

~~PROTECTED CABINET~~

**THE HON JIM CHALMERS MP**  
**TREASURER**

Ref: MS22-001004

Tuesday, 21 June 2022

The Hon Anthony Albanese MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I am writing to confirm the initial details of the Jobs Summit, s 34(3)

s 34(3) s 34(2) and (3), I seek your agreement to the following key details:

- The Jobs Summit will be held over 2 days, on 1-2 September 2022.
- The Jobs Summit will be held at Australian Parliament House. Large sessions will be held in the Great Hall. Smaller sessions will be held in Committee Rooms and other event spaces such as the Private Dining Rooms. Decisions will be required by Presiding Officers, Serjeant-at-Arms and Senate for use of specific rooms.
- It is expected that there will be around 100 attendees, and I will consult with you and relevant Ministers on the final list. At this stage, I expect that there will be representation from unions, employer groups, civil society and not for profit organisations, different levels of government and relevant experts, and I will consult with stakeholders in determining invitees. A key consideration will be ensuring representation of those groups that experience disadvantage in the labour market.
- The Jobs Summit and Employment White Paper will be led by Treasury, supported closely by the Department of Prime Minister and Cabinet, Department of Employment and Workplace Relations and Department of Education, Skills and Training, and a range of other relevant portfolios. Treasury will form a taskforce to co-ordinate both the Jobs Summit and White Paper processes.

Summit logistics will be organised in a way that allows for a hybrid virtual and in-person format if required, to mitigate against the risks that key participants are required to isolate over the Summit dates or that there are changes in the broader health context.

I have copied this letter to the Minister for Employment and Workplace Relations, Minister for Skills and Training and the Minister for Finance, Women, and the Public Service.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jim Chalmers', followed by a long horizontal line extending to the right.

The Hon Jim Chalmers MP

CC: Minister for Employment and Workplace Relations, Minister for Skills and Training, and the Minister for Finance, Women, and the Public Service.

~~PROTECTED Sensitive Cabinet~~

**THE HON JIM CHALMERS MP**  
**TREASURER**

Ref: MS22-001180

Tuesday, 5 July 2022

The Hon Anthony Albanese MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I am writing to seek your agreement to logistics and themes for the Jobs Summit (the Summit) and timelines for the White Paper on Employment (the White Paper).

The Government has pledged to hold the Summit as one of its first actions. You have agreed to key details (MC22-045726), including that the Summit will be held at Australian Parliament House from 1 to 2 September 2022. s 47E(d)

**Vision and objectives of the Summit and White Paper**

The Summit and White Paper should be about Australians working together to build a bigger, better-trained, more productive workforce; boosting incomes and living standards; and creating opportunities for more Australians to prosper.

The Summit will be the start of a national conversation about a shared vision for Australia's labour market. It should discuss the main challenges facing the Australian labour market, recommend some immediate actions and build support for medium and long-term pathways and reforms that can be further developed as part of the White Paper. The White Paper will present a comprehensive roadmap to deliver on this vision.

I propose that the Summit be guided by the following **objectives**:

s 47E(d)

s 47E(d)

The Summit will include a diverse range of attendees from across Australia, including representatives from civil society, unions, employers and different levels of government.

While attendance to the Summit will be limited and invite only, we will create opportunities for Australians to contribute to the conversation and shape the outcomes of our work.

I propose to lead the Summit process, supported by a Treasury taskforce which will draw on staffing from Treasury and nominated staff and experts from a range of supporting departments. s 47E(d)

### **Summit**

In respect of the Summit, I request your agreement to the following proposals.

s 47E(d)

- 4) The responsibilities of these Coordinating Ministers would be to:
  - a) scope Summit sessions;
  - b) lead work on potential policy outcomes of the Summit, noting that final policy proposals must be consistent with the Budget Process Operational Rules;
  - c) consult with stakeholders in their areas of responsibility in advance of the Summit, to maximise the likelihood of common ground and map likely outcomes;

- d) commission their departments to prepare factual material, relevant data and information to help frame discussions at the Summit, in partnership with the Treasury taskforce; and
- e) consult with all relevant Ministers in the activities listed in paragraphs 4a – d of this letter.
- 5) To progress the Summit, I intend to progress the following key milestones s 47E(d) with details be agreed in consultation with you and Coordinating Ministers:
- a) publicly announce the dates, high level details and purpose of the Summit and White Paper s 47E(d)
  - b) receive initial contributions from Coordinating Ministers in relation to paragraph 4 of this letter s 47E(d) and develop the agenda and program for the Summit s 47E(d) including identifying opportunities for a range of Ministers to lead specific sessions; s 47E(d)
  - d) prepare a 6-8 page background paper s 47E(d) to be provided to Summit attendees s 47E(d) incorporating feedback from Coordinating Ministers;
  - e) finalise the attendance list through an exchange of letters s 47E(d) to enable invitations to be issued s 47E(d)
  - f) send invitations and publicly release the program and background paper s 47E(d)
- 6) I intend to consult all relevant Ministers about attendees for the Summit, but note that the overall aim is to cap attendance at around 100 people.
- 7) Throughout this process, it will be critical that we work collaboratively. To achieve this outcome in the time available, I request that each portfolio engages closely with the Treasury taskforce in all activities related to the Summit and that any material provided about the Summit to external parties passes through the Treasury taskforce to reduce duplication and ensure common branding and alignment across topics and themes.
- 8) In return, all Coordinating Ministers can expect to be consulted about the Summit program, particularly the sessions in which they will be closely involved, as well as the materials provided to Summit participants prior to the event. Coordinating Ministers can also expect to have close involvement in shaping the outcomes from the Summit. The Treasury taskforce will be available to advise Ministers and departments about the Summit when requested and will continue to work closely with departments to ensure priorities for Coordinating Ministers are incorporated in the Summit and White Paper processes.
- 9) Other Ministers may wish to hold sector specific roundtables and stakeholder consultation in the lead-up to the Summit or afterwards. While these will not be Summit activities, departments should advise the Treasury taskforce to ensure feedback received can be considered in the Summit and White Paper processes.
- 10) s 47E(d)

## White Paper

In respect of the White Paper, I request your agreement to the following proposals:

- 11) I propose that the White Paper is a Government document, with the Treasury taskforce leading its development and drawing on expertise from other departments and independent experts.
- 12) I propose the Terms of Reference for the White Paper be drafted ahead of the Summit, but only agreed and announced by the Government following the Summit to ensure it is informed by discussions at the event.

- 13) Given the limitations placed on attendance at the Summit, I propose a submissions process is established for the White Paper so that all voices can be heard. s 47E(d)

s 47E(d)

### **Announcement of Summit and White Paper details**

There is considerable interest in the Summit and White Paper and high expectations from a range of stakeholders in relation to their potential involvement. Providing further information into the public domain about both the Summit and White Paper will help manage expectations, provide key stakeholders notice about timing and demonstrate there will be opportunities for interested parties to participate in the process.

I seek your agreement to make a joint announcement about the Summit and White Paper in the week commencing 11 July, reflecting the vision, objectives and streams outlined in this letter, with details to be agreed in consultation with Coordinating Ministers.

Note that as part of the public announcement, I propose that the 'Jobs Summit' be renamed to the 'Jobs and Skills Summit' to better highlight its themes and objectives.

I also propose that a webpage for the Summit and White Paper be launched on the day of public announcement, which will initially include the dates and key details of the Summit. Information provided to attendees, including the program and background paper, will be published on the Summit website prior to the event.

I have copied this letter to the Minister for Finance, Women, and the Public Service, the Minister for Employment and Workplace Relations, the Minister for Skills and Training, the Minister for Social Services and the Minister for Home Affairs.

Yours sincerely



The Hon Jim Chalmers MP

Attachment A – Summit streams and potential topics



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**THE HON JIM CHALMERS MP**  
**TREASURER**

Ref: MS22-001413

Tuesday, 12 July 2022

The Hon Anthony Albanese MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I am writing further to our previous correspondence regarding Jobs and Skills Summit themes and roles of Ministers (Ref: MS22-001180) s 47E(d)

s 47E(d)

Yours sincerely

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The Hon Jim Chalmers MP