

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

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

Minister's Chief of Staff request for variation

I certify that is an electorate officer for

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.

<input type="text" value="Name of Chief of Staff"/>	<input type="text" value="Phone number"/>	<input type="text" value="Signature"/>	<input type="text" value="Date / /"/>
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Forward request to the Chief Security Officer or delegate of the portfolio department

Portfolio department endorsement of request

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

<input type="text" value="Name of endorsing officer"/>	<input type="text" value="Phone number"/>	<input type="text" value="Signature"/>	<input type="text" value="Date / /"/>
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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

<input type="text" value="Name of approving officer"/>	<input type="text" value="Position of approving officer"/>	<input type="text" value="Date / /"/>
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Send to: Ministerial and Parliamentary Services, Department of Finance, Parkes Place, PARKES ACT 2600