



OFFICIAL

Freedom of Information (FOI) request

Notice of Decision

Reference: FOI/2024/221

To GV
Email: foi+request-11693-aab70061@righttoknow.org.au

Dear GV

I refer to your request to the Department of the Prime Minister and Cabinet (the Department), under the *Freedom of Information Act 1982* (the FOI Act), received on 16 July 2024.

The purpose of this letter is to provide you with a decision on your request for access under the FOI Act.

Scope of request

You set out your request in the following terms:

Provide the main document/s that are provided to new SES officers upon commencement setting out their pay, conditions and performance expectations.

Authorised decision-maker

I am authorised to make this decision in accordance with arrangements approved by the Department's Secretary under section 23 of the FOI Act.

Material taken into account

In reaching my decision I referred to the following:

- the terms of your request
- the FOI Act
- the Guidelines issued by the Information Commissioner¹ (the FOI Guidelines)

Documents in scope of request

The Department has identified two documents that fall within the scope of your request.

These documents are set out in the Schedule of Documents at **Attachment A**.

¹ s 93A of the FOI Act

Decision

I have decided to grant access in full to the two documents. The documents are enclosed.

Review rights

If you disagree with my decision, you may apply for internal review or Information Commissioner review of the decision.

Internal review

Under section 54 of the FOI Act, you may apply in writing to the Department for an internal review of my decision. The internal review application must be made within 30 days after the date of this letter. Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days from the date it is received.

Applications for review should be sent to foi@pmc.gov.au.

Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days after the date of this letter.

More information about Information Commissioner review is available [here](#).²

FOI Complaints

If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. If you are not satisfied with our response, you can make a complaint to the Australian Information Commissioner. A complaint to the Information Commissioner must be made in writing. More information about complaints is available [here](#).³

If you wish to discuss any aspect of your requests, you can contact the FOI Section by email at foi@pmc.gov.au.

Yours sincerely



Melinda Bopping
Chief People Officer
People Branch
Department of the Prime Minister and Cabinet
16 August 2024

² <https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-reviews/information-commissioner-review>

³ <https://www.oaic.gov.au/freedom-of-information/your-freedom-of-information-rights/freedom-of-information-complaints/make-an-foi-complaint>



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Attachment A

Freedom of Information (FOI) request

Schedule of Documents

Reference: FOI/2024/221

	Date	No. of pages	Description (document reference)	Decision on release	
1.	-	5	SES Letter of offer template	Full release	
2.	-	37	SES Determination (subsection 24(1) of the Public Service Act 1999) template	Full release	