

~~PROTECTED CABINET~~

MS25-000262

Signature Due ASAP to meet ExCo Deadlines

**APPOINTMENT: SECRETARY OF THE DEPARTMENT OF CLIMATE CHANGE, ENERGY,
THE ENVIRONMENT AND WATER****Prime Minister, we recommend you:**

1. Agree to recommend to the Governor-General, Her Excellency Ms Sam Mostyn AC, the appointment of one of the following people to the office of Secretary of the Department of Climate Change, Energy, the Environment and Water.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

- b. Mr Mike Kaiser.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Agreed / Not Agreed

ANTHONY ALBANESE

Date:

4/7/25

Comments:

s 22(1)(a)(ii)

KEY POINTS

1. On 19 May 2025, the Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW), Mr David Fredericks PSM, announced his resignation, effective 20 June 2025.
2. On 19 May 2025, the Acting Prime Minister, the Hon Richard Marles MP, agreed to a closed competitive selection process to fill the vacancy, which would include several candidates being identified, approached and assessed against set criteria (MS25-000248 refers).
3. The Australian Public Service Commission (APSC) has completed a close competitive selection process to inform the appointment of the next Secretary of DCCEEW.
 - a. A Selection Advisory Committee (the Panel) was established to consider candidates and provide an assessment report. The Panel was chaired by Dr Gordon de Brouwer PSM, Australian Public Service Commissioner. Other Panel members were Ms Alison Frame, Secretary of the Department of Veterans' Affairs; and Ms Jenny Wilkinson PSM, the then Secretary of the Department of Finance and myself in my former role as the Secretary to the Treasury.
 - b. Five candidates from diverse backgrounds were invited to submit applications for the role and four candidates accepted the invitation. Of those four candidates, two were internal to the Australian Public Service.
 - c. The Panel interviewed the four candidates on 29 May 2025.
 - d. The Panel's detailed report is provided at Attachment A for your information.
4. In summary, the Panel considered written applications and interview performances of the four candidates and, following interviews, sought referee reports for each. The Panel rated two candidates as *Suitable*, *Preferred* and two candidates *Suitable*, as outlined below.

s 22(1)(a)(ii)

- b. Mr Mike Kaiser (*Suitable*, *Preferred*).

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s 22(1)(a)(ii)

5. The Panel recommended s 22(1)(a)(ii) Mr Kaiser would be exemplary in the role of Secretary of DCCEEW and that an appointment be made from these two candidates. s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

6. The Panel reported that s 22(1)(a)(ii) Mr Kaiser both demonstrated the experience and capability required to be principal policy adviser to the portfolio ministers; lead a large and complex organisation; and work well with the DCCEEW's diverse stakeholder group. s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Mr Kaiser would offer excellent people leadership and stakeholder acumen. The Panel found that Mr Kaiser would also bring a broader perspective to the role from his experience working in other jurisdictions and sectors.

s 22(1)(a)(ii)

- b. Mr Kaiser was the Director-General of the Queensland Department of the Premier and Cabinet until October 2024, and prior to this Director-General of the Queensland Department of State Development, Infrastructure, Local Government and Planning, the Coordinator General and Director-General of the Queensland Department of Resources. Mr Kaiser has worked as a Partner with KPMG, as a Chief of Staff to two former New South Wales Premiers and was a member of the Legislative Assembly of Queensland.

- c. s 22(1)(a)(ii) Mr Kaiser's applications for the role, including their curriculum vitae, is provided at Attachments B and C, respectively.

7. In accordance with requirements under subsection 58(8) of the *Public Service Act 1999*, I have consulted the Hon Chris Bowen MP, Minister for Climate Change and Energy, and Senator the Hon Murray Watt, Minister for the Environment and Water, on the outcome of the process. s 47C

s 47C

s 47C, s 47F

8. Subject to your agreement to a candidate, a commencement date will be confirmed with an expectation that they commence as soon as possible. PM&C will then prepare, and submit for your signature, the necessary papers for consideration by the Governor-General at the Federal Executive Council (ExCo) meeting on 12 June 2025.

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9. We will liaise with your office on the content and timing of media and public statements.
10. Should you not agree to recommend to the Governor-General the appointment of s 22(1)(a)(ii) Mr Kaiser, PM&C will liaise with your office on this matter, including next steps.
11. This brief constitutes a report under subsection 58(7) of the PS Act.

SUPPLEMENTARY INFORMATION

12. Subsection 58(1) of the PS Act provides that the appointment of Secretaries is made by the Governor-General on your recommendation.
13. Subsection 58(3) of the PS Act provides that the period of a person's appointment as the Secretary of a Department must be 5 years or, if the person has requested a shorter period, that shorter period.
14. Subsection 58(7) of the PS Act requires that, before recommending to the Governor-General that a person be appointed as the Secretary of a Department other than the Prime Minister's Department, you must have received a report about the appointment from me as the Secretary of the Prime Minister's Department.
15. Subsection 58(8) of the PS Act requires me to consult the Australian Public Service Commissioner and the relevant minister in the preparation of a report regarding the appointment of a Secretary.

Risks and Sensitivities

16. Private Interests Declarations (PID) were not sought as part of the selection process. The APSC is currently seeking PIDs from s 22(1)(a)(ii) Mr Kaiser. Your office will be advised of any actual or perceived issues or concerns prior to a briefing with papers for ExCo.
17. In addition, an appointed candidate would be required to provide the Minister for Climate Change and Energy with a completed registration of interests form at the earliest opportunity.

Financial Implications – Nil**Consultation**

The Hon Chris Bowen MP, Minister for Climate Change and Energy
 Senator the Hon Murray Watt, Minister for the Environment and Water
 Dr Gordon de Brouwer PSM, Australian Public Service Commissioner

Dr Steven Kennedy PSM

Secretary
 2 July 2025

Policy Officer:

Phone no: s 22(1)(a)(ii)

s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; FAS, Government Division, *A Walter*; A/g AS, Parliamentary and Government Branch, s 22(1)(a) A/g SA, Government Section, s 22(1)(a)
 PMO Chief of Staff; s 22(1)(a)(ii) Adviser: s 22(1)(a)(ii)

ATTACHMENTS:**ATTACHMENT A SELECTION ADVISORY PANEL REPORT**

s 22(1)(a)(ii)

ATTACHMENT C MR MIKE KAISER – APPLICATION AND CV

Overview Secretary of the Department of Climate Change, Energy, the Environment and Water

Position title: Secretary

Engagement type: 5 year term on a full-time basis

Total Remuneration: \$910,270

Location: Canberra, Australia

About the role

The Secretary is the principal official policy adviser to two Cabinet Ministers, the Hon Chris Bowen, Minister for Climate Change and Energy and Senator the Hon Murray Watt, Minister for the Environment and Water and one Assistant Minister the Hon Josh Wilson MP, Assistant Minister for Climate Change and Energy.

As the Agency Head, the Secretary leads more than 5000 staff and is accountable for the Department's performance under the *Public Governance, Performance and Accountability Act 2013*. The Secretary works in close partnership with twelve agencies across the portfolio, including the Murray-Darling Basin Authority, Bureau of Meteorology, Clean Energy Finance Corporation and a number of large regulators.

As a member of the Secretaries Board, the Secretary plays a key stewardship role across the Australian Public Service.

These roles and responsibilities are outlined in the *Public Service Act 1999*.

About the organisation

The Department leads national efforts in addressing climate change, managing energy policy and protecting Australia's environment and water resources. The Department plays a central role in integrating environmental sustainability with economic and social priorities, advising the Australian government on how to balance development with long-term stewardship of natural resources.

The Department's key purpose is to:

- help address climate change and build a more innovative, future ready energy system
- protect our unique environment, biodiversity and heritage
- manage Australia's water resources for industry and regional communities
- advance Australia's interests in the Antarctic and Southern Ocean.

These are multi-faceted issues of critical importance to Australia's future way of life. They are nationally and internationally significant and require considered and innovative policy thinking.

Most policy areas overseen by the Department require a Whole-of-Australian-Government perspective and systems thinking. The Department's responsibilities intersect particularly closely with Foreign Affairs and Trade in relation to its role leading Australia's climate diplomacy; with First Nations' interests across most of the Department's activities; and with regional and place-based policy programs intersections with the activities of other departments and agencies including Industry and Infrastructure. The Department also shares a number of responsibilities with state and territory governments requiring it to work closely across the Federation to deliver reform.

The Department oversees a number of programs and projects that can involve specialist expertise across a variety of locations nationally and internationally. Activities include complex climate change and energy policy programs, environmental and heritage conservation programs, management of water resources, and responsibility for Australia's Antarctic presence and our Commonwealth National Parks. The Department also has specialist capability, including science capability, in a range of areas such as Antarctica; climate;

marine environments and threatened species and an internationally dispersed workforce, working in a range of different work environments, such as office-sites or year-round stations in external territories.

Regulatory activities of the Department span protection of the environment, biodiversity, and threatened species, to oversight of investment in national infrastructure projects, to engagement with First Nation's people in relation to preservation of cultural heritage sites. The broader portfolio has significant regulatory responsibility.

The Department also engages in large-scale commercial negotiations with private sector entities, on matters such as renewable energy investment.

The Department's work is wide reaching and requires a collaborative approach to deliver its work. Key stakeholders include First Nations peoples, industry, business, community, state and territory governments, and international governments and organisations.

Appointment and Eligibility

Departmental Secretaries are appointed under Section 58 of the *Public Service Act 1999*. The Governor-General appoints the Secretary on the recommendation of the Prime Minister.

A Secretary holds office on a full-time basis. The Act provides that appointment is for five years, but that period can be shorter if requested. The Act also provides that a Secretary can be reappointed.

To be eligible, candidates must:

- be an Australian citizen;
- be eligible to work for the Australian Public Service; and
- be able to commence work in January or within a reasonable period.

Individuals shortlisted to undertake further assessment will be asked to complete a Private Interests Declaration. The individual appointed to the role will be required to successfully undergo a security clearance vetting process at Negative Vetting Level 2 at a minimum.

Remuneration

The Remuneration Tribunal and the Secretary of the Department of the Prime Minister and Cabinet share responsibility for the remuneration arrangements for most Departmental Secretaries. The Tribunal determines the general classification structure for the office of Secretary and the classification of each individual office. This is published in the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination* which is updated from time to time. The determination also contains provisions relating to leave, travel, geographic relocation and loss of office for Secretaries. The Secretary of the Department of the Prime Minister and Cabinet, in consultation with the President of the Tribunal and the Australian Public Service Commissioner, assigns each Secretary to a specific pay point in the classification structure determined by the Tribunal. The current instrument of assignment is published on the Prime Minister and Cabinet website.

The Secretary of the Department of Climate Change, Energy, the Environment and Water is assigned to Level 3, pay point 2 in the classification structure, providing for total remuneration of \$910,270 per annum.

Diversity

Setting the standard for equity, inclusion and diversity is a key element of the Australian Government's APS Reform agenda. The Australian Public Service is committed to better reflecting the Australian community by increasing the diversity within our senior leadership cohort. We encourage and welcome applications from all genders, First Nations peoples, people with disability, people from culturally and linguistically diverse backgrounds, and the LGBTIQ+ community. Reasonable adjustments including access, equipment or other practical help will be supported through the appointment process.

Selection Criteria

Suitable candidates will have extensive experience as a senior executive of a public, private or for purpose organisation. They will demonstrate:

- Strategy and delivery expertise along with the systems leadership capability required to lead across a large government portfolio.
- The capacity to advise and support multiple Ministers concurrently.
- The ability to engage and work in genuine-partnership with industry, government and non-government organisations, communities, and internationally.
- Exemplary personal leadership attributes including integrity, judgement and political acumen along with strong people and financial management skills to lead at scale.

Suitable candidates will model the APS Values and the Secretaries Charter of Leadership Behaviours. In addition, candidates who have prior experience leading an organisation will be highly regarded.

Application

To support your application, please submit the following to **s 47F** by COD on Tuesday evening 27 May 2025:

- A maximum three page CV. This should include two professional referees and details of relevant qualifications and experience.
- A 1000 word expression of interest articulating your understanding of the challenges and opportunities facing the sector and the portfolio and how your experience in relevant senior leadership positions will support you to contribute in the role.

Contact

If you have any questions about the process please email **s 47F** to schedule a suitable time for this conversation.

MS25-000264

Signature Due ASAP to meet ExCo Deadline

APPOINTMENT: SECRETARY OF THE DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER

Prime Minister, we recommend you:

1. Sign (but not date) the Federal Executive Council documents at Attachment A, recommending to Her Excellency Ms Sam Mostyn AC, Governor-General, the appointment of Mr Mike Kaiser to the office of Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years, commencing on 14 July 2025.
 - a. Instructions: sign the Minute Paper, Instrument of Appointment and the box in the Explanatory Memorandum, and initial all pages of the Explanatory Memorandum, including Mr Kaiser's Curriculum Vitae, in the bottom right hand corner.

s 22(1)(a)(ii)

Signed / Not Signed

4/7/25

ANTHONY ALBANESE

Date:

Comments:
s 22(1)(a)(ii)

KEY POINTS

1. You have agreed to recommend to the Governor-General the appointment of Mr Mike Kaiser to the office of Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW) (MS25-000262 refers).
2. The necessary Federal Executive Council (ExCo) documents for the appointment of Mr Kaiser to the office of the Secretary of DCCEEW are at Attachment A for your consideration and signature. The appointment is scheduled to be considered at the ExCo meeting on 10 July 2025.
 - a. Following consultation, Mr Kaiser has agreed to commence a five year term on 14 July 2025.
3. We will provide your office with a draft media release announcing Mr Kaiser's appointment to be issued following the Governor-General's consideration and approval.
4. Mr Simon Duggan has been acting as Secretary of DCCEEW since Mr Fredericks vacated the role.

SUPPLEMENTARY INFORMATION

5. Subsection 58(1) of the *Public Service Act 1999* (PS Act) provides that the appointment of Secretaries is made by the Governor-General on your recommendation.
6. Subsection 58(3) of the PS Act provides that the period of a person's appointment as the Secretary of a Department must be 5 years or, if the person has requested a shorter period, that shorter period.

Risks and Sensitivities

7. Mr Kaiser provided the Australian Public Service Commission (APSC) with a Private Interests Declaration (PID) as part of the selection process for this position. The Department of the Prime Minister and Cabinet (PM&C) has since confirmed with Mr Kaiser that he does not have any updates to his PID since he provided it to the APSC.

s 47C , s 47E(c) , s 47F

8. If appointed, Mr Kaiser would be required to provide the Minister for Climate Change and Energy and the Minister for the Environment and Water with a completed registration of interests form at the earliest opportunity. In addition, Mr Kaiser would be expected to submit to those Ministers, at least annually, a written declaration of his own and his immediate family's financial and other material personal interests, and to notify the Ministers of any change in circumstances that could involve a new real or perceived conflict.

Financial Implications – Nil

Consultation

PM&C DIVISIONS – Cabinet

DEPARTMENTS – Nil

Andrew Walter

First Assistant Secretary

Government Division

3 July 2025

Policy Officer: s 22(1)(a)(ii)

Phone no: s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; FAS, Ministerial Support Division,

A Spyrou; FAS, Government Division, *A Walter*; AS, Parliamentary and Government Branch, *D Belgrove*; A/g SA, Government Section, s 22(1)(a)(ii)

PMO Chief of Staff;

s 22(1)(a)(ii)

ATTACHMENTS:

ATTACHMENT A EXCO DOCUMENTS



PRIME MINISTER

Departmental No. 164 of 2025

Minute Paper for the Executive Council

Executive Council

Meeting No.

Subject

Public Service Act 1999

Public Service (Secretary of the Department of Climate
Change, Energy, the Environment and Water)
Appointment 2025

Approved in Council

Recommended for the approval of Her Excellency the Governor-General in Council that, by instrument in the attached form and under subsection 58(1) of the *Public Service Act 1999*, she appoint Mr Michael Kaiser as the Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Sam Mostyn AC
Governor-General

s 22(1)(a)(ii)

Filed in the Records
of the Council

s 22(1)(a) Anthony Albanese
(ii) Prime Minister

Secretary to the Executive Council



Public Service (Secretary of the Department of Climate Change, Energy, the Environment and Water) Appointment 2025

I, the Honourable Sam Mostyn AC, Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council and under subsection 58(1) of the *Public Service Act 1999*, appoint Mr Michael Kaiser as the Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Dated

2025

Sam Mostyn AC
Governor-General

By Her Excellency's Command

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister

s 22(1)
(a)(iii)

EXPLANATORY MEMORANDUM

Minute No. 164 of 2025 – Prime Minister

Subject - *Public Service Act 1999*

Public Service (Secretary of the Department of Climate Change, Energy, the Environment and Water) Appointment 2025

The instrument would appoint Mr Michael Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

The *Public Service Act 1999* (the Act) provides for the establishment and management of the Australian Public Service. Section 58 of the Act provides for the appointment of a Secretary of a Department.

Subsection 58(1) of the Act provides that the Secretary of a Department is to be appointed by the Governor-General, by written instrument, on the recommendation of the Prime Minister. In accordance with subsection 58(7), before making such a recommendation to the Governor-General other than for the Secretary of the Prime Minister's Department, the Prime Minister must first have received a report about the appointment from the Secretary of the Prime Minister's Department. Subsection 58(8) requires that the report be prepared in consultation with the Australian Public Service Commissioner and the person who is expected to be the Agency Minister of the relevant Department at the time the appointment is proposed to be made.

Subsection 58(2) of the Act provides that where a person is appointed to an office of Secretary, the instrument of appointment specifies the fixed period of appointment. Subsection 58(3) of the Act provides that the initial period of a person's appointment must be five years or a shorter period requested by the appointee, and subsection 58(4) provides that reappointments can be for any period not exceeding five years.

The role of Secretary of the Department of Climate Change, Energy, the Environment and Water became vacant from 20 June 2025 following the retirement of Mr David Fredericks PSM. Mr Simon Duggan, Deputy Secretary, Department of Climate Change, Energy, the Environment and Water, has been acting as Secretary since Mr Fredericks vacated the role.

The Minute recommends the appointment of Mr Michael Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Until late 2024, Mr Kaiser was the Director-General of the Queensland Department of the Premier and Cabinet. Prior to this, between 2021 and 2023, Mr Kaiser held several senior executive roles in the Queensland public service, including as the Director-General of the Department of State Development, Infrastructure, Local Government and Planning, the Coordinator-General and Director-General of the Department of Resources.

Mr Kaiser's curriculum vitae is attached.

s 22(1)(a)(ii)

The Minute recommends that the appointment be made in the form proposed.

s 22(1)(a)(ii)

A report about this appointment, prepared under subsection 58(7) of the *Public Service Act 1999*, after consultation with the Australian Public Service Commissioner, the Minister for Climate Change and Energy, and the Minister for the Environment and Water was received from the Secretary of the Department of the Prime Minister and Cabinet.

s 22(1)(a)(ii)

s 22(1)
(a)(ii)

Prime Minister

Authority: Subsection 58(1) of the *Public Service Act 1999*

s 22(1)(a)(ii)

s 22(1)(a)
(ii)

Official; Sensitive; personal - privacy

Dr Gordon de Brouwer
Commissioner

Professor Glyn Davis AC
 Secretary
 Department of the Prime Minister and Cabinet
 1 National Circuit
 Barton ACT 2600
 By email glyn.davis@pmc.gov.au

Dear Glyn

**Secretary of the Department of Climate Change, Energy, the Environment and Water –
 Selection process**

I am writing to update you on the outcomes of the Secretary of the Department of Climate Change, Energy, the Environment and Water selection process to support your consultation with Ministers and report to the Prime Minister in accordance with section 58 of the *Public Service Act 1999* (PS Act).

Selection process

Thank you for inviting me to lead the panel for the selection process. The panel of four had diverse experience and was gender balanced: Ms Alison Frame, Secretary of the Department of Veterans' Affairs, Mr Steven Kennedy, Secretary to the Treasury and Ms Jenny Wilkinson, Secretary of the Department of Finance joined me to assess the relative merits of the candidates.

Five candidates were invited to participate. The invited candidates came from diverse backgrounds including two SES Band 3s, an APS Agency Head and two former state public servants.

Four candidates accepted the invitation to participate in the selection process and were interviewed on Thursday 29 May 2025. The panel considered candidates against the selection criteria, specifically looking for:

- strategy and delivery expertise along with the systems leadership capability required to lead across a large government portfolio
- capacity to advise and support multiple Ministers concurrently
- commitment to person-centred approaches and the ability to work in genuine partnership with communities, government and non-government organisations
- exemplary personal leadership attributes including integrity, judgement and political acumen along with strong people and financial management skills to lead at scale.

The four candidates interviewed were [REDACTED] s 22(1)(a)(ii) Mr Mike Kaiser
 (suitable, preferred), [REDACTED] s 22(1)(a)(ii). The attached

Official: Sensitive: personal - privacy

Panel Selection Report includes further details on their suitability including an overview of their written pitch for the role and comments from their referees.

Recommendation

Based on the selection process, the panel recommends s 47C , s 22(1)(a)(ii) Mr Mike Kaiser s 47C for appointment to the role. s 22(1)(a)(ii) Mr Kaiser both demonstrated the experience and capability required to be principal policy adviser to the Portfolio Ministers; lead a large and complex organisation; and work well with the Department's diverse stakeholder group.

s 47C , s 22(1)(a)(ii)

Mr Kaiser would offer excellent people leadership and stakeholder acumen. Mr Kaiser would also bring a broader perspective to the role from his experience working in other jurisdictions and sectors.

s 47C , s 22(1)(a)(ii)

I am happy to discuss at your convenience.

Yours sincerely



Dr Gordon de Brouwer
4 June 2025

s 22(1)(a)(ii)

From: Belgrove, David
Sent: Saturday, 5 July 2025 2:28 PM
To: Rayner, Karla
Subject: RE: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Thanks, Karla. I hope you have an enjoyable weekend as well.

David

From: Rayner, Karla <Karla.Rayner@pmc.gov.au>
Sent: Saturday, 5 July 2025 10:21 AM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>
Subject: RE: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good morning David

Apologies for the delay, Steven is comfortable for you to share the draft media release with Mike ahead of publication.

Hope you have a lovely weekend.

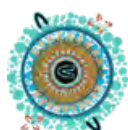
Kind regards

Karla

Karla Rayner | Chief of Staff to Dr Steven Kennedy PSM
 Office of the Secretary
 Department of the Prime Minister and Cabinet
 m. s 22(1)(a)(ii)

I work on Ngunnawal Country.

One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
 e. karla.rayner@pmc.gov.au w. pmc.gov.au



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.



From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Friday, 4 July 2025 5:52 PM
To: Rayner, Karla <Karla.Rayner@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>
Subject: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi Karla

Attached for the Secretary's consideration is a draft media release from the Prime Minister announcing the appointment of Mike Kaiser as Secretary of DCCEEW. I understand the PMO may wish to announce the appointment on Monday.

Given the short timeframe, I will send the attached to **s 22(1)(a)(ii)** tonight for review. If the Secretary is minded, we can share the draft with Mr Kaiser ahead of publication.

Happy to discuss.

David

David Belgrove | Assistant Secretary
Parliamentary & Government Branch
Department of the Prime Minister and Cabinet

p. **s 22(1)(a)(ii)** | m. **s 22(1)(a)(ii)**

EA: **s 22(1)(a)(ii)**



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s 22(1)(a)(ii)

From: Kennedy, Steven
Sent: Saturday, 5 July 2025 5:59 PM
To: Rayner, Karla
Subject: Re: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

Thanks K, all good. SK

Sent from my iPad

On 4 Jul 2025, at 5:57 pm, Rayner, Karla <Karla.Rayner@pmc.gov.au> wrote:

OFFICIAL: Sensitive

From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Friday, 4 July 2025 5:52 PM
To: Rayner, Karla <Karla.Rayner@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>
Subject: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi Karla

Attached for the Secretary's consideration is a draft media release from the Prime Minister announcing the appointment of Mike Kaiser as Secretary of DCCEEW. I understand the PMO may wish to announce the appointment on Monday.

Given the short timeframe, I will send the attached to s 22(1)(a)(ii) tonight for review. If the Secretary is minded, we can share the draft with Mr Kaiser ahead of publication.

Happy to discuss.

David

David Belgrove | Assistant Secretary
 Parliamentary & Government Branch
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 EA: s 22(1)(a)(ii)

<image001.png>

The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

<image002.png>

<MR - Mike Kaiser - DCCEEW.docx>

s 22(1)(a)(ii)

From: Belgrove, David
Sent: Monday, 7 July 2025 10:23 AM
To: s 22(1)(a)(ii)
Subject: FW: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]
Attachments: MR - Mike Kaiser - DCCEEW.docx

OFFICIAL: Sensitive

FYI only

From: s 22(1)(a)(ii) @pm.gov.au
Sent: Saturday, 5 July 2025 4:20 PM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>; Rayner, Karla <Karla.Rayner@pmc.gov.au>
Subject: Re: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

Thanks very much David, will come back to you once I've spoken with our media team.

s 22(1)
 () (ii)

Sent from my iPhone

On 5 Jul 2025, at 2:27 pm, Belgrove, David <David.Belgrove@pmc.gov.au> wrote:

OFFICIAL: Sensitive

Hi s 22(1)
 () (ii)

Attached for the PMO's consideration is a draft media release announcing the appointment of Mike Kaiser as Secretary of DCCEEW.

We would like to share the settled text with Mr Kaiser before the announcement so can you please let me know when we can do this.

Happy to discuss with you.

Thanks
 David

David Belgrove | Assistant Secretary
 Parliamentary & Government Branch
 Department of the Prime Minister and Cabinet
 p. (s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 EA: s 22(1)(a)(ii)

<image001.png>

The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

<image002.png>

<MR - Mike Kaiser - DCCEEW.docx>

Secretary appointment

I am pleased to announce that I intend to recommend to the Governor-General that she appoint Mr Mike Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water.

Mr Kaiser has extensive experience in both the public and private sectors including in senior roles in the Queensland public service, having served as Director-General of the Department of Premier and Cabinet, Director-General of the Department of State Development, Infrastructure, Local Government and Planning, and as Director-General of the Department of Resources.

Mr Kaiser's experience includes delivering on large-scale projects, administering complex regulatory regimes and leading the Queensland Government's policies on environmental reforms.

Mr Kaiser's appointment will commence on 14 July 2025 for a five year period.

I would like to thank Mr David Fredericks PSM for his service as Secretary of the Department of Climate Change, Energy, the Environment and Water and to the Australian Public Service. I wish him and his family the best for the future.

s 22(1)(a)(ii)

From: Belgrove, David
Sent: Monday, 7 July 2025 12:32 PM
To: s 22(1)(a)(ii)
Subject: FW: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]
Attachments: MR_-_Mike_Kaiser_-_DCCEEW.docx

OFFICIAL: Sensitive

FYI – Andrew has sent the attached to Mr Kaiser ahead of announcement tomorrow.

From: s 22(1)(a)(ii) @pm.gov.au
Sent: Monday, 7 July 2025 11:56 AM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>; Rayner, Karla <Karla.Rayner@pmc.gov.au>
Subject: RE: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Some very small tweaks – attached if you would like to share.

At this stage, we anticipate it will go out tomorrow morning.

Thanks very much

s 22(1)
(a)(ii)

From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Saturday, 5 July 2025 2:27 PM
To: s 22(1)(a)(ii) @pm.gov.au
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>; Rayner, Karla <Karla.Rayner@pmc.gov.au>
Subject: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)
(a)(ii)

Attached for the PMO's consideration is a draft media release announcing the appointment of Mike Kaiser as Secretary of DCCEEW.

We would like to share the settled text with Mr Kaiser before the announcement so can you please let me know when we can do this.

Happy to discuss with you.

Thanks
David

David Belgrove | Assistant Secretary
Parliamentary & Government Branch
Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

EA: s 22(1)(a)(ii)



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.



Secretary appointment

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Mr Kaiser has extensive experience in both the public and private sectors including in senior roles in the Queensland public service, having served as Director-General of the Department of Premier and Cabinet, Director-General of the Department of State Development, Infrastructure, Local Government and Planning, and as Director-General of the Department of Resources.

Mr Kaiser's experience includes delivering on large-scale projects, administering complex regulatory regimes and leading the Queensland Government's policies on planning and infrastructure.

Mr Kaiser's appointment will commence on 14 July 2025 for a five year period.

I would like to thank Mr David Fredericks PSM for his service as Secretary of the Department of Climate Change, Energy, the Environment and Water and to the Australian Public Service. I wish him and his family the best for the future.

s 22(1)(a)(ii)

From: Walter, Andrew
Sent: Monday, 7 July 2025 12:32 PM
To: s 22(1)(a)(ii)
Cc: Belgrove, David; Hehir, Martin; Rayner, Karla
Subject: Re: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

Mike is comfortable with it as well. A

On 7 Jul 2025, at 11:56 am, s 22(1)(a)(ii) @pm.gov.au> wrote:

OFFICIAL: Sensitive

Some very small tweaks – attached if you would like to share.

At this stage, we anticipate it will go out tomorrow morning.

Thanks very much

s 22(1)
(a)(ii)

From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Saturday, 5 July 2025 2:27 PM
To: s 22(1)(a)(ii) @pm.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>; Rayner, Karla <Karla.Rayner@pmc.gov.au>
Subject: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)
() (ii)

Attached for the PMO's consideration is a draft media release announcing the appointment of Mike Kaiser as Secretary of DCCEEW.

We would like to share the settled text with Mr Kaiser before the announcement so can you please let me know when we can do this.

Happy to discuss with you.

Thanks
David

David Belgrove | Assistant Secretary
 Parliamentary & Government Branch
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

EA: **s 22(1)(a)(ii)**

<image001.png>

The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

<image002.png>

<MR_ - _Mike_ Kaiser_ - _DCCEEW.docx>

s 22(1)(a)(ii)

From: Belgrove, David
Sent: Monday, 7 July 2025 12:33 PM
To: s 22(1)(a)(ii)
Subject: RE: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Thanks, s 22(1)(a)(ii) Let's provide a close hold version to media once Mr Kaiser has agreed to the text.

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Monday, 7 July 2025 12:27 PM
To: Belgrove, David <David.Belgrove@pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>
Subject: RE: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi David,

PM&C Media was asking me for information in order to do the release. I have advised that we have drafted one already. There is a chance they want a copy but I think we provide once the PMO has reviewed.

Kind regards,

s 22(1)(a)

From: Belgrove, David <David.Belgrove@pmc.gov.au>
Sent: Monday, 7 July 2025 10:23 AM
To: s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>
Subject: FW: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

FYI only

From: s 22(1)(a)(ii) @pm.gov.au>
Sent: Saturday, 5 July 2025 4:20 PM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Cc: Hehir, Martin <Martin.Hehir@pmc.gov.au>; Walter, Andrew <Andrew.Walter@pmc.gov.au>; Rayner, Karla <Karla.Rayner@pmc.gov.au>
Subject: Re: Draft Media Release - Mike Kaiser - DCCEEW [SEC=OFFICIAL:Sensitive]

Thanks very much David, will come back to you once I've spoken with our media team.

s 22(1)(a)(ii)

Sent from my iPhone

On 5 Jul 2025, at 2:27 pm, Belgrove, David <David.Belgrove@pmc.gov.au> wrote:

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

Attached for the PMO's consideration is a draft media release announcing the appointment of Mike Kaiser as Secretary of DCCEEW.

We would like to share the settled text with Mr Kaiser before the announcement so can you please let me know when we can do this.

Happy to discuss with you.

Thanks
David

David Belgrove | Assistant Secretary
Parliamentary & Government Branch
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
EA: s 22(1)(a)(ii)

<image001.png>

The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

<image002.png>

<MR - Mike Kaiser - DCCEEW.docx>

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 7 July 2025 12:58 PM
To: s 22(1)(a)(ii)
Cc: Kolmar, Leonie; Belgrove, David; s 22(1)(a)(ii)
Subject: CLOSE HOLD: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the Environment and Water
 [SEC=OFFICIAL:Sensitive]
Attachments: MR_-_Mike_Kaiser_-_DCCEEW.docx

OFFICIAL: Sensitive

Good afternoon s 22(1)(a)(ii)

Thanks for your time on the phone.

For close hold at this time – please find attached the draft media release that has been reviewed by both the PMO and the proposed appointee. s 22(1)(a)(ii) is the relevant contact in the PMO for this matter. s 22(1)(a)(ii) has advised that she anticipates the announcement will be made tomorrow morning.

As always, happy to discuss.

Kind regards,

s 22(1)(a)(ii) | Adviser
 Government Section | Parliamentary and Government Branch
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au
 One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)
Sent: Monday, 7 July 2025 12:25 PM
To: PMC Media <Media@pmc.gov.au>
Cc: s 22(1)(a)(ii) @pmc.gov.au; s 47E(d) @pmc.gov.au; s 22(1)(a)(ii) @pmc.gov.au
Subject: RE: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the Environment and Water [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 22(1)(a)(ii)

David Belgrove ended up drafting a media release on Friday and it is currently with the PMO (s 22(1)(a)(ii)) for review. I understand that it is not unusual for Government Division to draft releases for such appointments due to sensitivities.

I'll check with David as to whether I am able to share it with you.

Kind regards,

s 22(1)(a)(ii) | Adviser
 Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | e. s 22(1)(a)(iii) @pmc.gov.au | w. pmc.gov.au
 One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

From: PMC Media <Media@pmc.gov.au>

Sent: Monday, 7 July 2025 11:45 AM

To: s 22(1)(a)(ii) @pmc.gov.au; PMC Media <Media@pmc.gov.au>

Cc: s 22(1)(a)(ii) @pmc.gov.au; s 47E(d) @pmc.gov.au; s 22(1)(a)(ii) @pmc.gov.au

Subject: RE: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the Environment and Water [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thanks so much for this heads up. Myself and my colleague s 22(1)(a)(iii) will work on this media release. Grateful if you can please provide us with further information as soon as possible so we can get a draft to you tomorrow.

Many thanks,

s 22(1)(a)(ii) (she/her)

Senior Media Adviser | Public Affairs and Media
 Communications Branch | Department of the Prime Minister and Cabinet

Ph: s 22(1)(a)(ii) **M:** s 22(1)(a)(ii) **Media line:** 0417 164 189

E: s 22(1)(a)(ii) @pmc.gov.au | www.pmc.gov.au

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au

Sent: Friday, 4 July 2025 7:29 AM

To: PMC Media <Media@pmc.gov.au>

Cc: s 22(1)(a)(ii) @pmc.gov.au; s 47E(d) @pmc.gov.au; s 22(1)(a)(ii) @pmc.gov.au

Subject: RE: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the Environment and Water [SEC=OFFICIAL]

OFFICIAL

Good morning,

We have confirmation that the appointment of a new Secretary of DCCEEW will be considered by the Governor-General on Thursday next week (10 July).

I am out of the office today but will contact you on Monday with more information. Typically the Prime Minister will have a media statement and points for new secretary appointments.

Kind regards,

s 22(1)(a)(ii)

From: PMC Media <Media@pmc.gov.au>

Sent: Tuesday, 27 May 2025 4:32 PM

To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)>

Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)>; s 47E(d) <[s47E\(d\)@pmc.gov.au](mailto:s47E(d)@pmc.gov.au)>; PMC Media <Media@pmc.gov.au>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)>

Subject: RE: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the environment and Water [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)

Thanks for the early advice, it is much appreciated.

We will be able to quickly draft a media release and turn around for approval once we get the background information.

Cheers

s 22(1)(a)

PM&C Media

Communications Branch

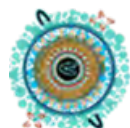
Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

Note to media: Unless otherwise agreed, the information contained in this email is for background only and not for attribution.

One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. media@pmc.gov.au w. pmc.gov.au



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From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)>

Sent: Tuesday, 27 May 2025 4:25 PM

To: PMC Media <Media@pmc.gov.au>

Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)>; s 47E(d) <[s47E\(d\)@pmc.gov.au](mailto:s47E(d)@pmc.gov.au)>

Subject: Heads-up - Media Release: Appointment of a new Secretary of the Dept. of Climate Change, Energy, the environment and Water [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

I am writing to provide a heads-up that a media release relating to the appointment of a new Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW) will be required over the next few weeks.

You may be aware that Mr David Fredericks PSM will step down as Secretary of DCCEEW on 20 June 2025. The APSC is currently conducting a closed competitive selection process to fill the role. That process is expected to conclude by the end of next week.

As soon as possible afterwards, our Secretary will brief the Prime Minister recommending that he appoint a particular person to fill the role. Subject to the Prime Minister's agreement, we will provide the Prime Minister with necessary ExCo documents. The item is expected to be considered by the Governor-General in Council on 12 June 2025, however, there is a chance that it is pushed to 26 June 2025.

Consistent with previous arrangements, a draft media release for the Prime Minister will be required to announce the appointment post consideration by the Governor-General. An example of the most recent secretary appointment, Mr Michael Lye, is available [here](#).

I will provide relevant background information on the proposed appointee as soon as possible once confirmed, likely 10 June at the earliest. As a result, the turnaround will probably be tight on this one.

Please feel free to call me if you would like to discuss.

Kind regards,

s 22(1)
(a)(iii) | Adviser
Government Section | Parliamentary and Government Branch
Department of the Prime Minister and Cabinet
p. **s 22(1)(a)(ii)** | e. **s 22(1)**
(a)(iii) [@pmc.gov.au](mailto:pmc.gov.au) | w. pmc.gov.au
One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

Secretary appointment

I am pleased to announce that I intend to recommend to the Governor-General that she appoint Mr Mike Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water.

Mr Kaiser has extensive experience in both the public and private sectors including in senior roles in the Queensland public service, having served as Director-General of the Department of Premier and Cabinet, Director-General of the Department of State Development, Infrastructure, Local Government and Planning, and as Director-General of the Department of Resources.

Mr Kaiser's experience includes delivering on large-scale projects, administering complex regulatory regimes and leading the Queensland Government's policies on planning and infrastructure.

Mr Kaiser's appointment will commence on 14 July 2025 for a five year period.

I would like to thank Mr David Fredericks PSM for his service as Secretary of the Department of Climate Change, Energy, the Environment and Water and to the Australian Public Service. I wish him and his family the best for the future.

From: [PMC Media](#)
To: [Belgrove, David](#); **s 22(1)**
Cc: [Kolmar, Leonie](#); **s 22(1)(a)(ii)**; [PMC Media](#)
Subject: FW: PRIME MINISTER ANTHONY ALBANESE - MEDIA RELEASE - SECRETARY APPOINTMENT - TUESDAY 8 JULY 2025 [SEC=OFFICIAL]
Date: Tuesday, 8 July 2025 10:36:37 AM
Attachments: [image002.png](#)

OFFICIAL

Hi David **s 22(1)(a)(ii)**

For your information, the announcement of the new Secretary of DCCEEW is out. See below.

Cheers,

s 22(1)(a)(ii) (she/her)
Senior Media Adviser | Public Affairs and Media
Communications Branch | Department of the Prime Minister and Cabinet
Ph: **s 22(1)(a)(ii)** **M:** **s 22(1)(a)(ii)** **Media line:** 0417 164 189
E: **s 22(1)(a)(ii)** [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) | www.pmc.gov.au
Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

Reconciliation Action Plan artwork



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

From: PMO Media <media@pm.gov.au>
Sent: Tuesday, 8 July 2025 10:29 AM
To: PMC Media <Media@pmc.gov.au>
Subject: PRIME MINISTER ANTHONY ALBANESE - MEDIA RELEASE - SECRETARY APPOINTMENT - TUESDAY 8 JULY 2025

OFFICIAL



MEDIA RELEASE

SECRETARY APPOINTMENT

I am pleased to announce that I intend to recommend to the Governor-General that she appoint Mr Mike Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water.

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Mr Kaiser's appointment will commence on 14 July 2025 for a five year period.

I would like to thank Mr David Fredericks PSM for his service as Secretary of the Department of Climate Change, Energy, the Environment and Water and to the Australian Public Service. I wish him and his family the best for the future.

TUESDAY, 8 JULY 2025

Media Contact:

Prime Minister's Office: 02 6277 7744 | Media@pm.gov.au



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[update your preferences](#) [unsubscribe from this list](#)

s 22(1)(a)(ii)

From: Belgrove, David
Sent: Tuesday, 8 July 2025 10:41 AM
To: Government Division
Subject: FW: PRIME MINISTER ANTHONY ALBANESE - MEDIA RELEASE - SECRETARY APPOINTMENT - TUESDAY 8 JULY 2025 [SEC=OFFICIAL]

OFFICIAL

FYI

From: PMO Media <media@pm.gov.au>
Sent: Tuesday, 8 July 2025 10:29 AM
To: Belgrove, David <David.Belgrove@pmc.gov.au>
Subject: PRIME MINISTER ANTHONY ALBANESE - MEDIA RELEASE - SECRETARY APPOINTMENT - TUESDAY 8 JULY 2025

OFFICIAL



ANTHONY ALBANESE
PRIME MINISTER OF AUSTRALIA

MEDIA RELEASE

SECRETARY APPOINTMENT

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TUESDAY, 8 JULY 2025

Media Contact:

Prime Minister's Office: 02 6277 7744 | Media@pm.gov.au



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You can [update your preferences](#) or [unsubscribe from this list](#).

s 22(1)(a)(ii)

From: Kennedy, Steven
Sent: Tuesday, 8 July 2025 11:54 AM
To: 'adam.fennessy@aff.gov.au'; s 22(1)(a)(ii) @ag.gov.au; Simon Duggan; s 22(1)(a)(ii) @defence.gov.au; 'tony.cook@education.gov.au'; 'nat.james@dewr.gov.au'; 'richard.windeyer@finance.gov.au'; 'jan.adams@dfat.gov.au'; 'blair.comley@health.gov.au'; s 22(1)(a)(ii) @homeaffairs.gov.au; 'meghan.quinn@industry.gov.au'; Jim Betts (External Contact); s 22(1)(a) @dss.gov.au; 'jenny.wilkinson@treasury.gov.au'; s 22(1)(a) @dva.gov.au; de Brouwer, Gordon; s 22(1)(a) @niaa.gov.au; 'andrew.kefford@dva.gov.au'
Cc: Office of the Secretary
Subject: Secretary of the Department of Climate Change, Energy, the Environment and Water [SEC=OFFICIAL]

OFFICIAL

Dear Colleagues,

The Prime Minister announced today the appointment of Mr Mike Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

I am pleased to welcome Mike to the Commonwealth Public Service. Mike brings significant leadership experience across both the public and private sectors, including senior leadership roles in infrastructure, energy and government, and most recently as head of Queensland Department of the Premier and Cabinet.

I encourage you all to reach out to Mike in the coming weeks to welcome him.

I would like to thank Simon Duggan for acting as Secretary of DCCEEW. I very much appreciate his contribution.

Regards

Steven

Dr Steven Kennedy PSM

Secretary

Department of the Prime Minister and Cabinet

I work on Ngunnawal Country

One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. steven.kennedy@pmc.gov.au w. pmc.gov.au

Executive Assistant: s 22(1)(a)(ii)

officeofthesecretary@pmc.gov.au



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.





PRIME MINISTER

Departmental No. 164 of 2025

Minute Paper for the Executive Council

Subject

Executive Council
Meeting No. 12*Public Service Act 1999*Public Service (Secretary of the Department of Climate
Change, Energy, the Environment and Water)
Appointment 2025

Approved in Council

s 22(1)(a)(ii)

Sam Mostyn AC
Governor-General

10 July 2025

Filed in the Records
of the Council

s 22(1)(a)(ii)

Secretary to the Executive Council

Recommended for the approval of Her Excellency the Governor-General in Council that, by instrument in the attached form and under subsection 58(1) of the *Public Service Act 1999*, she appoint Mr Michael Kaiser as the Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister



Public Service (Secretary of the Department of Climate Change, Energy, the Environment and Water) Appointment 2025

I, the Honourable Sam Mostyn AC, Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council and under subsection 58(1) of the *Public Service Act 1999*, appoint Mr Michael Kaiser as the Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Dated 10 July 2025

s 22(1)(a)(ii)

Sam Mostyn AC
Governor-General

By Her Excellency's Command

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister

s 22(1)(a)(ii)

EXPLANATORY MEMORANDUM

Minute No. 164 of 2025 – Prime Minister

Subject - *Public Service Act 1999*

Public Service (Secretary of the Department of Climate Change, Energy, the Environment and Water) Appointment 2025

The instrument would appoint Mr Michael Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

The *Public Service Act 1999* (the Act) provides for the establishment and management of the Australian Public Service. Section 58 of the Act provides for the appointment of a Secretary of a Department.

Subsection 58(1) of the Act provides that the Secretary of a Department is to be appointed by the Governor-General, by written instrument, on the recommendation of the Prime Minister. In accordance with subsection 58(7), before making such a recommendation to the Governor-General other than for the Secretary of the Prime Minister's Department, the Prime Minister must first have received a report about the appointment from the Secretary of the Prime Minister's Department. Subsection 58(8) requires that the report be prepared in consultation with the Australian Public Service Commissioner and the person who is expected to be the Agency Minister of the relevant Department at the time the appointment is proposed to be made.

Subsection 58(2) of the Act provides that where a person is appointed to an office of Secretary, the instrument of appointment specifies the fixed period of appointment. Subsection 58(3) of the Act provides that the initial period of a person's appointment must be five years or a shorter period requested by the appointee, and subsection 58(4) provides that reappointments can be for any period not exceeding five years.

The role of Secretary of the Department of Climate Change, Energy, the Environment and Water became vacant from 20 June 2025 following the retirement of Mr David Fredericks PSM. Mr Simon Duggan, Deputy Secretary, Department of Climate Change, Energy, the Environment and Water, has been acting as Secretary since Mr Fredericks vacated the role.

The Minute recommends the appointment of Mr Michael Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Until late 2024, Mr Kaiser was the Director-General of the Queensland Department of the Premier and Cabinet. Prior to this, between 2021 and 2023, Mr Kaiser held several senior executive roles in the Queensland public service, including as the Director-General of the Department of State Development, Infrastructure, Local Government and Planning, the Coordinator-General and Director-General of the Department of Resources.

Mr Kaiser's curriculum vitae is attached.

The Minute recommends that the appointment be made in the form proposed.

s 22(1)(a)(ii)

A report about this appointment, prepared under subsection 58(7) of the *Public Service Act 1999*, after consultation with the Australian Public Service Commissioner, the Minister for Climate Change and Energy, and the Minister for the Environment and Water was received from the Secretary of the Department of the Prime Minister and Cabinet.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Prime Minister

Authority: Subsection 58(1) of the *Public Service Act 1999*

s 22(1)(a)(ii)

EC25-000352

SECRETARY OF THE DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER

Secretary, we recommend you:		
1. Sign the letter at <u>Attachment A</u> to the incoming Secretary of the Department of Climate Change, Energy, the Environment and Water, Mr Mike Kaiser, congratulating him and providing information on his appointment, which commences on 14 July 2025.		
s 22(1)(a)(ii)		Signed / Not Signed
		Date: 11 / 7 / 2025
STEVEN KENNEDY	s 22(1)(a)(ii)	
Comments:		

KEY POINTS

- On 10 July 2025, the Governor-General approved the appointment of Mr Mike Kaiser as Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW), with the appointment commencing on 14 July 2025 for a period of 5 years.
- Given their role in overseeing Secretaries, the Secretary of the Department of the Prime Minister and Cabinet has historically written to new Secretaries to congratulate them on their appointment and provide information regarding their private interest obligations and remuneration.
- We have prepared a letter for your signature to Mr Kaiser (at Attachment A) with relevant attachments, including a copy of his instrument of appointment (Attachments B to D).
- The Australian Public Service Commission (APSC) is coordinating on-boarding and induction activities for Mr Kaiser. This includes briefings from DCCEEW, APSC and the Department of Finance on a range of matters relating to his new role, relevant frameworks, and professional support and development.

David Belgrove
 Assistant Secretary
 Parliamentary and Government Branch
 11 July 2025

Policy Officer: s 22(1)(a)(ii)
 Phone no: s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; FAS, Government Division, *A Walter*; FAS, Ministerial Support Division, *A Spyrou*; AS, Parliamentary and Government Branch, *D Belgrove*; SA, Government Section, s 22(1)(a)(ii)

ATTACHMENTS:

ATTACHMENT A LETTER TO MR KAISER

ATTACHMENT B INSTRUMENT OF APPOINTMENT

ATTACHMENT C REMUNERATION TRIBUNAL DETERMINATION

ATTACHMENT D SECRETARY REMUNERATION – INSTRUMENT OF ASSIGNMENT



Australian Government
Department of the Prime Minister and Cabinet

SECRETARY
Dr Steven Kennedy PSM

Mr Mike Kaiser

s 47F

Dear Mr Kaiser,

I write to congratulate you on your appointment as Secretary of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

Your appointment has been made by the Governor-General under section 58 of the *Public Service Act 1999* (the PS Act) for a period of five years, commencing 14 July 2025. A copy of your instrument of appointment signed by the Prime Minister and the Governor-General is enclosed for your records.

I also enclose, for your information, copies of the Remuneration Tribunal's current determination on Departmental Secretaries' classification structure and terms and conditions, and the related instrument of assignment. In accordance with these instruments, the Secretary of DCCEEW receives total remuneration of \$932,120.

You would be aware of the need to provide the Minister for Climate Change and Energy, the Hon Chris Bowen MP, and the Minister for the Environment and Water, Senator the Hon Murray Watt, with a completed registration of interests form at the earliest opportunity after commencing your role as Secretary.

The Australian Public Service Commissioner, Dr Gordon de Brouwer PSM, can provide you with advice relating to your obligations under the PS Act and other matters relating to your role as Secretary, including providing advice to you on matters relating to your private interests.

The Australian Public Service Commission (APSC) is coordinating on-boarding and induction activities for you. This includes briefings from DCCEEW, the APSC and the Department of Finance on a range of matters relating to your new role, relevant frameworks, and professional support and development.

I look forward to working with you more closely in your new role. As you are well aware, DCCEEW plays a vital role in managing some of Australia's most significant challenges. I am confident that you are well armed to meet the existing and future challenges in the portfolio.

Should you require any further information or assistance, I encourage you to contact me or my Chief of Staff, Ms Karla Rayner, on s 22(1)(a)(ii) or at Karla.Rayner@pmc.gov.au.

Yours sincerely

s 22(1)(a)(ii)

Steven Kennedy

s 22(1)(a)(ii)

11 July 2025



Public Service (Secretary of the Department of Climate Change, Energy, the Environment and Water) Appointment 2025

I, the Honourable Sam Mostyn AC, Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council and under subsection 58(1) of the *Public Service Act 1999*, appoint Mr Michael Kaiser as the Secretary of the Department of Climate Change, Energy, the Environment and Water for a period of five years commencing on 14 July 2025.

Dated 10 July 2025

s 22(1)(a)(ii)

Sam Mostyn AC
Governor-General

By Her Excellency's Command

s 22(1)(a)(ii)

Anthony Albanese
Prime Minister

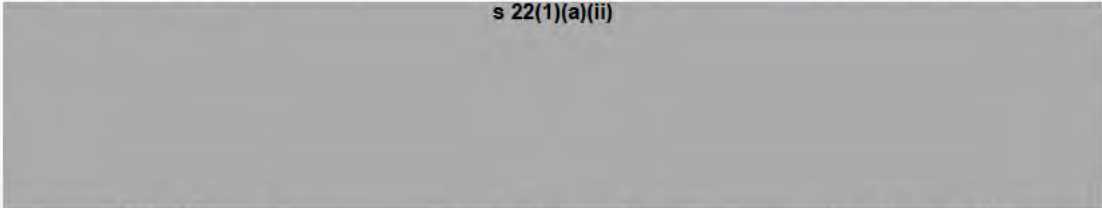


Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination 2025

We, the members of the Remuneration Tribunal, make the following determination.

Dated 18 June 2025

s 22(1)(a)(ii)



Holly Kramer
President

Heather Zampatti
Member

Stephen Conry AM
Member

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Part 1—Preliminary

1 Name

This instrument is the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination 2025*.

2 Commencement

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	1 July 2025.	1 July 2025

- Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.
- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

3 When this instrument takes effect

This instrument takes effect at the start of 1 July 2025.

4 Authority

This instrument is made under Division 4 of Part II of the *Remuneration Tribunal Act 1973*.

5 Determination supersedes previous determination

This instrument supersedes the *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination 2024*.

6 Schedules

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

Part 1 Preliminary

Section 7

7 Simplified outline of this instrument

This instrument, among other things, does the following:

- determines a classification structure for offices of Secretary;
- specifies pay points for the classification structure;
- assigns each office of Secretary to a classification;
- sets terms and conditions for Secretaries;
- fixes the amount of remuneration that is to be paid to the Secretary of the Department of the Prime Minister and Cabinet and the Secretary of the Department of the Treasury.

Secretaries other than the Secretary of the Department of the Prime Minister and Cabinet and the Secretary of the Department of the Treasury are assigned to pay points by a separate instrument made by the Secretary of the Department of the Prime Minister and Cabinet under subsection 14(3) of the Act.

8 Definitions

Note: A number of expressions used in this instrument are defined in the Act, including Departmental Secretary and Australian Public Service Commissioner.

In this instrument:

Act means the *Remuneration Tribunal Act 1973*.

APSC means the Australian Public Service Commission.

benefit means:

- (a) any non-monetary benefit provided to a Secretary at the Commonwealth's expense, including:
 - (i) a vehicle or the use of a vehicle (see section 16); and
 - (ii) vehicle parking (see section 17); or
- (b) any other benefit received by way of remuneration packaging (see section 13).

business class means a standard of service equivalent to that offered by Qantas Airways Ltd in its Business Class.

Commonwealth Allowance Subscription Service means the Commonwealth Allowance Subscription Service and any scheme of a similar nature that modifies, replaces or supersedes the Commonwealth Allowance Subscription Service.

Commonwealth authority means:

- (a) an authority or body, whether incorporated or not, established for a public purpose by or under a law of the Commonwealth or the Australian Capital Territory; or

- (b) a body corporate:
 - (i) incorporated under a law of the Commonwealth or a State or Territory; and
 - (ii) in which the Commonwealth has a controlling interest.

CSS (short for Commonwealth Superannuation Scheme) has the same meaning as in the *Superannuation Act 1976*.

DFRDB (short for Defence Force Retirement and Death Benefits) means the scheme established by the *Defence Force Retirement and Death Benefits Act 1973*.

employer superannuation contribution for a Secretary means:

- (a) if the Secretary is a member of the CSS, PSS, DFRDB or MSBS—the value attributed to the employer superannuation contribution under subsection 15(1), (2), (3) or (4); or
- (b) if the Secretary is a member of the PSSAP—15.4% of ordinary time earnings (within the meaning of the *Superannuation Guarantee (Administration) Act 1992*) for the Secretary; or
- (c) if the Secretary is a member of another superannuation fund—the amount worked out under subsection 15(6).

Note 1: A Secretary's employer superannuation contribution is part of the Secretary's total remuneration (see section 9).

Note 2: Superannuation contributions made as a result of remuneration packaging do not form part of a Secretary's employer superannuation contribution (see section 13).

exclusion event has the meaning given by subsections 25(1A) and (2).

Executive Vehicle Scheme guidelines means:

- (a) the guidelines published from time to time in respect of the Executive Vehicle Scheme by:
 - (i) the APSC; or
 - (ii) another Department or agency that has policy responsibility for the Scheme; or
- (b) any guidelines of a similar nature which modify, replace or supersede those guidelines; or
- (c) guidelines to any scheme of a similar nature which modifies, replaces or supersedes the Executive Vehicle Scheme.

family reunion: see section 27.

fringe benefits tax means fringe benefits tax (within the meaning of the *Fringe Benefits Tax Assessment Act 1986* as it applies of its own force or because of the *Fringe Benefits Tax (Application to the Commonwealth) Act 1986*).

home locality: see section 27.

locality of the Australian Capital Territory: see section 27.

MSBS (short for Military Superannuation and Benefits Scheme) has the same meaning as **Scheme** has in the *Military Superannuation and Benefits Act 1991*.

Part 1 Preliminary

Section 9

new locality: see section 27.

official travel determination means the *Remuneration Tribunal (Official Travel) Determination 2024* (or any determination that supersedes that determination).

pay point assignment means an instrument made by the Secretary of the Department of the Prime Minister and Cabinet under subsection 14(3) of the Act.

PSS (short for Public Sector Superannuation Scheme) has the same meaning as **Public Sector Superannuation Scheme** has in the *Superannuation Act 1990*.

PSSAP (short for Public Sector Superannuation Accumulation Plan) has the same meaning as in the *Superannuation Act 2005*.

reference salary means the Secretary's total remuneration, less the rate of the employer superannuation contribution for the Secretary.

Secretary has the same meaning as in the *Public Service Act 1999*.

Secretary's Minister, in relation to a Secretary, means the senior portfolio Minister who administers the Department of which the Secretary has been appointed to the office of Secretary.

superannuation salary, for a Secretary, means 70% of the Secretary's total remuneration (rounded up to the nearest \$10).

Table 2A means the table of the classification structure in subsection 11(1).

Table 2B means the table of classification of offices of Secretary in subsection 11(2).

total remuneration: see section 9.

9 Meaning of total remuneration

- (1) For the purposes of this instrument, the **total remuneration** of a Secretary is the amount, per year, in column 3 of Table 2A.
- (2) The total remuneration of a Secretary represents the value, calculated at the total cost to the Commonwealth (including fringe benefits tax), of the following in relation to the Secretary:
 - (a) salary, allowances and lump sum payments;
 - (b) benefits;
 - (c) the employer superannuation contribution.
- (3) However, the total remuneration of a Secretary does not include the following:
 - (a) the value of facilities provided as business support under section 18;
 - (b) payments under Part 6 (end of appointment);
 - (c) removal, relocation and family reunion assistance provided under Part 7;
 - (d) travel expenses and allowances under the official travel determination;
 - (e) the value of any other benefits provided by the Commonwealth that the Tribunal determines should not be taken to be part of the total remuneration.

10 Entitlements or conditions under other laws

The provisions of this instrument are additional to and subject to any applicable statutory entitlements or conditions, including entitlements or conditions provided for by the following Acts and by instruments made under those Acts:

- (a) the *Fair Work Act 2009*;
- (b) the *Long Service Leave (Commonwealth Employees) Act 1976*;
- (c) the *Maternity Leave (Commonwealth Employees) Act 1973*;
- (d) the *Public Governance, Performance and Accountability Act 2013*;
- (e) the *Public Service Act 1999*;
- (f) the *Safety, Rehabilitation and Compensation Act 1988*;
- (g) the *Superannuation Act 1976*;
- (h) the *Superannuation Act 1990*;
- (i) the *Superannuation Act 2005*;
- (j) the *Superannuation Benefits (Supervisory Mechanisms) Act 1990*;
- (k) the *Superannuation (Productivity Benefit) Act 1988*;
- (l) the *Work Health and Safety Act 2011*.

Part 2 Classification, remuneration and related matters

Section 11

Part 2—Classification, remuneration and related matters

11 Classification structure

- (1) The following table (*Table 2A*) sets out:
- (a) for the purposes of subsection 13(1) of the Act, the classification structure for offices of Departmental Secretary; and
 - (b) the total remuneration, per year, for each level and pay point in the classification structure.

Table 2A—Classification structure		
Column 1	Column 2	Column 3
Level	Pay point	Total remuneration (per year)
Level 1 (the Prime Minister and Cabinet)		\$1,035,690
Level 2 (the Treasury)		\$1,009,790
Level 3	1	\$983,910
Level 3	2	\$932,120
Level 4	1	\$880,340
Level 4	2	\$828,550

- (2) The following table (*Table 2B*) sets out the classification level to which each office of Secretary is assigned, by reference to the Department to which the office relates.

Table 2B—Classification of offices of Secretary	
Level	Departments
Level 1	The Prime Minister and Cabinet
Level 2	The Treasury
Level 3	The following Departments: (a) Agriculture, Fisheries and Forestry; (b) Climate Change, Energy, the Environment and Water; (c) Defence; (d) Education; (e) Employment and Workplace Relations; (f) Finance; (g) Foreign Affairs and Trade; (h) Health, Disability and Ageing; (i) Home Affairs; (j) Infrastructure, Transport, Regional Development, Communications, Sport and the Arts
Level 4	The following Departments:

Section 12

Table 2B—Classification of offices of Secretary

Level	Departments
	(a) Attorney-General's;
	(b) Industry, Science and Resources;
	(c) Social Services;
	(d) Veterans' Affairs

- (3) A Secretary at level 1 or level 2 is entitled to the total remuneration specified for that level in Table 2A.
- (4) Subject to section 12, a Secretary at level 3 or level 4 is entitled to the total remuneration specified for the pay point to which the office is assigned by a pay point assignment.
- (5) If a person is appointed to more than one office of Secretary at the same time, the person is entitled to the total remuneration specified for the highest of the pay points that would apply in relation to any of the appointments on its own.
- (6) If a person is appointed to an office of Secretary that does not appear in the classification in Table 2B, then, until Table 2B has been amended to include the office and a pay point assignment has been made for the office, the Secretary is entitled to:
 - (a) if the Secretary has been transferred from another office of Secretary—the total remuneration specified for the pay point that applied to the person in the Secretary's former office; or
 - (b) in any other case—the total remuneration specified for the lowest pay point for level 4.

12 Pay point assignments

- (1) Subject to this section, a pay point assignment must assign an office of Secretary to a pay point within the classification level of the office.

Appointment to another office of Secretary

- (2) If:
 - (a) a person who holds an office of Secretary (the **former office**) is appointed to another office of Secretary; and
 - (b) the other office is assigned to a pay point which is lower than the pay point that applied to the person in the former office;

then, until the time when the instrument of appointment to the former office would have expired according to its terms, the Secretary is entitled to the total remuneration that applies, from time to time, to the pay point that would have applied to the Secretary in the former office.

Lowering of pay point

- (3) If, during the period of a person's appointment to an office of Secretary, the pay point which applies to that office is lowered, the person is entitled, until that

Part 2 Classification, remuneration and related matters

Section 13

period of appointment ends, to the total remuneration that applies, from time to time, to the pay point that would have applied to the Secretary if the pay point had not been lowered.

Maintaining pay point after expiry or end of previous appointment

- (4) If:
- (a) subsection (2) has applied to a person appointed to an office of Secretary; and
 - (b) at the time that the instrument of appointment to the former office would have expired according to its terms, the Secretary of the Department of the Prime Minister and Cabinet is satisfied, after consulting the President of the Tribunal and the Australian Public Service Commissioner, that it is appropriate in the circumstances to maintain the remuneration of the person at a higher level than would apply under subsection (1);
- a pay point assignment may assign the person to a pay point not higher than the one that previously applied to the person.
- (5) If:
- (a) at the end of the appointment (the *previous appointment*) of a person referred to in subsection (3), that person is appointed to another office of Secretary or reappointed to the same office of Secretary (the *current appointment*); and
 - (b) the Secretary of the Department of the Prime Minister and Cabinet is satisfied, after consulting the President of the Tribunal and the Australian Public Service Commissioner, that it is appropriate for the remuneration of the person in respect of the current appointment to be at a higher level than would otherwise apply under subsection (1);
- a pay point assignment may assign the person to a pay point not higher than the one that applied to the person immediately before the end of the previous appointment.

13 Remuneration packaging

- (1) Subject to this Part, a Secretary may elect to receive the benefit of the total remuneration, other than the employer superannuation contribution, as salary or a combination of salary and benefits if:
 - (a) the election is consistent with relevant taxation laws and rulings or guidelines applicable to salary packaging schemes issued by the Australian Taxation Office; and
 - (b) providing the benefit would not result in a cost to the Commonwealth (including any fringe benefits tax) that would not be incurred if the Secretary received the remuneration in the form of salary.
- (2) To avoid doubt, a superannuation contribution made as a result of an election by a Secretary under subsection (1) does not form part of the employer superannuation contribution for the Secretary.

Section 14**14 Travel tier**

For the purposes of the official travel determination, travel tier 1 applies to a Secretary.

Part 3 Superannuation

Section 15

Part 3—Superannuation

15 Superannuation

Commonwealth Superannuation Scheme

- (1) For a Secretary who is a member of the CSS:
 - (a) the Secretary's annual rate of salary for the purposes of the CSS is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of **employer superannuation contribution** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Public Sector Superannuation Scheme

- (2) For a Secretary who is a member of the PSS:
 - (a) the Secretary's basic salary for the purposes of the PSS is the Secretary's superannuation salary; and
 - (b) the amount of the Secretary's recognised allowances for the purposes of the PSS is nil; and
 - (c) for the purposes of paragraph (a) of the definition of **employer superannuation contribution** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Defence Force Retirement and Death Benefits

- (3) For a Secretary who is a member of the DFRDB:
 - (a) the Secretary's annual rate of salary for the purposes of the DFRDB is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of **employer superannuation contribution** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Military Superannuation and Benefits Scheme

- (4) For a Secretary who is a member of the MSBS:
 - (a) the Secretary's annual rate of salary for the purposes of the MSBS is the Secretary's superannuation salary; and
 - (b) for the purposes of paragraph (a) of the definition of **employer superannuation contribution** in section 8, the value attributed to the employer superannuation contribution for the Secretary is an amount equal to 15.4% of the Secretary's superannuation salary.

Public Sector Superannuation Accumulation Plan

- (5) For a Secretary who is a member of PSSAP, the Secretary's superannuation salary for the purposes of the *Superannuation (PSSAP) Trust Deed* is the Secretary's ordinary time earnings (within the meaning of the *Superannuation Guarantee (Administration) Act 1992*).

Other superannuation funds

- (6) For a Secretary who is a member of any other superannuation fund, the employer superannuation contribution is the minimum contribution that would, under section 23 of the *Superannuation Guarantee (Administration) Act 1992*, reduce the charge percentage for the Secretary to nil.

Note: A Secretary's superannuation salary is 70% of the Secretary's total remuneration (see the definition of *superannuation salary* in section 8).

Part 4 Vehicles and business support

Section 16

Part 4—Vehicles and business support

16 Vehicles

- (1) A Secretary may elect to receive a Commonwealth-provided vehicle as a benefit. The value attributed to this benefit is to be the actual cost (including fringe benefits tax) of the vehicle to the Commonwealth.
- (2) The Executive Vehicle Scheme guidelines apply to the selection of a vehicle referred to in subsection (1).
- (3) A Secretary's total remuneration includes provision for any use of a vehicle by the Secretary for business-related purposes.

17 Vehicle parking

If a Secretary accepts an offer of a car park at Commonwealth expense, the actual cost (including fringe benefits tax) of the car park to the Secretary's Department is taken to be a benefit.

18 Business support

- (1) A Secretary is entitled to the provision by the Secretary's Department of communications, information technology and other office facilities necessary for the efficient conduct of the Commonwealth's business, and such provision includes incidental private use of those facilities. Where required, separate telecommunications lines to a Secretary's residence in support of these facilities may be provided at no cost to the Secretary.
- (2) A Secretary is entitled to be reimbursed by the Commonwealth for all costs of installation and rental of a telephone line and telephone at the Secretary's residence and for all call charges on that telephone.
- (3) If a Secretary maintains 2 residences, the Secretary is entitled to be reimbursed by the Commonwealth under subsection (2) in relation to a telephone line and telephone at one of the Secretary's residences and, in relation to the other residence, is entitled to be reimbursed only for 50% of the call charges and no other costs.
- (4) A Secretary is entitled to 2 domestic airline lounge memberships at Commonwealth expense.

Part 5—Leave

19 Normal duty

A Secretary is to be available for duty when required by the Secretary's Minister and on all days that the Secretary's Department is open for and conducts normal business.

20 Recreation (annual) leave

- (1) A Secretary is entitled to recreation leave at a rate of 20 working days for each completed 12 months of service, or pro rata for lesser periods, to be credited in the same way as recreation leave entitlements are credited to employees generally in the Secretary's Department.
- (2) A Secretary's recreation leave credit includes any existing recreation leave accrued either through prior service in the Australian Public Service or the ACT Government Service, or through employment in a Commonwealth authority, that in either case ceased not more than 2 months prior to the Secretary's appointment as a Secretary.
- (3) If a Secretary ceases to be a Secretary, other than by death, and does not carry forward a recreation leave credit to other Commonwealth employment, the Secretary is entitled to be paid, at the reference salary rate at that time, for any recreation leave credit accrued and unused at the date the Secretary ceased to be a Secretary. If a Secretary dies, the Secretary's Minister may authorise payment of this amount to a dependant of the Secretary or the Secretary's legal personal representative.
- (4) Subject to subsection (5), a Secretary may elect to cash out up to half of the Secretary's annual recreation leave entitlement in any year, at the reference salary rate at the time of election. The balance of leave remaining must be at least 4 weeks after any cashing out.
- (5) Subsection (4) applies only if the Secretary's Department has a policy that allows employees generally in the Department to cash out some or all of their annual recreation leave entitlements.

21 Personal leave

- (1) A Secretary is entitled to personal leave, which may be accessed at full or half pay, to accommodate personal illness or injury, to care for a family member or to meet family responsibilities of an emergency and unscheduled nature.
- (2) A Secretary's entitlement to personal leave accrues at the rate of 15 days full pay on the date of initial appointment plus a further 15 days at the end of each 12 months of service.
- (3) In addition to the personal leave entitlement specified in subsection (2), a Secretary's sick leave entitlements accrued either through prior service in the

Part 5 Leave

Section 22

Australian Public Service or in the service of a State or Territory government, or through employment in a Commonwealth authority, that in either case ceased not more than 2 months prior to being appointed a Secretary, is to be recognised as if accrued while a Secretary and is to be paid at full pay or half pay as recognised on appointment.

- (4) Neither unused personal leave nor unused sick leave accrued through prior service referred to in subsection (3) are to be paid out if a Secretary ceases for whatever reason to be a Secretary.
- (5) The Secretary's Minister may grant additional personal leave to a Secretary at the Secretary's Minister's discretion.

22 Miscellaneous leave

The Prime Minister or the Prime Minister's delegate may grant leave of absence to a Secretary for a purpose that the Prime Minister or the delegate considers to be in the interests of the Commonwealth. Such leave of absence may be with or without pay and subject to conditions at the discretion of the Prime Minister or the delegate.

23 Statutory leave provisions

A Secretary is entitled to long service leave in accordance with the *Long Service Leave (Commonwealth Employees) Act 1976* and maternity leave in accordance with the *Maternity Leave (Commonwealth Employees) Act 1973*.

24 Application for leave

If a Secretary wishes to take any recreation leave, long service leave, personal leave or maternity leave to which the Secretary is entitled, or a mixture of them, the Secretary must apply:

- (a) if the leave is for a total period of 3 months or less—to the Secretary's Minister; or
- (b) if the leave is for a total period of more than 3 months—to the Prime Minister or the Prime Minister's delegate.

Part 6—End of appointment

25 Compensation for loss of office

- (1) If a Secretary is terminated in accordance with subsection 56(2) or 59(1) of the *Public Service Act 1999*, and an exclusion event does not occur, the Secretary is entitled upon termination to be paid:
- (a) for a termination 12 months or more before the end of the Secretary's term of appointment—12 months' reference salary at the time of termination; or
 - (b) for a termination less than 12 months before the end of the Secretary's term of appointment—1 month's reference salary for each full month of the balance of the term not served, subject to a minimum payment of 6 months' reference salary at the time of termination.

Exclusion events

- (1A) An **exclusion event** is any of the following events:
- (a) the Secretary's appointment is terminated under subsection 59(1) of the *Public Service Act 1999* before the end of the Secretary's term of appointment, and before that termination:
 - (i) under paragraph 41(2)(m) of that Act, the Australian Public Service Commissioner inquired, in accordance with section 41A of that Act, into an alleged breach of the APS Code of Conduct (within the meaning of that Act) by the Secretary; and
 - (ii) the Commissioner found that the Secretary breached the APS Code of Conduct; and
 - (iii) the Commissioner made a finding in relation to the Secretary's conduct, as set out in subsection (1B) of this section;
 - (b) the Secretary's appointment is terminated under subsection 59(1) of the *Public Service Act 1999* before the end of the Secretary's term of appointment, and before that termination:
 - (i) under the *National Anti-Corruption Commission Act 2022*, the National Anti-Corruption Commissioner conducted a corruption investigation into the conduct of the Secretary; and
 - (ii) the investigation report under section 149 of that Act included an opinion that the Secretary had engaged in corrupt conduct of a serious or systemic nature; and
 - (iii) the investigation report included a recommendation to terminate the appointment of the Secretary;
 - (c) the Commonwealth makes the Secretary an offer of suitable alternative employment.
- (1B) For the purposes of subparagraph (1A)(a)(iii), the Commissioner made a finding that the Secretary's conduct:
- (a) constituted any one or more of the following:
 - (i) sexual harassment;

Part 6 End of appointment

Section 26

- (ii) bullying at work (within the meaning of subsection 789FD(1) of the *Fair Work Act 2009*);
- (iii) an improper use of the Secretary's duties, status, power or authority to gain a benefit or advantage (whether financial or otherwise) for themselves or any other person; or
- (b) is likely to constitute an offence against a law of the Commonwealth, a State or a Territory that is punishable by imprisonment.

Offers of suitable alternative employment

- (2) In determining whether, for the purposes of paragraph (1A)(c), there has been an offer of suitable alternative employment, take account of any offer of employment with any of the following:
 - (a) the Commonwealth;
 - (b) the administration of a Territory;
 - (c) a public statutory corporation referred to in paragraph 3(4)(d) of the Act;
 - (d) an incorporated company all the stock or shares in the capital of which is or are beneficially owned by the Commonwealth or by a public statutory corporation;
 - (e) an incorporated company limited by guarantee where the interests and rights of the members in or in relation to the company are beneficially owned by the Commonwealth or by a public statutory corporation.
- (3) If:
 - (a) a Secretary who has been terminated (the *former Secretary*) is appointed to suitable alternative employment in an office within the jurisdiction of the Tribunal; and
 - (b) the total remuneration that applies to that position is less than the total remuneration for the lowest pay point in the classification level of the office from which the former Secretary has been terminated;
 then the Tribunal may determine that, for up to 12 months from the appointment:
 - (c) the former Secretary is entitled to total remuneration at that pay point; and
 - (d) the former Secretary's superannuation salary for the purposes of a Commonwealth defined benefits scheme is 70% of that total remuneration (rounded up to the nearest \$10).

Note: The Tribunal will make an individual determination in each case.

26 Notice of a decision not to reappoint

A Secretary who is not given 3 months' notice that the Secretary will not be reappointed to an office of Secretary at the expiration of the Secretary's current term is entitled to 3 months' reference salary, unless an exclusion event occurs.

Part 7—Removal, relocation and family reunion assistance

27 Definitions for Part 7

In this Part:

family reunion means reunion between the Secretary and members of the Secretary's immediate family who reside in the residence maintained by the Secretary in the Secretary's home locality.

home locality means the locality where the Secretary ordinarily lives immediately before the commencement of the term of appointment as Secretary takes place.

locality of the Australian Capital Territory means the Australian Capital Territory and those parts of New South Wales which fall within a 100 kilometre radius of Canberra.

new locality means the locality of the Australian Capital Territory.

28 Relocation costs

- (1) A Secretary is entitled to payment at Commonwealth expense of relocation costs from the Secretary's home locality to the new locality in order to take up the appointment as a Secretary.
- (2) For the purposes of subsection (1), relocation costs include, as applicable:
 - (a) transportation of the Secretary and the Secretary's partner and dependants, if any, from the home locality to the new locality, and their return to the home locality when the Secretary ceases to hold office as Secretary for whatever reason; and
 - (b) the insured removal of the furniture, household effects and domestic animals of the Secretary and the Secretary's partner and dependants from the home locality to the new locality, and their return to the home locality when the Secretary ceases to hold office as Secretary for whatever reason.

29 Settling out allowance

- (1) The **settling out period** is the period of up to 7 days beginning on the day when the furniture and other household effects of the Secretary and the Secretary's dependants, if any, are removed from the residence of the Secretary at the home locality.
- (2) During the settling out period, the Secretary is entitled to settling out allowance of:
 - (a) in relation to the costs of accommodation—\$1,727 per week; and
 - (b) in relation to meals and incidentals—up to the rate per week applicable to an SES employee as advised from time to time under the Commonwealth Allowance Subscription Service for temporary accommodation allowances.

Part 7 Removal, relocation and family reunion assistance

Section 30

30 Settling in allowance

- (1) The ***settling in period*** is the period beginning up to 7 days before the day when the Secretary begins duty at the new locality and ending on the earlier of:
 - (a) the day when suitable accommodation or suitable temporary accommodation becomes available at the new locality; or
 - (b) the day 13 weeks after the day when the Secretary begins duty at the new locality.
- (2) During the settling in period, the Secretary is entitled to settling in allowance of:
 - (a) in relation to the costs of accommodation—\$1,727 per week; and
 - (b) in relation to meals and incidentals—up to the rate per week applicable to an SES employee as advised from time to time under the Commonwealth Allowance Subscription Service for temporary accommodation allowances.

31 Accommodation support

A Secretary who did not live in the locality of the Australian Capital Territory immediately before the commencement of the term of appointment as Secretary is entitled to accommodation support of an amount per week equal to \$34,500 per year for the duration of the Secretary's term and any subsequent term as Secretary if the Secretary:

- (a) continues to maintain a residence in the Secretary's home locality; and
- (b) does not buy a property in the locality of the Australian Capital Territory.

32 Reunion travel

- (1) This section applies to a Secretary who:
 - (a) did not, immediately before the commencement of the Secretary's initial term of appointment as a Secretary, ordinarily live in the locality of the Australian Capital Territory; and
 - (b) maintains a principal place of residence elsewhere in Australia during the initial term of appointment as a Secretary and during any successive term of appointment as a Secretary.
- (2) The Secretary is entitled, for the purposes of family reunion, in each 12 months of service, at the Secretary's election at the time of appointment or reappointment to:
 - (a) 12 business class return airfares between Canberra and the capital city nearest the Secretary's principal place of residence; or
 - (b) travel for the purposes of reunion up to the value of 12 business class return fares between Canberra and the capital city nearest the principal place of residence.
- (3) The travel entitlement provided to the Secretary under subsection (2) may be used by the Secretary and the Secretary's immediate family members. Where business travel to the capital city nearest to the Secretary's principal place of residence provides an opportunity for family reunion (such as when the business travel is adjacent to a weekend), the reunion fare entitlement is to be reduced by the equivalent of one return business class fare.

Section 32

- (4) Travel provided to the Secretary under subsection (2) may be undertaken only while the Secretary occupies the office of a Secretary. Any travel not taken by the day a Secretary ceases to occupy the office of a Secretary ceases to be available.
- (5) The value of the travel provided to a Secretary under subsection (2) may not be taken as a cash equivalent or converted to any other use.

Part 8 Assistance for training and developmentSection 33

Part 8—Assistance for training and development**33 Leave for training and development**

The Prime Minister or the Prime Minister's delegate may grant leave of absence with pay to a Secretary to enable the Secretary to pursue training or development activities that the Prime Minister or the Prime Minister's delegate considers to be in the interests of the Commonwealth. Such leave of absence may be subject to conditions at the discretion of the Prime Minister or the Prime Minister's delegate.

34 Costs of training and development

A Secretary's Minister may approve reimbursement of costs incurred by the Secretary in connection with training or development activities. Such reimbursement is at the discretion of the Secretary's Minister, may be in full or in part, and may be subject to conditions.

Part 9—Delegation

35 Secretary's Minister may delegate functions

A Secretary's Minister may delegate any of the Minister's functions under this instrument to another Minister.

Schedule 1 Repeals

Schedule 1—Repeals***Remuneration Tribunal (Departmental Secretaries—Classification
Structure and Terms and Conditions) Determination 2024*****1 The whole of the instrument**

Repeal the instrument.



Australian Government

Department of the Prime Minister and Cabinet

REMUNERATION TRIBUNAL ACT 1973 INSTRUMENT OF ASSIGNMENT UNDER SECTION 14(3)

In accordance with subsection 14(3) of the *Remuneration Tribunal Act 1973* and consistent with the classification structure determined by the Remuneration Tribunal in *Remuneration Tribunal (Departmental Secretaries—Classification Structure and Terms and Conditions) Determination 2025*, following consultation with the President of the Remuneration Tribunal and the Australian Public Service Commissioner, I assign the Departmental Secretary occupying the office of Secretary specified in Column 1 to the amounts of remuneration in Column 2 of the tables below, with effect from 1 July 2025.

In making these assignments I have had regard to a number of factors which influence the size and scope of each of the Offices of Secretary including the diversity and complexity of the functions and policy responsibilities in the portfolio; the scale of the Department's activities including its human, financial and material resources; the geographic spread of the Department and whether the Department has responsibility for issues which impact across government.

Level 3

Column 1	Column 2
Department of Defence	\$983,910
Department of Foreign Affairs and Trade	\$983,910
Department of Health, Disability and Ageing	\$983,910
Department of Home Affairs	\$983,910
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts	\$983,910
Department of Agriculture, Fisheries and Forestry	\$932,120
Department of Climate Change, Energy, the Environment and Water	\$932,120
Department of Education	\$932,120
Department of Employment and Workplace Relations	\$932,120
Department of Finance	\$932,120

Level 4

Column 1	Column 2
Attorney-General's Department	\$880,340
Department of Industry, Science and Resources	\$880,340
Department of Social Services	\$880,340
Department of Veterans' Affairs	\$828,550

s 22(1)(a)(ii)

Steven Kennedy/

10 July 2025

s 22(1)(a)(ii)

From: Office of the Secretary
Sent: Friday, 11 July 2025 11:59 AM
To: Sharp, Maddie; Rayner, Karla; Paolo, Amanda
Subject: FW: Letter from Secretary Kennedy [SEC=OFFICIAL]

From: Mike Kaiser
Sent: Friday, 11 July 2025 11:58:25 AM (UTC+10:00) Canberra, Melbourne, Sydney
To: Rayner, Karla
Cc: Office of the Secretary
Subject: Re: Letter from Secretary Kennedy [SEC=OFFICIAL]

Thank you!

From: Rayner, Karla <Karla.Rayner@pmc.gov.au>
Sent: Friday, 11 July 2025 11:11 AM
To: s 47F
Cc: Office of the Secretary <OfficeoftheSecretary@pmc.gov.au>
Subject: Letter from Secretary Kennedy [SEC=OFFICIAL]

OFFICIAL

Dear Mike

Please find attached a letter from Secretary Kennedy regarding your appointment as the Secretary of the Department of Climate Change, Energy, the Environment and Water.

I look forward to meeting you next week at Secretaries Board. In the interim please don't hesitate to contact me if you have any questions.

Kind regards

Karla

Karla Rayner | Chief of Staff to Dr Steven Kennedy PSM
 Office of the Secretary
 Department of the Prime Minister and Cabinet
 m. s 22(1)(a)(ii)

I work on Ngunnawal Country.

One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
 e. karla.rayner@pmc.gov.au w. pmc.gov.au





The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.



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