



AE 525  
Revised 01 Dec 21

# APS Establishment Proposal

## Instructions

Ensure the most recent version of this form is utilised from the Defence Webforms System. This form is to be used for all [APS Establishments](#) to request creations, amendments and inactivation of existing APS positions.

This form can also be used to request creations and amendments to the PMKeyS Organisational Tree Structure (Department ID's) or to undertake [Organisational Design and Work Value](#).

### Note:

1. Defence APS Classification of Occupation (DAPSSCO) profiles must be applied for all establishment requests and related recruitment actions. For further information visit the [APS Job Families](#) website.
2. APS positions can now be created with a Position Status of "proposed". This will ensure a position number is available for planning and recruitment purposes but will not be counted within the Group/Service position cap. Positions should be amended from "proposed" to "approved" at the time of filling.
3. For ASD position requests please complete the ASD Establishment Proposal Webform AE525-1.

Fields marked with \* are mandatory, and must be completed before signing and submitting to Organisational Design & Management.

## Contact officer details

Employee ID *	Name *	Phone number *
s22	s47E(d)	s47E(d)

## Proposal details

Proposed group *	Division (If known)	Local area reference
Secretary	-	-

Does this request relate to a Staff Transition Plan? \*

Yes  No

Does this request relate to a Recruitment Activity? \*

Yes  No

Justification for requested Organisational Design & Management action \*

Position Amendment

APS establishment action (Work value analysis, re-classification, position creation or amendment (including reports to))

Amend an existing position

Are you applying to amend multiple positions? \*

Yes  No

Effective date *	Existing position number *
23 Jun 22	s47E(d)



Amendment(s) required: \*

- Inactivate       Re-classification (To upgrade or downgrade a position within the same occupation)
- Department ID transfer       DAPSSCO code and occupation       Position title
- Reports to position       Position manager notes       Geographical location
- Hours of work       Cease or review date       Security classification
- Other

New details:

Position title in full (In PMKeyS there is a 30 character limit which must include the classification) \*

DEPSEC AUKUS Joint Prog Office

Reports to position number \*

s47E(d)

- Create a position
- Work value analysis

ADO PMKeyS organisational tree structure (Not to be used for reports to changes)

Request approver

Are you also the Delegate? \*

- Yes
- No

Employee ID *	Position number	Signature *	Clear signature
s22	s47E(d)	s47E(d)	Digitally signed by s47E(d) Date: 2022.06.22 17:29:54 +10'00'
Service	Rank / APS level		
Civilian	APS 6		

Forward to Delegate


Approval to progress with establishment

Employee ID *	Position number	Signature *	<a href="#">Having trouble signing?</a>
s22	s47E(d)		
Service	Rank / APS level		
Civilian	EL1		

Forward to Organisational Design & Management



~~SENSITIVE, PERSONAL~~

 <b>Australian Government</b> Department of Defence	<p><b>DECISION BRIEF FOR SECRETARY: APSC                  AGREEMENT FOR THE REMUNERATION PROPOSAL                  FOR THE DEPUTY SECRETARY AUKUS JOINT                  PROGRAM OFFICE</b></p>
Group/Service: Defence People	Reference: EC22-
Due date: 28 June 2022	

**Recommendations**

1. That you:
  - a. **Agree** to engage Ms Kathryn Campbell on a three year non-ongoing contract to the position of Deputy Secretary AUKUS Joint Program Office Secretary;
  - b. **Sign** the attached letter for the Australian Public Service Commissioner; and
  - c. **Sign** the attached Notices of Employment and Engagement.

**Background**

2. In May 2012, new arrangements for the management of executive remuneration were put in place to maintain appropriate pay relativity between Secretaries and the most senior members of their SES and other staff to better reflect their respective roles and responsibilities.
3. The APS Executive Remuneration Management Policy sets out arrangements for the management of executive remuneration, including an approval process for remuneration proposals above a notional amount (65% of the lowest total remuneration level for Secretaries). The policy further notes that remuneration for Associate Secretary roles is to be considered by the Commissioner on a discretionary, case-by-case basis, in conjunction with the Secretary of the Department of the Prime Minister and Cabinet.
4. As at 1 July 2022, the notional amount for APS employees will increase to \$488,599 (Total Remuneration).

<p>s22</p> <p><b>Justine Greig</b>                  Deputy Secretary Defence People                  Tel: s47E(d)                  Mob: s22</p> <p>27 June 2022</p>	<p>a. <u>Agreed</u> / Not agreed                  b. <u>Signed</u> / Please discuss                  c. <u>Signed</u> / Please discuss</p> <p>s22</p> <p><b>Greg Moriarty</b>                  Secretary</p> <p>June 2022</p>
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Contact officer: s47E(d)	DD\$OM - SES	Tel: W: s47E(d)	Mob: s22
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### Key Issues

5. A proposed Total Remuneration package of s47E(c) has been prepared for your consideration. This is the remuneration provided to Ms Campbell immediately before she ceased employment at the Department of Foreign Affairs and Trade. The proposed package includes:

a. Base salary: s47E(c)

b. Notional superannuation (based on 15.4%): s47E(c)

6. Should you agree to the proposed remuneration outlined at paragraph 5, a letter has been prepared for your signature and submission to the Australian Public Service Commissioner for approval (Attachment A) and a Notice of Employment and Engagement from you to Ms Campbell (Attachment B).

7. A non-ongoing contract and Common Law Agreement will be provided to Ms Campbell for her signature once the Commissioner has agreed to the remuneration.

### Attachment:

- A. Letter to the Australian Public Service Commissioner – Proposed Remuneration
- B. Notices of Employment and Engagement – Ms Kathryn Campbell

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~~SENSITIVE PERSONAL~~



**Australian Government**  
**Department of Defence**

Telephone: 02 6265 2851  
Facsimile: 02 6265 2375

Mr Peter Woolcott AO  
Australian Public Service Commissioner  
Level 5, B Block  
Treasury Building  
Parkes Place West  
PARKES ACT 2600

Dear ~~Mr Woolcott~~ *Dear Peter*

As the work to further the AUKUS tri-lateral partnership continues to develop, I need to widen and deepen the expertise of the Defence leadership group to optimally meet what is required. **I will shortly establish a Joint Program Office, a new responsibility, which will require the leadership of an SES Band 3 officer. I am writing to seek your agreement to appoint an officer to this role for a three year period with commensurate remuneration.**

The Joint Program Office will have a number of responsibilities in regard to AUKUS advanced capabilities and the nuclear powered submarine program. The lead of the Joint Program Office will be accountable for ensuring that all program elements of the AUKUS initiatives are synchronised, with full engagement with our partners on this program of work, to deliver the joint aims of the security partnership.

The role will report to the head of the Nuclear Powered Submarine Taskforce, Vice Admiral Jonathan Mead AO. **The location of the role will initially be in Canberra and subsequently overseas, with the final location to be informed by the next stages of work with the United Kingdom and the United States.**

As the AUKUS program of work continues to develop with our partners, I will be regularly reviewing organisational and leadership arrangements. At this juncture, I see the Joint Program Office role requires the leadership of a Band 3 officer for a three year period, to be reviewed in 2025.

The role requires a highly experienced leader with very specific credentials, including proven international engagement skills and complex program management and leadership capabilities to ensure the aims of the security partnership. I have identified that Ms Kathryn Campbell AO CSC well fulfils these requirements, and I attach Ms Campbell's biography.

**I seek your agreement to engage Ms Campbell on a non-ongoing contract for three years to the Senior Executive Service Band 3 position of Deputy Secretary AUKUS Joint Program**

~~SENSITIVE PERSONAL~~

Office. I propose to offer Ms Campbell a salary commensurate with the significant responsibility and accountability associated with the position. In doing so I note the requirement for Senior Executive Service remuneration to be set in accordance with the APS Executive Remuneration Management Policy.

On this basis I propose that Ms Campbell's Total Remuneration be set at s47E(c). I consider that this is appropriate to the critical nature of the position and experience Ms Campbell will bring to the Department of Defence and more broadly, across Government. A Declaration of Remuneration is attached to show the proposed breakdown and related entitlements.

On your agreement, I will work with Ms Campbell to agree the timing of her commencement in the role.

Yours sincerely  
s22

Greg Moriarty  
Secretary

27 June 2022

**Attachment:**

1. DECLARATION OF REMUNERATION – MS KATHRYN CAMPBELL



**Australian Government**  
**Australian Public Service Commission**

AUSTRALIAN PUBLIC SERVICE COMMISSIONER

~~Sensitive: Personal~~

Mr Greg Moriarty  
Secretary  
Department of Defence  
R1-5-B Secretary Suite  
PO Box 7901  
Canberra BC ACT 2610

*Greg*  
Dear Mr Moriarty

Thank you for your correspondence dated 27 June 2022 regarding remuneration arrangements for Ms Kathryn Campbell AO CSC as Deputy Secretary AUKUS Joint Program Office.

The Executive Remuneration Management Policy provides agency heads with the authority to agree to total remuneration packages (TRP) to a maximum of \$488,600 from 1 July 2022, the 'notional' amount from that date. **Remuneration proposals above this amount require my approval.**

I note your advice regarding the criticality of a leader with very specific credentials for the role of Deputy Secretary, AUKUS Joint Program Office and that Ms Campbell is well suited to meet the demanding and significant requirements of this role.

**Based on the information you have provided regarding the office and Ms Campbell's credentials, I approve remuneration arrangements for Ms Campbell above the notional amount.** This approval of a TRP of **s47E(c)** relates directly to Ms Campbell for the period she occupies the role of Deputy Secretary, AUKUS Joint Program Office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Woolcott', with a long horizontal flourish extending to the right.

Peter Woolcott AO

**30 June 2022**





**Australian Government**  
**Department of Defence**

Ms Kathryn Campbell, AO CSC

**NOTICE OF EMPLOYMENT UNDER SECTION 22 OF THE  
AUSTRALIAN PUBLIC SERVICE COMMISSIONER'S DIRECTIONS 2016**

I am pleased to offer you employment as a non-ongoing APS employee under s.27 of the *Australian Public Service Commissioner's Directions 2022* with the Department of Defence. Your engagement will be for the term specified in the Notice of Engagement attached. Details of your employment and the duties on which you will be engaged are also set out in the Notice of Engagement.

Your employment will commence on 1 July 2022 and continue for the period specified in the Notice of Engagement.

The terms of your engagement will be as specified in the Notice of Engagement and those which apply generally to APS Employees. The *Public Service Act 1999* applies to your employment and you should familiarise yourself with the provisions of that Act, in particular, sections 10 (APS Values), 13 (The APS Code of Conduct), 25 (Assignment of duties), and 29 (Termination of employment).

If you wish to be engaged as a non-ongoing APS employee, please confirm the following details by signing and returning the original to the Directorate of Senior Officer Management (SES) at s47E(d), Russell Offices, Canberra ACT 2600. You should retain a copy for your records.

**PROSPECTIVE EMPLOYEE DETAILS:**

Family name	CAMPBELL
Given name(s)	KATHRYN JANE
Date of Birth	s47F

Employee's Signature: \_\_\_\_\_ Date 30 JUN 2022

s22  
**GREG MORIARTY**  
Secretary

Tel: s47E(d)

30 June 2022

**Enclosure:**  
Notice of Engagement



## DEPARTMENT OF DEFENCE

### **DUTY STATEMENT**

**POSITION NUMBER:** s47E(d)  
**CLASSIFICATION:** Senior Executive Service Band 3  
**LOCAL TITLE:** Deputy Secretary AUKUS Joint Program Office  
**LOCATION:** Canberra  
**GROUP:** NPS Task Force  
**SECURITY CLEARANCE:** Positive Vetting  
**IMMEDIATE SUPERVISOR:** Secretary of Defence  
**HIGHEST SUBORDINATE:** SES Band 2

1. Be the accountable officer for the management of the AUKUS Joint Program Office and delivery of the key enablers, together with the development and management of relationships with relevant critical stakeholders in Government, the States and Territories and industry to deliver the national endeavours.
2. Providing policy, strategic planning advice, and advice on the capability.
3. International engagement with relevant stakeholders.
4. Provide superior leadership and management of a Group.
5. Provide high quality advice to Ministers, the Secretary, the Chief of the Defence Force and senior staff.
6. Build an organisational culture where leadership, professionalism, collaboration and corporate behaviour in support of One Defence are valued and rewarded.
7. Deliver required outcomes through effective management of resources.
8. Establish and maintain effective working relationships both inside and outside the organisation.
9. Manage workforce requirements including succession planning, talent development, professionalisation of staff, and drive and model teamwork, responsiveness, continuous improvement, ethics and openness.
10. Ensure conformance with Government and Defence requirements for administrative and financial requirements, industry policy, and workplace arrangements including equity, Work Health and Safety and product safety.