer level 7 (AO7) under the *State Government Entities Certified Agreement 2019 – Queensland Parliamentary Service Award – State 2015*. Appointments to the positions should be made by way of an Employment Contract pursuant to section 27 of the *Parliamentary Service Act 1988* or via secondment arrangements if the person is appointed from an existing Queensland public sector position.

The role description for the Parliamentary Policy Officer should be settled by the Clerk as the employing authority. An example role description is provided at **Appendix A** for reference.

¹¹ Chapter 3, Determination 1/2013; <https://remunerationtribunal.qld.gov.au/determinations/2013-determinations.aspx>

The cross bench member has discretion to decide the appropriate work arrangements, hours and schedule for the Officer. For example, the cross bench member may wish for the Officer to work full-time during Parliamentary sitting weeks and work one or two days a week on non-Parliamentary sitting weeks.

The Parliamentary Policy Officer is provided for the purposes of supporting the cross bench member in their Parliamentary functions and should not be tasked with assisting with the cross bench member's electorate or political party functions. As a result, requests to establish job sharing arrangements between the electorate officer role and the Parliamentary Policy Officer role should not be permitted.

Additionally, the Parliamentary Policy Officer must not be a 'connected party' to the cross bench member, defined in the Remuneration Handbook as:

the member's children, spouse, domestic partner, dependents, parents, grandparents, grandchildren, siblings, uncles, aunts, nephews or nieces or a body corporate, firm or trust with which the member is connected.

The Parliamentary Policy Officer will work from the location decided by the cross bench member. If a cross bench member decides that the Parliamentary Policy Officer should work from their electorate; it is the Tribunal's view that staff travel for the Parliamentary Policy Officer to assist the cross bench member with their Parliamentary functions should be able to be claimed from the cross bench member's General Travel Allocation (GTA).

Currently, where a member travels on Parliamentary Business and requires one or more of their staff to accompany them, the cost of the staff travel may be met from the member's GTA under the following conditions:

- a) *The member must only be conducting Parliamentary business according to categories (f); (g) and (j). Note: these categories relate to the member's electorate functions.*
- b) *Travel is not permitted to events organised principally by the media or events where media and publicity is the principal purpose.*
- c) *Costs will be reimbursed in accordance with amounts contained in the Parliamentary Service staff travel policy.*
- d) *Costs will be reported in the GTA Annual Report.*

The term Parliamentary Business is used to define allowable expenditure for the purposes of member's travel (and in some cases travel by spouses and staff). For travel costs to be eligible to be claimed from the member's GTA, the travel undertaken must be for the **primary purpose** of conducting Parliamentary Business.

Parliamentary Business is defined in the Remuneration Handbook as:

- (a) *Sittings of the Legislative Assembly or direct travel of the Member to or from such sittings;*
- (b) *A meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary committee, of which he/she is a Member or the Member's direct travel to or from such an event;*
- (c) *Attendance at a function, conference, meeting or seminar representing a Minister, the Speaker, Leader of the Opposition or Leader of other Party on official business as such office bearer or direct travel to or from such an event;*
- (d) *A meeting of the Member's Parliamentary or political party or policy formulation body, of its Executive or of one of its Committees or the Member's direct travel to or from such a meeting;*
- (e) *Attendance at official Government, Parliamentary or Vice-regal functions;*
- (f) *Attending to business (including attending conferences, functions, meetings or seminars) directly relating to a Member's Electorate;*

- (g) Attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings and seminars to which a Member has been invited in his/her capacity as a Member of Parliament;*
- (h) Attending to business directly related to the subject matter of a Parliamentary party committee to which the Member belongs;*
- (i) Attending to business related to the Member's current responsibilities as an office holder (Speaker, Minister, Assistant Minister, Opposition Spokesperson or other parliamentary office holder);*
- (j) Studies, investigations, or inquiries on matters related to duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the Member to identify the Parliamentary business involved; and*
- (k) Travel by Leader of the Opposition, Leader of a Recognised Political Party or Leader of a Minor party in the Legislative Assembly for the purpose of campaigning during an 'official election campaign period'.*

To ensure that the cross bench member's additional staff member (Parliamentary Policy Officer) is able to travel with the cross bench member to support their Parliamentary functions, the following staff travel will be allowable:

Where a cross bench member travels for the primary purpose of Parliamentary Business and requires their additional staff member (as determined by the Tribunal) to accompany them (for all or part of the period of absence of the cross bench member), the cost of the additional staff member travel may be met from the cross bench member's GTA provided the cross bench member is only conducting Parliamentary business according to the following categories:

- *category (a) sittings of the Legislative Assembly or direct travel of the Member to or from such sittings;*
- *category (b) a meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary committee, of which he/she is a Member or the Member's direct travel to or from such an event;*
- *category (g) attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings and seminars to which a Member has been invited in his/her capacity as a Member of Parliament;*
- *category (j) studies, investigations, or inquiries on matters related to duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the Member to identify the Parliamentary business involved.*

The other requirements pertaining to accompanying travel by staff members detailed in Determination 9/2015 and the Remuneration Handbook will be retained.

Discussion

The Tribunal makes the following observations and comments relating to their decision on the additional staff member entitlement of cross bench members.

Cross bench members have an important role in holding the Government to account and scrutinising the decisions and actions of the Government through reviewing, analysing and debating Government and Private Member's Bills, engaging in Question time, reviewing submissions and briefings related to Committee work and presenting petitions and speeches in the Legislative Assembly.

Cross bench members need to review and scrutinise legislation from both the Government and Opposition, attend to Committee business and work to keep the Government accountable, while also undertaking their constituency and party-political functions. These roles are largely undertaken by the individual members with limited ability to distribute parliamentary and policy workload amongst other political party members. Further, electorate staff have limited, if any, capacity to support parliamentary functions as well as fulfil their duties related to the member's electorate.

The Government and Opposition receive additional staff members to support them and their officeholders i.e. Ministers and the Leader of the Opposition. However, cross bench members have only received additional staff to support them in undertaking their parliamentary roles and responsibilities in the past under ad hoc arrangements.

Whether a party or cross bench member holds the 'balance of power' should not influence decisions around the provision of additional staff to cross bench members. Historically the emphasis on 'balance of power' may have led to the perception of improper influence on the member and pressure to vote a certain way to retain additional staff.

Additional staff members provided to cross bench members should not exceed the ratio of staff members provided to the Office of the Leader of the Opposition.

Additional staff should support the member's parliamentary duties only. It is not appropriate for staff funded by the public to engage in political party discussions or internal workings of the party.

Regardless of whether a cross bench member is part of a political party, or an Independent, they still have additional roles and responsibilities to fulfill as a cross bench member. In addition, all members already receive electorate officers to support their electorate duties.

Setting the classification level at AO7 reflects the specialised and advanced nature of the proposed role they are to perform and will ensure the officers have the necessary qualifications and/or experience to professionally support the cross bench member. It is also consistent with the research officer provided to the KAP in the past and aligns with the staff profile for policy advisors/research officers in Ministerial and Opposition Offices.

A cross bench member should not be disadvantaged in terms of their other allocations, allowances or entitlements as a result of the employment of an additional staff member. The decision ensures additional staff member have the same provision within the allowances system as other staff members.

Determination 23/2021

Any inconsistencies between earlier Tribunal Determinations and Determination 23/2021 are resolved in favour of Determination 23/2021. Matters in earlier Determinations not addressed in this Determination are confirmed by the Tribunal and not amended.

Additional staff member entitlement for cross bench members

1. The Tribunal determines that each member who was a cross bench as at 24 November 2020 is entitled to a 0.5 full time equivalent (FTE) at the salary rate applicable within the Parliamentary Service equivalent to an Administration Officer level 7 (AO7) under the *State Government Entities Certified Agreement 2019 – Queensland Parliamentary Service Award – State 2015*.
2. Appointments to the positions should be made by way of an Employment Contract pursuant to section 27 of the *Parliamentary Service Act 1988* or via secondment arrangements if the person is appointed from an existing Queensland public sector position.
3. The position description for the AO7 'Parliamentary Policy Officer' should be settled by the Clerk of the Parliament as the employing authority. An example of the roles and responsibilities expected of the Parliamentary Policy Officer is provided at **Appendix A**.
4. The Parliamentary Policy Officer will provide Parliamentary support to the cross bench member and must not:
 - a. support the cross bench member in their electorate or political party functions, or
 - b. be a 'connected party' to the cross bench member as defined in the *Member's Remuneration Handbook* (Remuneration Handbook).
5. Subject to (4) above, the cross bench member has discretion to decide the work arrangements, work location, hours and schedule for the 0.5 AO7 Parliamentary Policy Officer.

General Travel Allocation

6. The Tribunal determines that where a cross bench member travels for the primary purpose of Parliamentary Business and requires their additional staff member (Parliamentary Policy Officer) to accompany them (for all or part of the period of absence of the cross bench member), the cost of the additional staff member travel may only be met from the cross bench member's General Travel Allocation (GTA) provided the cross bench member is conducting Parliamentary Business according to the following categories:
 - category (a) *sittings of the Legislative Assembly or direct travel of the member to or from such sittings;*
 - category (b) *a meeting of a Parliamentary committee, or attending a meeting, conference or seminar or other business relating to such a Parliamentary*

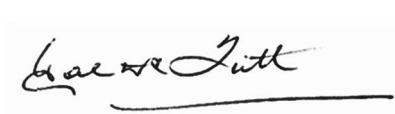
committee, of which he/she is a member or the member's direct travel to or from such an event;

- *category (g) attending to business directly related to a matter of current parliamentary debate or addressing conferences, meetings and seminars to which a member has been invited in his/her capacity as a Member of Parliament;*
- *category (j) studies, investigations, or inquiries on matters related to duties and responsibilities as a Member of Parliament (including addressing or attending conferences, meetings, functions or seminars) provided that the nature, official purpose, place and other relevant information is stated by the member to identify the Parliamentary business involved'.*

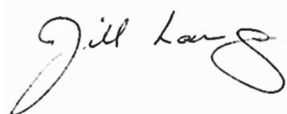
Other conditions relating to 'Accompanying Travel by Parliamentary Service Employees' as detailed in Determination 9/2015 and the Remuneration Handbook are confirmed and not amended.

Date of Determination: 24 February 2021

Effective Date: 24 February 2021



Mr Walter Tutt
Chairperson



Ms Jill Lang AM
Member



**Emeritus Professor
Patrick Weller AO, FASSA**
Member

Appendix A – Example Parliamentary Policy Officer Role Description

A07 Parliamentary Policy Officer, 0.5 FTE

Your opportunity

As Parliamentary Policy Officer you will provide policy and administrative support, strategic analysis of governance and legislative matters, and advice to the cross bench member in relation to their Parliamentary functions.

You will:

- Undertake sensitive, detailed and complex research and analysis, including the scrutiny of bills, contribute to the drafting of reports and prepare briefing papers and other background material to support the cross bench member's parliamentary functions.
- Prepare timely and high quality advice, correspondence, speeches, submissions, discussion papers, briefing notes, oral briefings, research papers, statistical information and reports for the cross bench member on matters relevant to their parliamentary functions.
- Coordinate and critically examine parliamentary briefing materials such as policy briefs and proposals, committee work and inquiry preparation and reports, Private Members' Bills, Motions and Speech Notes.
- Support the cross bench member in fulfilling their Parliamentary Committee responsibilities through reviewing submissions and briefing papers and providing the cross bench member with expert, timely and authoritative advice on these matters.
- Develop and maintain collaborative partnerships with key parliamentary stakeholders and officers including with the Clerk's Office, Table Office, Office of the Queensland Parliamentary Counsel and Departmental Officers.
- Support the cross bench member by providing administrative support for Parliamentary sittings and Committee meetings including briefing the member on their parliamentary schedule, managing the cross bench member's time for each sitting day and preparing briefs to support meetings.
- Provide knowledgeable advice to the cross bench member in relation to Parliamentary Procedures, Standing Orders, the Parliamentary Handbook and committee work.
- Maintain confidentiality and exercise discretion.
- Undertake any other duties directed by the cross bench member relevant to their parliamentary functions.

Selection Criteria

Professional Qualifications

- A tertiary qualification in a relevant discipline is highly desirable.

Experience

- Experience in a variety of public administration organisations would be desirable, as well as considerable exposure to the parliamentary system.

Skills, Knowledge and Abilities

- Previous experience in research and analysis of information such as policies, legislation, submissions and reports.

- Demonstrated high level written communication skills, including a demonstrated ability to draft accurate and high quality briefing papers and reports in a timely way.
- Demonstrated high level oral communication and interpersonal skills, including the ability to communicate and effectively liaise, consult and negotiate with a diverse range of internal and external stakeholders.
- Well-developed and demonstrated organisational, administrative and prioritizing skills to deliver outcomes while working to deadlines under pressure.
- Thorough knowledge of, or the ability to rapidly acquire knowledge of government and the Queensland Legislative Assembly.

Reporting relationship

The occupant of this position will report to the cross bench member.

Additional information

In applying for this role you confirm that you are not a 'connected party' to the cross bench member as defined in the *Member's Remuneration Handbook* and will not assist the cross bench member in their electorate or political party functions.