

Mikhal Mitchell

From: Troy Mitchell <[redacted]>
Sent: Friday, 28 April 2017 3:42 PM
To: Christopher Powell; Mikhal Mitchell
Subject: FW: Proposed changes as discussed

Importance: High

Hi Chris/Mikhal, Please see below that has been approved by Premier and Angela.

Premiers Office

- [redacted]
- (New Staff Member) Michael Stephenson will start **Tuesday 2 May** in his staff slot in Premiers office at SES4 [redacted] level (Will get CV from Angela shortly)
SES 3 [redacted] to SES 4 [redacted]

Mikhal, Could I please get a copy of standard contract that I could send to Michael today.

Happy to discuss.

Thanks



Queensland
Government

Troy Mitchell

Executive Manager

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for the Arts

P 07 3719 7019 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

From: Troy Mitchell
Sent: Wednesday, 26 April 2017 2:28 PM
To: 'Christopher Powell' <chris.powell@premiers.qld.gov.au>
Subject: Proposed changes as discussed

Hi Chris, Proposed changes as discussed. Can you please review if all is correct.

Premiers Office

SES 3 ([redacted]) TO SES 4 ([redacted])

SES 3 ([redacted]) TO SES 4 ([redacted])

2 other ministerial offices

[redacted]

Thanks



Queensland
Government

Troy Mitchell

Executive Manager

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for the Arts

P 07 3719 7019 M [REDACTED]

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

Released under RTI - DPC

Mikhal Mitchell

From: Troy Mitchell <[REDACTED]>
Sent: Tuesday, 2 May 2017 2:10 PM
To: Mikhal Mitchell
Subject: Michael Stephenson

Hi Mikhal, Title will be Deputy Chief of Staff – Policy.

Appointment will be standard 3 months' probation.

Thanks



Queensland
Government

Troy Mitchell
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for the Arts

P 07 3719 7019 M [REDACTED]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

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Please Quote
Reference: 1439793/MS

Department of the
Premier and Cabinet

3 May 2017

Mr Michael Stephenson
Office of the Premier and Minister for the Arts
BRISBANE

Dear Mr Stephenson

I am pleased to advise that you have been appointed Temporary Deputy Chief of Staff - Policy, Office of the Premier and Minister for the Arts, Brisbane, as from 2 May 2017 and until 4 August 2017 with salary at the rate of \$ [] per fortnight [SES4] and a vehicle allowance of \$ [] per fortnight.

Prior to the completion of this period, your appointment will be reviewed to determine your ongoing employment with the Office of the Premier and Minister for the Arts.

In the role of Deputy Chief of Staff-Policy, you will have access to an iPhone and iPad.

The attached information sheet "Administrative Arrangements" sets out the general conditions of your employment. It is important for you to take particular note of those sections which refer to certain obligations on your part, including steps necessary to facilitate the payment of your salary.

Should you have any queries regarding your appointment, please do not hesitate to contact Stacey Hearn, telephone (07) 3003 9081.

Yours sincerely



Mikhal Mitchell
Manager – Human Resources
Ministerial Services
Enc.

ADMINISTRATIVE ARRANGEMENTS

GENERAL CONDITIONS OF EMPLOYMENT

EMPLOYEE REFERENCE NUMBER

The *seven* digit number shown in the reference section of your appointment letter is your Employee Reference Number and should be quoted on all official correspondence.

SUPERANNUATION

QSUPER ACCUMULATION ACCOUNT

You will automatically become a member of the QSuper Accumulation Account. This account provides for the employer to contribute an amount equal to 9.5% of your base-rate gross salary into your personal QSuper Accumulation Account at the end of each pay period. There is no requirement for you to make contributions to this Account.

However, you may elect to commence employee contributions to this account at percentage rates in the range of 2% to 5% of your base-rate gross fortnightly salary.

A welcome book outlining a wide range of flexible products and options available to you as a QSuper member will be forwarded to you by QSuper in due course.

SALARY PACKAGING

Salary packaging is a tax effective way of receiving your salary as a combination of income and benefits.

You are entitled to salary sacrifice for benefits including superannuation, notebook computers, and leases on motor vehicles (private use). A list of the approved salary packaging items available can be found on Ministerial Intranet site at <http://intranet.ministerial.qld.gov.au> under the heading Salary Packaging.

If you wish to salary package your superannuation, please complete salary packaging section under the Superannuation section of the **Payroll Commencement** form.

The salary packaging arrangements are managed by a panel of two providers - Remuneration Services (Qld) Pty Ltd (RemServ) and Smartsalary Pty Ltd. You may salary package with only one provider per FBT year (1 April to 31 March) and any details regarding an individual's salary package should be directed to the respective provider.

For further information in relation to salary packaging and the options available contact RemServ on 1300 30 39 40, and Smartsalary on 1300 47 62 78 or visit the Ministerial Intranet site at <http://intranet.ministerial.qld.gov.au>

CONFIDENTIAL INFORMATION

You must maintain appropriate confidentiality about your dealings with the Minister, other Ministers, other Ministerial staff and Queensland Public Sector employees.

In this regard you are required to complete the **Confidentiality Agreement** included in the **Payroll Commencement** form which provides for you to acknowledge and agree that you will not at any time, during or after your employment with the Office of the Minister, disclose to any person, or make use of, any confidential information, other than for purposes connected with the proper performance of your duties.

KNOWLEDGE OF GENERAL CONDITIONS

You should take reasonable steps to acquaint yourself with the *Queensland Ministerial Handbook*. (This document is available for your perusal on the Ministerial intranet at <http://intranet.ministerial.qld.gov.au>).

CODE OF CONDUCT FOR MINISTERIAL STAFF

As a new employee you have an obligation to familiarise yourself with and abide by the *Code of Conduct for Ministerial Staff*, a copy of which is available on the Ministerial intranet.

DECLARATION OF INTERESTS

All staff have an obligation to disclose fully their business, financial and other interests and for those interests to be registered to avoid any conflict of interest in the performance of their duties. Upon commencement you are required to complete a ***Declaration of Interests*** which provides for you to declare any conflict of interest, real or perceived, between your private interests and official duty. **The declaration is to be lodged with your Minister no later than one week after taking up appointment.**

A copy of the ***Declaration of Interests Information Sheet*** and the ***Declaration of Interests*** form is attached.

PREVIOUS EMPLOYMENT AS A LOBBYIST

As a ministerial employee you are required to disclose to the Minister any work undertaken as a Lobbyist in the two (2) years prior to commencing in the Office of the Minister.

In this regard you are required to complete the attached ***Disclosure of Employment as a Lobbyist*** form and **lodge the form with your Minister within one month after taking up employment.**

WORKPLACE BEHAVIOUR

The Department of the Premier and Cabinet is committed to the prevention of unacceptable workplace behaviour.

The Department has policies for preventing and resolving bullying, discrimination and sexual harassment in the workplace that apply to all staff members employed in Ministerial Offices.

Any reports of inappropriate workplace behaviour will be treated seriously and investigated promptly, confidentially and impartially.

A copy of the relevant policies is available on the Ministerial Intranet.

PERFORMANCE OF DUTIES

During the term of your employment you shall undertake the responsibilities and duties listed below and those as instructed from time to time by the Minister or the Chief of Staff.

- Provide expert and timely advice to the Minister and Chief of Staff on complex and sensitive policy issues.
- Provide expert and timely strategic advice to the Minister on portfolio issues.
- Identify policy initiative opportunities and lead research into the development of strategic policy options.
- Liaise with Government Departments, the private sector and the community to identify key issues in relation to policy requirements.

-
- Analyse strategic policy proposals and provide recommendations to the Minister regarding their appropriateness.
 - Monitor and advise upon legislative and policy developments in Queensland, interstate and overseas.
 - Analyse and prepare reports, papers, policy statements, briefing notes and statistical information on policy and related matters and significant portfolio initiatives.
 - Represent the views of the Minister on policy issues in a wide variety of negotiations, meetings and consultations.
 - Ensure an effective interface exists between the Minister's office and the Department/s within the Minister's portfolio.
 - Assist the Chief of Staff in the performance of his duties.

OTHER INFORMATION

RECOGNITION OF PREVIOUS EMPLOYMENT FOR LEAVE PURPOSES

As a new employee you may be eligible to have previous employment recognised for the purposes of sick and long service leave. Please refer to the ***Recognition of Previous Service for Leave Purposes*** policy on the Ministerial Intranet.

Released under RTI/DPC

Mikhal Mitchell

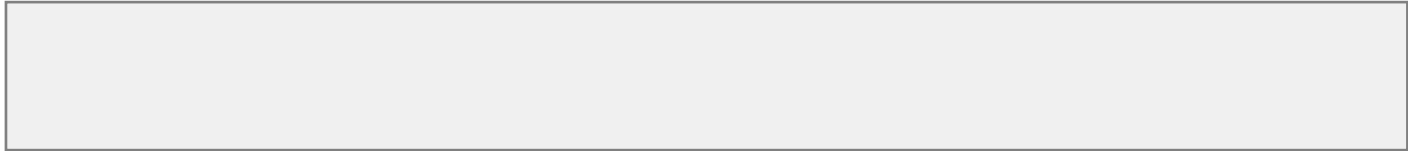
From: MSB Payroll
Sent: Monday, 8 May 2017 8:48 AM
To: @Ministerial Services (DPC); MOPS IT Service Desk
Subject: JLM

Starters

Name	Position	Office	Pay Point	Date Commenced	Smart Device
Michael Stephenson	Deputy Chief of Staff – Policy	Premiers	SES4	02.05.17	Yes

Movers

Name	Position	Current Office	New Office	Pay Point	Date Commenced	Smart Device
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Leavers

Name	Position	Office	Date Ceased
[Empty row]			



**Queensland
Government**

Mikhal Mitchell

Manager, Human Resources

Ministerial Services

Department of the Premier and Cabinet

P 07 3003 9080 M [Redacted]

Level 28, 1 William Street, Brisbane

PO Box 15185, City East, QLD 4002

Monday: 8am – 4pm; Tuesday: 8am - 2pm; Wednesday and Thursday: 8am to 4pm; and Friday: 8am - 4:30pm



Proudly working with White Ribbon to create a safer workplace
Australia's campaign to stop violence against women

Released under RTI - DPC

Premier - Payroll Costing Report

Emp No Name FTE Posn NoClass Transaction Category Transaction Code Account Code Account Description Offset Account Offset CostCode Date From Date To No Of Units Rate Amount

Cost Centre Info

Profit Centre: 4200

Centre Code Description: Premier

Centre Code: 420500Z

Fortnight Ending: 12/05/2017

Released under RTI - DPC



Premier - Payroll Costing Report

Emp No Name FTE Posn NoClass Transaction Category Transaction Code Account Code Account Description Offset Account Offset CostCode Date From Date To No Of Units Rate Amount



Released under RTI / DPIC

1439793 STEPHENSON, Michael 0.9 720306

EMPLOYER	ACSEMR	517001	218003	1042	29/04/2017	12/05/2017
ON COST	LSLLEY	516000	219000	1042	29/04/2017	12/05/2017
ON COST	OCLA11	515001	219200	1042	29/04/2017	12/05/2017
ON COST	OCRA11	515000	219200	1042	29/04/2017	12/05/2017
ORDINARY	WORK	510000	101105	1042	2/05/2017	12/05/2017
LEAVE ACCRUAL	RECACC	515000	219200	1042	12/05/2017	12/05/2017
LOADING ACCRUAL	RECLAC	515001	219200	1042	12/05/2017	12/05/2017

SES4
SES4
SES4

Premier - Payroll Costing Report

Emp No	Name	FTE	Posn No	Class	Transaction Category	Transaction Code	Account Code	Account Description	Offset Account	Offset CostCode	Date From	Date To	No Of Units	Rate	Amount	
					MISC ALLOWANCE	MSCAR2	514020	Other Allowances	101105	1042	12/05/2017					
															Person Total:	

Released under RTI - DPC

Aurion - Processed Transactions

Name STEPHENSON, Michael Employee No 1439793
Printed 24-MAY-2017 08:03:55

Process Period 13-MAY-2017 to 26-MAY-2017

Process Status Auto

Approval Status Approved

Approved 18-MAY-2017 19:40:10 by batch

Pay Impacted

Costing Status Locked

Type	Code	Description	Amount	Hours/Units	Class	Date From	Date To	Std
Work	WORK	Ordinary Hrs		72.50000	SES4/	15-MAY-2017	26-MAY-2017	
Allowance	MSCAR2	MSCAR2		72.50000		26-MAY-2017		
Deduction	TAX	Tax				26-MAY-2017		
Deduction	ACSEME	ACSEME				26-MAY-2017		
Deduction	NETPAY	Net Pay				26-MAY-2017		
Deduction	OTEAP	OTEAP				26-MAY-2017		
Deduction	ACSEMR	ACSEMR				26-MAY-2017		

Released under RTI

Aurion - Processed Transactions

Name STEPHENSON, Michael Employee No 1439793
 Printed 24-MAY-2017 10:20:58

Process Period 29-APR-2017 to 12-MAY-2017

Process Status Manual

Pay Impacted

Approval Status Approved

Costing Status Locked

Approved 04-MAY-2017 19:39:05 by batch

Type	Code	Description	Amount	Hours/Units	Class	Date From	Date To	Std	
Work	WORK	Ordinary Hrs		65.25000	SES4/ <input type="checkbox"/>	02-MAY-2017	12-MAY-2017	<input type="checkbox"/>	
Allowance	MSCAR2	MSCAR2		65.25000			12-MAY-2017		<input type="checkbox"/>
Deduction	TAX	Tax					12-MAY-2017		<input type="checkbox"/>
Deduction	ACSEME	ACSEME					12-MAY-2017		<input type="checkbox"/>
Deduction	NETPAY	Net Pay					12-MAY-2017		<input type="checkbox"/>
Deduction	OTEAP	OTEAP					12-MAY-2017		<input type="checkbox"/>
Deduction	ACSEMR	ACSEMR					12-MAY-2017		<input type="checkbox"/>
									<input type="checkbox"/>

Released under RTI

Michael Stephenson

12 May 2017

Mr D Stewart
Director-General
Department of the Premier and Cabinet
1 William Street Brisbane 4000

Dear Mr D Stewart:

I wish to tender my resignation from the position of Deputy Chief of Staff – Strategic Policy, Office of the Premier and Minister of the Arts.

As required under Section 7.1 of the Ministerial Staff Member Employment Contract, this letter indicates that I am giving two weeks' notice prior to the proposed termination date of 26 May 2017.

I will ensure that I return all equipment given to me for the performance of my duties in the above role and comply with all conditions of my employment as set out in the Department's Administrative Arrangements.

Yours sincerely,



Michael Stephenson

Ministerial Services

12 MAY 2017

RECEIVED