Parliament of New South Wales

Department of Parliamentary Services

6 Macquarie Street, Sydney
NSW 2000 Australia
www.parliament.nsw.gov.au

23 June 2026

D25/084229

The General Secretary
Public Service Association
160 Clarence St
Sydney NSW 2001

For Attention: Mr Greg Shaw

Dear Sir,

Re-structure in Office of the Clerk, Legislative Council

I write to advise of work now underway to achieve greater efficiency and effectiveness in the way we manage workload and efficiency with the Office of the Clerk of the Legislative Council. It is likely that a minor re-structure of one team may form part of the outcome of our consideration.

Attached for your information (Appendix A) are organisation charts which illustrate likely structural changes. The following information may assist your understanding of the work we are doing.

Business Case for Change

The Office of the Clerk currently consists of the Clerk, the Deputy Clerk and a core administrative team consisting of a Director (Clerk Grade 11/12), a Principal Council Officer (PCO) (Clerk Grade 9/10) and a Senior Council Officer (SCO) (Clerk Grade 7/8). A Council Officer (CO) (Clerk Grade 5/6) is currently unfilled.

The current staffing of the administrative team reflects historical inheritance but is no longer the optimal model going forward. Therefore, a restructure is proposed to rebalance the allocation of functions and duties across the administrative team. The outcome of the restructure would result in the de-establishment of the Principal Council Officer, Grade 9/10 role and the filling of the Council Officer, Grade 5/6 role.

Current State	Future State
Director, Grade 11/12	Director, Grade 11/12
Principal Council Officer, Grade 9/10	Senior Council Officer, Grade 7/8
Senior Council Officer, Grade 7/8	Council Officer, Grade 5/6

Staff Consultation
The Clerk and Director of the Office of the Clerk will meet with staff to discuss the proposed changes.

There is one position identified that may be impacted by the proposed restructure but overall staffing numbers will remain stable.

Likely Impact on Staff
Office of the Clerk proposes to structure the Office of the Clerk as follows:

- Formalise the Director, Grade 11/12 role
- De-establish the Principal Council Officer, Grade 9/10 role
- Formalise the Senior Council Officer, Grade 7/8 role
- Fill the Council Officer, Grade 5/6 role

Implementation Timeframe
We would like to implement this as soon as possible.

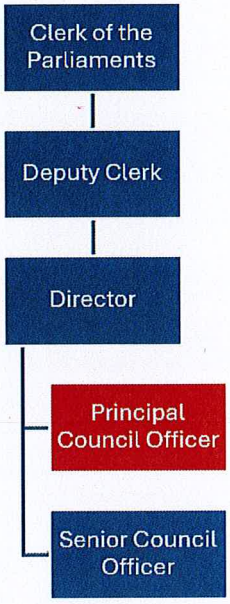
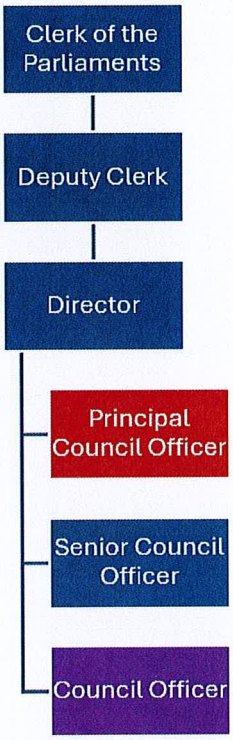
We would welcome any feedback from the Association, or questions, in relation to this matter. Please contact Ian Mackinlay, Senior Manager Workplace Relations & Support on 9230 2063.

Yours sincerely,

Ian Mackinlay
Senior Manager
Workplace Relations and Support

APPENDIX A

Current structure (impacted staff in orange)



Future structure: (impacted staff in orange, new hire in purple)