



Competency assessment in a 4 position office

An ongoing electorate employee who reaches the top of the salary range for an Electorate Officer classification can be promoted to the next Electorate Officer classification after 12 months at that salary point, subject to a competency assessment undertaken by the employing Member

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✗ Non-ongoing employees
- ✗ Casual employees

Current arrangements

- Only one employee of an employing Member can be at the next Electorate Officer classification
- EA guidelines state that in a 4-position electorate office with a CBAA structure, the only promotions through competency assessments permitted are to assess an EOA employee for promotion to an EOB, creating a CBBA office structure

Proposed changes to guidelines

- 4-position electorate offices will be **able to have 2 EOC employees**, allowing for CCAA or a CBBA office structures
- Current arrangements for 5 and 6-position offices in similar circumstances already permit the offices to have 2 employees paid as EOCs



Senator Bently has a CBAA office structure. Sarah, an EOB, meets the requirements for competency assessment and there is suitable work for her at the EOC level.

Senator Bently can assess Sarah to an EOC as this provides the most appropriate structure for her office, creating a CCAA structure. When Sarah ceases employment, the vacant EOB position can be filled.