Variation of Special Minister of State’s Determination 2012/1 for a Minister’s electorate officer

1. The Special Minister of State Determination 2012/1 requires that staff of Ministers employed under Part III of the Members of Parliament (Staff) Act 1984 obtain and maintain a Negative Vetting Level 2 security clearance. Under the Determination, a Minister’s Chief of Staff may request a variation of the security clearance requirement from the Secretary of the Attorney-General’s Department.

2. The Secretary, Attorney-General’s Department will consider a request to vary the requirement for a Negative Vetting Level 2 security clearance following endorsement by the portfolio department.

Annex B Table 1 Possible variations to Members of Parliament staff security clearance requirements

<table>
<thead>
<tr>
<th>Staff</th>
<th>Information access</th>
<th>Security clearance variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electorate officers employed by an NSC Minister</td>
<td>SECRET or TOP SECRET</td>
<td>No variation. Negative Vetting Level 2 security clearance required</td>
</tr>
<tr>
<td></td>
<td>OFFICIAL, OFFICIAL: Sensitive or PROTECTED</td>
<td>Variation to Baseline security clearance may be sought</td>
</tr>
<tr>
<td>Electorate officers employed by a non-NSC Minister</td>
<td>TOP SECRET</td>
<td>No variation. Negative Vetting Level 2 security clearance required</td>
</tr>
<tr>
<td></td>
<td>SECRET</td>
<td>Variation to Negative Vetting Level 1 security clearance may be sought</td>
</tr>
<tr>
<td></td>
<td>OFFICIAL, OFFICIAL: Sensitive or PROTECTED</td>
<td>Variation to Baseline security clearance may be sought</td>
</tr>
</tbody>
</table>

Minister’s Chief of Staff request for variation

I certify that [Name of electorate officer] is an electorate officer for [Minister’s name] and is not required to access, and will not come into contact with, TOP SECRET security classified material. I request a variation of the requirement for the above electorate officer to hold a Negative Vetting Level 2 security clearance.

[Name of Chief of Staff] [Phone number] [Signature] [Date]

Forward request to the Chief Security Officer or delegate of the portfolio department

Portfolio department endorsement of request

[Name of portfolio department]

I endorse the request to vary the requirement for a Negative Vetting Level 2 security clearance for the above mentioned electorate officer. I confirm they will not have access to TOP SECRET material, and may have access to or come in contact with security classified material: (Tick whichever is applicable)

[ ] at or below PROTECTED
[ ] at SECRET

[Name of endorsing officer] [Phone number] [Signature] [Date]

Position of endorsing officer

Send to: Protective Security Policy Section, Attorney-General’s Department, 3-5 National Circuit, BARTON ACT 2600

Approval of request

As the delegate for the Secretary, Attorney-General’s Department, I vary the requirement for the above mentioned electorate officer to be security cleared to Negative Vetting Level 2, subject to them undergoing (tick whichever is applicable):

[ ] Baseline
[ ] Negative Vetting Level 1
[ ] Variation not approved - Negative Vetting Level 2 required

[Name of approving officer] [Position of approving officer] [Date]

Send to: Ministerial and Parliamentary Services, Department of Finance, Parkes Place, PARKES ACT 2600