

Overview of the Employment Framework for MOP(S) Act Employees

Employees of Senators and Members, and certain former Parliamentarians are employed under the MOP(S) Act. Over the course of 2007-08, there were three types of employment arrangements for employees under Parts III and IV of the MOP(S) Act¹:

- Individual Australian Workplace Agreements (AWA) – Under the previous Government, AWAs were used to set the terms and conditions of employment for MOP(S) Act employees above the level of Adviser (senior staff);
- Determination 2007/PM/1 under the MOP(S) Act – *Terms and Conditions of Employment for Employees Above the Level of Adviser* for MOP(S) Act senior staff from 9 December 2007; and
- The *Commonwealth Members of Parliament Staff Collective Agreement 2006-2009* (CA) for MOP(S) Act employees at and below the level of Adviser (CA staff).

Determination 2007/PM/1 under the MOP(S) Act provides an interim employment arrangement for senior staff. It replaced the AWA framework in place under the previous Government.

There are two types of employees under the MOP(S) Act - electorate employees and personal employees. Within each of these categories there are several classification levels.

The Prime Minister allocates personal employee positions at specified classifications to Office Holders². Each Senator and Member is also allocated four or five electorate officer positions and a relief budget for the employment of additional electorate officers for peak workloads and to fill vacancies due to leave.

A *Code of Conduct for Ministerial Staff* was tabled in parliament on 26 June 2008, and took effect from 1 July 2008. The *Code of Conduct for Ministerial Staff* sets out the standards that ministerial staff are expected to meet in the performance of their duties, and covers the personal and electorate employees of Ministers and Parliamentary Secretaries. A copy of the *Code of Conduct for Ministerial Staff* is included at Appendix A.

¹ There are also employees at Kirribilli House and the Lodge who are not covered by these arrangements. Their employment arrangements are administered by the Department of the Prime Minister and Cabinet.

² "Office Holder" is defined in section 3 of the MOP(S) Act to mean: a person who holds a relevant office; a person, not being a Senator or Member of the House of Representatives, who held the office of Prime Minister; or a person in respect of whom a determination by the Prime Minister under section 12 of the MOP(S) Act is in force.

Common Terms

Common terms have been used throughout this report to present information about groups of MOP(S) Act employees. The composition of employees into these groups changed with the introduction of the current government. It is anticipated that in future reports the comparison between years will be more straightforward, due to the application of consistent definitions across years.

To aid in the interpretation of this report, common terms have been described below. Relevant footnotes included at the base of charts and tables throughout the report provide additional detailed explanations where the composition of the groups has changed from 2007 to 2008.

Personal employees

An employee who is not an electorate employee, employed under Part III of the MOP(S) Act by an Office Holder.

Electorate employees

An employee employed under either Part III or Part IV of the MOP(S) Act in an electorate officer classification.

Senior Staff

The term used to describe the combined group of personal employees classified above the level of Adviser. This includes all employees in the following classifications:

Government	Principal Adviser
	Senior Adviser (Chief of Staff) (Cabinet)
	Media Adviser (Deputy PM / Treasurer)
	Senior Adviser 2
	Senior Adviser 1 (Cabinet)
	Senior Adviser (Chief of Staff) (non-Cabinet)
	Senior Adviser 1 (non-Cabinet)
	Senior Media Adviser
Opposition	Special Adviser
	Chief of Staff (Leader of the Opposition)
	Senior Adviser / Media Adviser (Leader of the Opposition)
	Senior Adviser
	Senior Media Adviser
Minority Parties	Special Adviser
	Senior Adviser
	Special Adviser
Presiding Officers'	Senior Adviser
	Special Adviser

Government employees

Personal employees that are employed by Ministers and Parliamentary Secretaries to work directly for the government, that is, the political party with the largest representation in the House of Representatives.

Opposition employees

Personal employees employed by the Leader and Deputy Leader of the Opposition, or Shadow Ministers, to work on behalf of the main non-government political party or Coalition, that is, the political party or Coalition with the second largest representation in the House of Representatives.

Other Government employees

Personal employees of Government Senators and Members (other than those of Ministers, Parliamentary Secretaries, and the Presiding Officers). This category has only been used since the beginning of 2008, due to the reporting preferences of the current Government in relation to the employment of Whips staff.

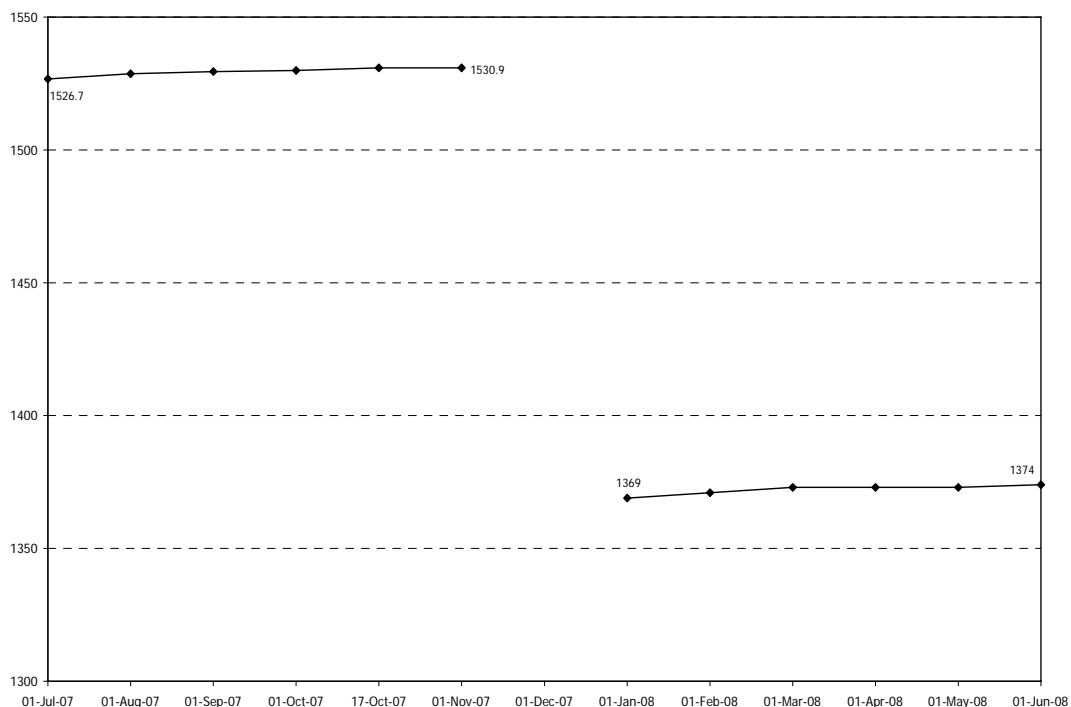
Other non-Government employees

Personal employees who are not included in the Government, Opposition or Other Government categories, as described above, such as employees of Independent Senators and Members, former Leaders and Presiding Officers.

Staffing Overview

Chart 1: Total Staffing Allocations³ during 2007-2008

This chart provides the trend of total staffing allocations from 1 July 2007 to 1 June 2008. It covers the financial year from July 2007–June 2008 tabulated at the first of each month.^{4 5}



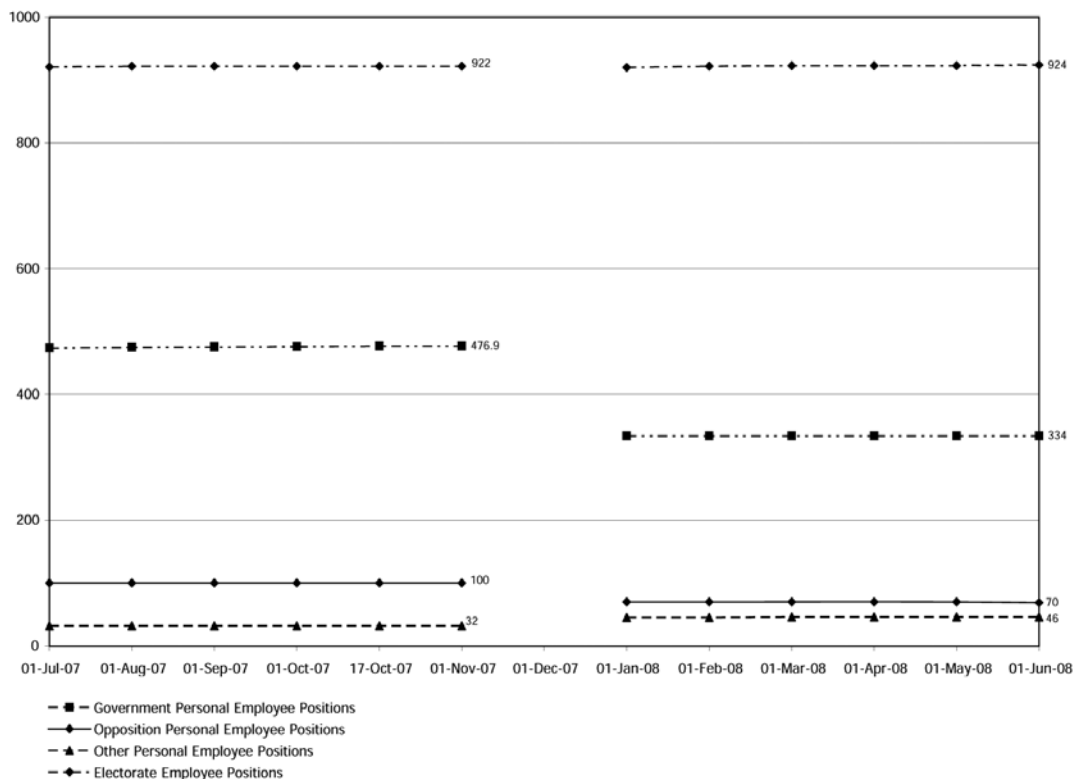
³ Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act. At any given time the actual number of MOP(S) Act employees may differ from the number of staffing allocations if, for example, not all positions are filled or one position is filled by two or more part-time employees. Tables 1 to 17 represent staffing numbers as at 30 June 2007 and 30 June 2008, which will differ from the position allocations in the above chart.

⁴ On 17 October 2007 the Australian Parliament was dissolved by the Governor-General. The total staffing allocation on this day was 1530.9.

⁵ Staffing allocations for 1 December 2007 are unavailable due to the transition of Government which occurred following the Federal election, held on the 24 November 2007.

Chart 2: Personal and Electorate Office Employee Staffing Allocations during 2007-2008

This chart provides the trend of personal and electorate employee staffing allocations from 1 July 2007 to 1 June 2008⁶. It covers the financial year from July 2007–June 2008 tabulated at the first of each month.^{7 8 9}



⁶ On 24 November 2007 the Federal Election was held, resulting in a change of government. The decline in Government Personal Employee Positions is due to a commitment made by the Government to reduce Ministerial staff by 30 per cent.

⁷ Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act. At any given time the actual number of MOP(S) Act employees may differ from the number of staffing allocations if, for example, not all positions are filled or one position is filled by two or more part-time employees. Tables 1 to 17 represent staffing numbers as at 30 June 2007 and 30 June 2008, which will differ from the position allocations in the above chart.

⁸ In 2008 the employees for Whips allocation was shifted from Government and Opposition position allocation totals to 'Other Personal Employee Positions'.

⁹ Staffing allocations for 1 December 2007 are unavailable due to the transition of Government which occurred following the Federal election, held on 24 November 2007.

Table 1: Ongoing, non-ongoing and casual Electorate Employee numbers, as at 30 June 2007 and 30 June 2008¹⁰

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2007	2008	2007	2008	2007	2008	2007	2008
Electorate Officer C	Female	99	77	9	10	3	2	111	89
	Male	37	60	7	5	1	1	45	66
	Subtotal	136	137	16	15	4	3	156	155
Electorate Officer B	Female	338	328	53	34	7	9	398	371
	Male	128	141	34	22	2	5	164	168
	Subtotal	466	469	87	56	9	14	562	539
Electorate Officer A	Female	234	250	75	77	14	25	323	352
	Male	114	105	45	50	9	16	168	171
	Subtotal	348	355	120	127	23	41	491	523
Total		950	961	223	198	36	58	1209	1217

¹⁰ Includes employees employed against the relief budget.

Table 2a: Ongoing, non-ongoing and casual Government¹¹ Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2007	2008	2007	2008	2007	2008	2007	2008
Media Adviser	Female	3	5	-	-	-	-	3	5
	Male	7	5	-	-	-	-	7	5
	Subtotal	10	10	-	-	-	-	10	10
Adviser	Female	61	40	-	1	-	-	61	41
	Male	70	42	1	-	-	-	71	42
	Subtotal	131	82	1	1	-	-	132	83
Assistant Adviser	Female	71	36	-	-	-	-	71	36
	Male	26	41	-	1	-	-	26	42
	Subtotal	97	77	-	1	-	-	97	78
Clerk to Whip	Female	4	-	1	-	-	-	5	-
	Male	-	-	1	-	-	-	1	-
	Subtotal	4	-	2	-	-	-	6	-
Executive Assistant / Office Manager	Female	40	39	-	1	-	-	40	40
	Male	8	12	-	1	-	-	8	13
	Subtotal	48	51	-	2	-	-	48	53
Secretary / Administrative Assistant	Female	40	24	2	1	-	-	42	25
	Male	6	6	-	-	-	-	6	6
	Subtotal	46	30	2	1	-	-	48	31
Total		336	250	5	5	-	-	341	255

Table 2b: Senior Staff¹² Government Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Total	
		2007	2008
Senior Staff	Female	35	18
	Male	84	49
Total		119	67

¹¹ Government Personal Employee numbers:
 • For 2007 – Include Personal Employees of Whips and Former Leaders.
 • For 2008 – Exclude Personal Employees of Whips (Personal Employees of Whips were classified as ‘Other Government’ Personal Employees in 2008, refer to Table 3a).

¹² Senior staff have been reported separately from non-senior staff classifications as they do not have defined employment types (ongoing, non ongoing and casual). Given the small number of senior staff, and the complexity of senior staff classifications, they have not been broken into separate classification levels.

Table 3a: Ongoing, non-ongoing and casual Other Government¹³ Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2007	2008	2007	2008	2007	2008	2007	2008
Media Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Assistant Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Clerk to Whip	Female	-	3	-	-	-	-	-	3
	Male	-	1	-	-	-	-	-	1
	Subtotal	-	4	-	-	-	-	-	4
Executive Assistant / Office Manager	Female	-	-	-	-	-	-	-	-
	Male	-	1	-	-	-	-	-	1
	Subtotal	-	1	-	-	-	-	-	1
Secretary / Administrative Assistant	Female	-	1	-	-	-	-	-	1
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	1	-	-	-	-	-	1
Total		-	6	-	-	-	-	-	6

Table 3b: Senior Staff Other Government Personal Employee numbers, as at 30 June 2007 and 30 June 2008¹⁴

Classification	Gender	Total	
		2007	2008
Senior Staff	Female	-	-
	Male	-	-
Total		-	-

¹³ Other Government Personal Employee numbers:

- For 2007 – Exclude Personal Employees of Whips (in 2007 Personal Employees of Whips were classified as ‘Government’ employees, refer to Table 2a).
- For 2008 – Include Personal Employees of Whips.

¹⁴ Senior staff have been reported separately from non-senior staff classifications as they do not have defined employment types (ongoing, non ongoing and casual). Given the small number of senior staff, and the complexity of senior staff classifications, they have not been broken into separate classification levels.

Table 4a: Ongoing, non-ongoing, and casual Opposition¹⁵ Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2007	2008	2007	2008	2007	2008	2007	2008
Media Adviser	Female	-	-	-	-	-	-	-	-
	Male	1	1	-	-	-	-	1	1
	Subtotal	1	1	-	-	-	-	1	1
Adviser Level 1-2	Female	12	7	-	-	-	-	12	7
	Male	15	10	-	1	-	-	15	11
	Subtotal	27	17	-	1	-	-	27	18
Assistant Adviser	Female	13	3	-	1	-	-	13	4
	Male	6	8	-	-	-	-	6	8
	Subtotal	19	11	-	1	-	-	19	12
Clerk to Whip	Female	1	-	-	-	-	-	1	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	1	-	-	-	-	-	1	-
Executive Assistant 1-3	Female	15	12	1	-	1	-	17	12
	Male	14	7	1	-	-	-	15	7
	Subtotal	29	19	2	-	1	-	32	19
Secretary - Administrative Assistant 1-2	Female	2	5	-	-	-	-	2	5
	Male	5	1	-	-	-	-	5	1
	Subtotal	7	6	-	-	-	-	7	6
Total		84	54	2	2	1	-	87	56

Table 4b: Senior Staff Opposition Personal Employee numbers, as at 30 June 2007 and 30 June 2008¹⁶

Classification	Gender	Total	
		2007	2008
Senior Staff	Female	1	2
	Male	13	9
Total		14	11

¹⁵ Opposition Personal Employee numbers:

- For 2007 – Include Personal Employees of Opposition Whips and Former Leaders.
- For 2008 – Exclude Personal Employees of Opposition Whips and Former Leaders (in 2008 Personal Employees of Opposition Whips and Former Leaders were classified as 'Other Non-Government' employees, refer to Table 5a).

¹⁶ Senior staff have been reported separately from non-senior staff classifications as they do not have defined employment types (ongoing, non ongoing and casual). Given the small number of senior staff, and the complexity of senior staff classifications, they have not been broken into separate classification levels.

Table 5a: Ongoing, non-ongoing and casual Other non-Government¹⁷ Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2007	2008	2007	2008	2007	2008	2007	2008
Media Adviser	Female	1	1	-	-	-	-	1	1
	Male	-	-	-	-	-	-	-	-
	Subtotal	1	1	-	-	-	-	1	1
Adviser Level 1-2	Female	4	7	-	-	-	-	4	7
	Male	1	1	-	-	-	-	1	1
	Subtotal	5	8	-	-	-	-	5	8
Assistant Adviser	Female	11	14	1	2	-	-	12	16
	Male	9	8	-	-	-	-	9	8
	Subtotal	20	22	1	2	-	-	21	24
Clerk to Whip	Female	-	1	-	-	-	-	-	1
	Male	-	1	-	1	-	-	-	2
	Subtotal	-	2	-	1	-	-	-	3
Executive Assistant 1-3	Female	-	4	-	-	-	-	-	4
	Male	3	3	-	-	-	-	3	3
	Subtotal	3	7	-	-	-	-	3	7
Secretary - Administrative Assistant 1-2	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	1	-	-	-	1
	Subtotal	-	-	-	1	-	-	-	1
Total		29	40	1	4	-	-	30	44

Table 5b: Senior Staff Other non-Government Personal Employee numbers, as at 30 June 2007 and 30 June 2008¹⁸

Classification	Gender	Total	
		2007	2008
Senior Staff	Female	-	-
	Male	1	2
Total		1	2

¹⁷ Other non-Government Personal Employee numbers include:

- For 2007 – Personal Employees of Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.
- For 2008 – Personal Employees of Whips, Former Leaders, Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.

¹⁸ Senior staff have been reported separately from non-senior staff classifications as they do not have defined employment types (ongoing, non ongoing and casual). Given the small number of senior staff, and the complexity of senior staff classifications, they have not been broken into separate classification levels.

**Table 6: Full-time and part-time Electorate Employee numbers,
as at 30 June 2007 and 30 June 2008¹⁹**

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2007	2008	2007	2008	2007	2008
Electorate Officer C	Female	95	74	13	13	108	87
	Male	41	60	3	5	44	65
	Subtotal	136	134	16	18	152	152
Electorate Officer B	Female	289	268	102	94	391	362
	Male	119	123	43	40	162	163
	Subtotal	408	391	145	134	553	525
Electorate Officer A	Female	174	172	135	155	309	327
	Male	105	96	54	59	159	155
	Subtotal	279	268	189	214	468	482
Total		823	793	350	366	1173	1159

¹⁹ Excludes casual employees.

Table 7: Full-time and part-time Government²⁰ Personal Employee numbers, as at 30 June 2007 and 30 June 2008²¹

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2007	2008	2007	2008	2007	2008
Senior Staff	Female	35	18	-	-	35	18
	Male	83	49	1	-	84	49
	Subtotal	118	67	1	-	119	67
Media Adviser	Female	3	5	-	-	3	5
	Male	7	5	-	-	7	5
	Subtotal	10	10	-	-	10	10
Adviser	Female	59	40	2	1	61	41
	Male	71	41	-	1	71	42
	Subtotal	130	81	2	2	132	83
Assistant Adviser	Female	69	35	2	1	71	36
	Male	23	41	3	1	26	42
	Subtotal	92	76	5	2	97	78
Clerk to Whip	Female	5	-	-	-	5	-
	Male	1	-	-	-	1	-
	Subtotal	6	-	-	-	6	-
Executive Assistant / Office Manager	Female	38	40	2	-	40	40
	Male	8	13	-	-	8	13
	Subtotal	46	53	2	-	48	53
Secretary / Administrative Assistant	Female	33	25	9	-	42	25
	Male	6	6	-	-	6	6
	Subtotal	39	31	9	-	48	31
Total		441	318	19	4	460	322

²⁰ Government Personal Employee numbers:

- For 2007 – Include Personal Employees of Whips and Former Leaders.
- For 2008 – Exclude Personal Employees of Whips (Personal Employees of Whips were classified as 'Other Government' Personal Employees in 2008, refer to Table 8).

²¹ Excludes casual employees.

Table 8: Full-time and part-time Other Government²² Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2007	2008	2007	2008	2007	2008
Senior Staff	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Media Adviser	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Adviser	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Assistant Adviser	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Clerk to Whip	Female	-	3	-	-	-	3
	Male	-	1	-	-	-	1
	Subtotal	-	4	-	-	-	4
Executive Assistant / Office Manager	Female	-	-	-	-	-	-
	Male	-	1	-	-	-	1
	Subtotal	-	1	-	-	-	1
Secretary / Administrative Assistant	Female	-	1	-	-	-	1
	Male	-	-	-	-	-	-
	Subtotal	-	1	-	-	-	1
Total		-	6	-	-	-	6

²² Other Government Personal Employee numbers:
• For 2007 – Exclude Personal Employees of Whips (in 2007 Personal Employees of Whips were classified as ‘Government’ employees, refer to Table 7).
• For 2008 – Include Personal Employees of Whips.

Table 9: Full-time and part-time Opposition²³ Personal Employee numbers, as at 30 June 2007 and 30 June 2008²⁴

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2007	2008	2007	2008	2007	2008
Senior Staff	Female	1	2	-	-	1	2
	Male	13	9	-	-	13	9
	Subtotal	14	11	-	-	14	11
Media Adviser	Female	-	-	-	-	-	-
	Male	1	1	-	-	1	1
	Subtotal	1	1	-	-	1	1
Adviser Level 1-2	Female	12	7	-	-	12	7
	Male	13	11	2	-	15	11
	Subtotal	25	18	2	-	27	18
Assistant Adviser	Female	13	4	-	-	13	4
	Male	6	8	-	-	6	8
	Subtotal	19	12	-	-	19	12
Clerk to Whip	Female	1	-	-	-	1	-
	Male	-	-	-	-	-	-
	Subtotal	1	-	-	-	1	-
Executive Assistant 1-3	Female	14	10	2	2	16	12
	Male	15	7	-	-	15	7
	Subtotal	29	17	2	2	31	19
Secretary - Administrative Assistant 1-2	Female	2	5	-	-	2	5
	Male	5	1	-	-	5	1
	Subtotal	7	6	-	-	7	6
Total		96	65	4	2	100	67

²³ Opposition Personal Employee numbers:

- For 2007 – Include Personal Employees of Opposition Whips and Former Leaders.
- For 2008 – Exclude Personal Employees of Opposition Whips and Former Leaders (in 2008 Personal Employees of Opposition Whips and Former Leaders were classified as 'Other Non-Government' employees, refer to Table 10).

²⁴ Excludes casual employees.

Table 10: Full-time and part-time Other non-Government²⁵ Personal Employee numbers, as at 30 June 2007 and 30 June 2008

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2007	2008	2007	2008	2007	2008
Senior Staff	Female	-	-	-	-	-	-
	Male	1	2	-	-	1	2
	Subtotal	1	2	-	-	1	2
Media Adviser	Female	1	1	-	-	1	1
	Male	-	-	-	-	-	-
	Subtotal	1	1	-	-	1	1
Adviser	Female	4	5	-	2	4	7
	Male	1	1	-	-	1	1
	Subtotal	5	6	-	2	5	8
Assistant Adviser	Female	10	16	2	-	12	16
	Male	8	7	1	1	9	8
	Subtotal	18	23	3	1	21	24
Clerk to Whip	Female	-	1	-	-	-	1
	Male	-	2	-	-	-	2
	Subtotal	-	3	-	-	-	3
Executive Assistant 1-3	Female	-	3	-	1	-	4
	Male	3	3	-	-	3	3
	Subtotal	3	6	-	1	3	7
Secretary - Administrative Assistant 1 - 2	Female	-	-	-	-	-	-
	Male	-	1	-	-	-	1
	Subtotal	-	1	-	-	-	1
Total		28	42	3	4	31	46

²⁵ Other non-Government Personal Employee numbers include:

- For 2007 – Personal Employees of Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.
- For 2008 – Personal Employees of Whips, Former Leaders, Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.

Home Bases²⁶

Table 11: Home base of Electorate Employees, as at 30 June 2007 and 30 June 2008²⁷

Home base State	Gender	Classification						Total	
		Electorate Officer C		Electorate Officer B		Electorate Officer A			
		2007	2008	2007	2008	2007	2008	2007	2008
ACT	Female	6	6	17	13	13	11	36	30
	Male	1	3	12	7	7	8	20	18
	Subtotal	7	9	29	20	20	19	56	48
NSW	Female	28	15	106	114	84	89	218	218
	Male	16	18	42	41	50	49	108	108
	Subtotal	44	33	148	155	134	138	326	326
NT	Female	-	-	6	6	3	2	9	8
	Male	-	1	8	5	2	2	10	8
	Subtotal	-	1	14	11	5	4	19	16
QLD	Female	21	21	62	60	53	61	136	142
	Male	9	14	21	35	26	25	56	74
	Subtotal	30	35	83	95	79	86	192	216
SA	Female	9	10	37	32	31	39	77	81
	Male	6	7	12	14	16	22	34	43
	Subtotal	15	17	49	46	47	61	111	124
TAS	Female	9	5	33	23	33	33	75	61
	Male	4	9	6	6	9	9	19	24
	Subtotal	13	14	39	29	42	42	94	85
VIC	Female	20	18	88	77	65	78	173	173
	Male	8	11	47	45	43	39	98	95
	Subtotal	28	29	135	122	108	117	271	268
WA	Female	18	14	49	46	41	39	108	99
	Male	1	3	16	15	15	17	32	35
	Subtotal	19	17	65	61	56	56	140	134
Total		156	155	562	539	491	523	1209	1217

²⁶ "Home base" refers to the place of work where the employee spends most time on duty, as agreed by the employing Senator or Member, not the place of residence of the employee.

²⁷ Includes employees employed against the relief budget and casual employees.

Table 12: Home Base of Government²⁸ Personal Employees, as at 30 June 2007 and 30 June 2008

Home base State	Gender	Classification															
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Clerk to Whip		Executive Assistant / Office Manager		Secretary / Administrative Assistant		Total	
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008
ACT	Female	21	10	2	2	34	28	35	28	3	-	26	29	37	25	158	122
	Male	51	25	2	3	42	27	10	24	-	-	3	8	1	5	109	92
	Subtotal	72	35	4	5	76	55	45	52	3	-	29	37	38	30	267	214
NSW	Female	5	5	1	1	8	2	9	2	1	-	6	3	3	-	33	13
	Male	14	7	-	1	6	5	4	6	1	-	-	1	3	-	28	20
	Subtotal	19	12	1	2	14	7	13	8	2	-	6	4	6	-	61	33
NT	Female	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
QLD	Female	1	1	-	-	6	1	7	1	1	-	3	1	1	-	19	4
	Male	3	6	-	1	7	2	3	2	-	-	1	-	1	1	15	12
	Subtotal	4	7	-	1	13	3	10	3	1	-	4	1	2	1	34	16

²⁸ Government Personal Employee numbers:

- For 2007 – Includes Personal Employees of Whips and Former Leaders.
- For 2008 – Excludes Personal Employees of Whips (Personal Employees of Whips were classified as 'Other Government' Personal Employees in 2008, refer to Table 13).

Table 12 Continued

Home base State	Gender	Classification															
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Clerk to Whip		Executive Assistant / Office Manager		Secretary / Administrative Assistant		Total	
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008
	Female	-	-	-	-	4	1	1	1	-	-	1	1	-	-	6	3
SA	Male	2	2	3	-	1	-	2	-	-	-	-	-	1	-	9	2
	Subtotal	2	2	3	-	5	1	3	1	-	-	1	1	1	-	15	5
	Female	-	-	-	-	-	-	2	-	-	-	-	-	-	-	2	-
TAS	Male	1	-	1	-	1	-	3	1	-	-	2	2	-	-	8	3
	Subtotal	1	-	1	-	1	-	5	1	-	-	2	2	-	-	10	3
	Female	6	2	-	1	7	9	12	4	-	-	2	5	1	-	28	21
VIC	Male	12	8	1	-	13	8	3	9	-	-	2	2	-	-	31	27
	Subtotal	18	10	1	1	20	17	15	13	-	-	4	7	1	-	59	48
	Female	2	-	-	-	2	-	5	-	-	-	2	1	-	-	11	1
WA	Male	1	1	-	-	1	-	1	-	-	-	-	-	-	-	3	1
	Subtotal	3	1	-	-	3	-	6	-	-	-	2	1	-	-	14	2
Total		119	67	10	10	132	83	97	78	6	-	48	53	48	31	460	322

Table 13: Home base of Other Government²⁹ Personal Employees, as at 30 June 2007 and 30 June 2008

Home base State	Gender	Classification																
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Clerk to Whip		Executive Assistant / Office Manager		Secretary / Administrative Assistant		Total		
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	
	Female	-	-	-	-	-	-	-	-	-	3	-	-	-	-	1	-	4
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	3	-	-	-	-	1	-	4
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	2
	Subtotal	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	2
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

²⁹ Other Government Personal Employee numbers:

- For 2007 – Exclude Personal Employees of Whips (in 2007 Personal Employees of Whips were classified as 'Government' employees, refer to Table 12).
- For 2008 – Include Personal Employees of Whips.

Table 14: Home base of Opposition³⁰ Personal Employees, as at 30 June 2007 and 30 June 2008

Home base State	Gender	Senior Staff		Media Adviser		Adviser Level 1-2		Assistant Adviser		Clerk to Whip		Executive Assistant 1-3		Secretary Administrative Assistant 1-2		Total	
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008
ACT	Female	-	1	-	-	10	5	11	3	1	-	12	11	-	5	34	25
	Male	7	7	-	1	8	7	5	1	-	-	9	4	1	1	30	21
	Subtotal	7	8	-	1	18	12	16	4	1	-	21	15	1	6	64	46
NSW	Female	-	-	-	-	1	-	-	1	-	-	-	1	2	-	3	2
	Male	1	2	-	-	3	-	-	1	-	-	2	2	1	-	7	5
	Subtotal	1	2	-	-	4	-	-	2	-	-	2	3	3	-	10	7
NT	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
QLD	Female	-	1	-	-	1	-	1	-	-	-	1	-	-	-	3	1
	Male	3	-	-	-	1	1	-	1	-	-	1	1	1	-	6	3
	Subtotal	3	1	-	-	2	1	1	1	-	-	2	1	1	-	9	4

³⁰ Opposition Personal Employee numbers:

- For 2007 – Include Personal Employees of Opposition Whips and Former Leaders.
- For 2008 – Exclude Personal Employees of Opposition Whips and Former Leaders (in 2008 Personal Employees of Opposition Whips and Former Leaders were classified as 'Other Non-Government' employees, refer to Table 15).

Table 14 continued

Home base State	Gender	Classification															
		Senior Staff		Media Adviser		Adviser Level 1-2		Assistant Adviser		Clerk to Whip		Executive Assistant 1-3		Secretary Administrative Assistant 1-2		Total	
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008
	Female	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1
	Male	-	-	-	-	-	1	2	-	-	-	-	-	1	-	2	2
	Subtotal	-	-	-	-	1	1	2	-	-	-	-	-	1	-	2	3
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	1
	Subtotal	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	1
	Female	1	-	-	-	-	1	-	-	-	-	-	-	-	-	5	1
	Male	1	-	1	-	2	-	2	-	-	2	-	1	-	8	4	4
	Subtotal	2	-	1	-	3	1	2	-	-	5	-	1	-	13	5	5
	Female	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-
	Male	1	-	-	-	-	-	1	-	-	-	-	-	-	1	1	1
	Subtotal	1	-	-	-	-	-	1	-	-	1	-	-	-	2	1	1
Total		14	11	1	1	27	18	19	12	1	32	19	7	6	101	67	

Table 15: Home base of Other non-Government³¹ Personal Employees, as at 30 June 2007 and 30 June 2008

Home base State	Gender	Classification															
		Senior Staff		Media Adviser		Adviser Level 1-2		Assistant Adviser		Clerk to Whip		Executive Assistant 1-3		Secretary Administrative Assistant 1-2		Total	
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008
	Female	-	-	-	-	-	1	4	3	-	1	-	2	-	-	4	7
	Male	-	2	-	-	-	-	2	1	-	2	-	-	-	-	2	5
	Subtotal	-	2	-	-	-	1	6	4	-	3	-	2	-	-	6	12
	Female	-	-	-	2	4	2	3	3	-	-	-	1	-	-	4	8
	Male	-	-	-	1	1	4	4	4	-	-	2	2	-	-	7	7
	Subtotal	-	-	-	3	5	6	7	7	-	-	2	3	-	-	11	15
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	-	-	-	-	-	2	3	3	-	-	-	-	-	-	2	3
	Male	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-
	Subtotal	-	-	-	-	-	-	3	3	-	-	-	-	-	-	3	3

³¹ Other non-Government Personal Employee numbers include:

- For 2007 – Personal Employees of Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.
- For 2008 – Personal Employees of Whips, Former Leaders, Presiding Officers, Deputy Presiding Officers, Former Prime Ministers, and Independent Senators and Members.

Table 15 continued

Home base State	Gender	Classification																
		Senior Staff		Media Adviser		Adviser Level 1-2		Assistant Adviser		Clerk to Whip		Executive Assistant 1-3		Secretary Administrative Assistant 1-2		Total		
		2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	
	Female	-	-	-	-	-	-	1	2	-	-	-	-	1	-	-	1	3
	Male	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	1
	Subtotal	-	-	-	-	-	-	1	3	-	-	-	-	1	-	-	1	4
	Female	-	-	-	-	-	-	2	1	-	-	-	-	-	-	-	2	1
	Male	1	-	-	-	-	-	1	-	-	-	-	-	-	-	1	2	1
	Subtotal	1	-	-	-	-	-	3	1	-	-	-	-	-	-	1	4	2
	Female	-	-	1	2	2	2	1	4	-	-	-	-	-	-	-	4	7
	Male	-	-	-	-	-	-	-	1	-	-	-	1	1	-	-	1	2
	Subtotal	-	-	1	2	2	2	1	5	-	-	-	1	1	-	-	5	9
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
	Male	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	1	1
	Subtotal	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	1	1
Total		1	2	1	1	5	8	21	24	-	3	3	7	-	-	1	31	46

Non-Standard Home Bases

The Prime Minister has the authority to approve non-standard home bases for MOP(S) Act employees, for reasons including:

- home-based work;
- work from within the office of another Senator or Member; or
- in the case of an employee of a Minister or Parliamentary Secretary, either the office of another Senator or Member or from accommodation provided by the portfolio department.

The Special Minister of State may approve a non-standard home base for an electorate employee.

As at 30 June 2008, there were 12 Government, 3 Opposition and 2 Other Non-Government employees with an approved non-standard home base.

Electorate and Personal Employee Annual Salary Ranges

Table 16: Electorate and Personal Employees Salary Ranges at 30 June 2007

Classification	Minimum (\$) per annum	Maximum (\$) per annum	Actual employee numbers ^{32 33}
Electorate Employees			
Electorate Officer C	55,388	61,076	156
Electorate Officer B	49,681	56,948	562
Electorate Officer A	37,928	50,974	491
Government Personal Employees			
Media Adviser	71,307	100,529	10
Adviser	71,307	100,529	132
Assistant Adviser	58,005	71,307	97
Clerk to Whip	53,705	71,307	6
Executive Assistant	48,149	59,449	48
Administrative Assistant	37,928	49,681	48
Non-Government Personal Employees			
Media Adviser	71,307	95,902	2
Adviser Level 1-2	71,307	95,902	32
Assistant Adviser	58,005	71,307	40
Clerk to Whip	53,705	71,307	1
Executive Assistant 1-3	48,149	56,948	35
Administrative Assistant 1-2	37,928	46,629	7

³² At any given time the actual number of MOP(S) Act employees may differ from the number of staffing allocations. Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act. For example, not all positions are filled or one position is filled by two or more part-time employees.

³³ Includes casuals and employees employed against the relief budget.

Table 17: Electorate and Personal Employees Salary Ranges at 30 June 2008³⁴

Classification	Minimum (\$) per annum	Maximum (\$) per annum	Actual employee numbers ³⁵
Electorate Employees			
Electorate Officer C	59,511	67,034	155
Electorate Officer B	51,917	60,615	539
Electorate Officer A	39,635	53,268	523
Government Personal Employees			
Media Adviser	74,516	109,967	10
Adviser	74,516	109,967	83
Assistant Adviser	62,124	74,516	78
Clerk to Whip	56,122	74,516	4
Executive Assistant	50,316	62,124	54
Administrative Assistant	39,635	51,917	32
Non-Government Personal Employees			
Media Adviser	74,516	105,053	2
Adviser Level 1-2	74,516	105,053	26
Assistant Adviser	62,124	74,516	36
Clerk to Whip	56,122	74,516	3
Executive Assistant 1-3	50,316	59,511	26
Administrative Assistant 1-2	39,635	48,727	7

³⁴ Increased salaries as at June 2008 are due to a 4.5 percent salary increase and adjustments to salary increments, which were effective from 29 November 2007.

³⁵ Includes casuals and employees employed against the relief budget.

Electorate and Personal Employee Allowances

Electorate and Personal employees are also eligible for an additional allowance paid with salary in recognition of reasonable additional hours of work and other special features of their employment.

Electorate Staff Allowance (ESA) is allocated to established positions in each office by the employing Senator or Member. The Senator or Member may choose to pay ESA at any of the seven available levels, or not allocate ESA to an employee, if the employee is not required to work significant additional hours. The total allocation of ESA by a Senator or Member must not exceed the maximum allocation, as outlined in the table below. The rates of ESA during 2007-08 were:

ESA Level	1 July 2007 – 28 November 2007 MAXIMUM ALLOCATION: \$36,000 (\$42,000 where the Senator or Member has a second electorate office.)	29 November 2007 – 30 June 2008 (four and a half percent increase applied) MAXIMUM ALLOCATION: \$37,620 (\$43,890 where the Senator or Member has a second electorate office.)
ESA 1	\$3,000	\$3,135
ESA 2	\$6,000	\$6,270
ESA 3	\$9,000	\$9,405
ESA 4	\$12,000	\$12,540
ESA 5	\$15,000	\$15,675
ESA 6	\$18,000	\$18,810
ESA 7	\$21,000	\$21,945

Parliamentary Staff Allowance (PSA) is paid to all Personal employees according to their classification. The rates of PSA during 2007-08 were as follows:

Classification	1 July 2007 – 28 November 2007	29 November 2007 – 30 June 2008 (four and a half percent increase applied)
Adviser / Media Adviser	\$17,104	\$17,874
MOPS4-1 to Exec 1-1 (other than Adviser/Media Adviser)	\$15,837	\$16,550
MOPS1-1 to MOPS3-4	\$9,899	\$10,345

Senior Staff Salary Ranges and Allowances

Table 18: Senior Staff Salary Ranges at 30 June 2008

Classification	Minimum (\$) per annum	Maximum (\$) per annum
Ministerial Senior Staff		
Principal Adviser	132,800	192,400
Senior Adviser (Chief of Staff Cabinet) and Media Adviser (Deputy PM / Treasurer)	100,900	136,100
Senior Adviser 2 (PM / CPU / Deputy PM / Treasurer)	117,900	140,400
Senior Adviser 1 (Cabinet)	85,500	129,700
Senior Adviser (Chief of Staff) / Senior Adviser 1 (non-Cabinet) and Senior Media Adviser	85,500	116,400
Special Adviser (Personal Classification)	79,600	103,500
Opposition, Minority Party and Presiding Officers' Senior Staff		
Chief of Staff (Leader of the Opposition)	100,900	136,100
Senior Adviser / Media Adviser (Leader of the Opposition)	85,500	129,700
Senior Adviser	85,500	116,400
Senior Media Adviser	85,500	116,400
Special Adviser (Personal Classification)	79,600	103,500

All Senior Staff also receive *Ministerial Staff Allowance (MSA)* in recognition of long and irregular hours required in addition to the ordinary hours of duty and other special features of employment. The rate of MSA during 2007-2008 was \$17,719.

Salaries above the Range

The following tables outline the Government Senior Staff employed at salaries above the specified salary range for their classification, as at 30 June 2007 and 30 June 2008.

Table 19: Government Salaries above the Range as at 30 June 2007

Office Holder	Number above the range
Prime Minister's Office	7
Cabinet Policy Unit (Prime Minister)	1
Minister for Defence	2
Minister for Trade	2
Minister for Finance and Administration	1
Minister for Foreign Affairs	2
Minister for Families, Community Services and Indigenous Affairs	1
Minister for Employment and Workplace Relations	1
Minister for the Environment and Water Resources	1
Assistant Minister for the Environment and Water Resources	1
Minister for Industry, Tourism and Resources	1
Minister for Revenue and Assistant Treasurer	1
TOTAL	21

As at 30 June 2007, all staff employed at salaries above the specified range were employed under individual Australian Workplace Agreements (AWAs).

Table 20: Government Salaries above the Range as at 30 June 2008

Office Holder	Number above the range
Prime Ministers Office	4
TOTAL	4

As at 30 June 2008, all staff employed at salaries above the specified range were employed under Determination 2007/PM/1 – *Terms and Conditions of Employment for Employees Above the Level of Adviser*.

As at 30 June 2007 and 30 June 2008, there were no Non-Government employees employed at salaries above the specified salary ranges for their classification.

Personal Employee Positions

Tables 21 through 31 provide data on personal position allocations. Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act. At any given time the actual number of MOP(S) Act employees may differ from the number of staffing allocations if, for example, not all positions are filled or one position is filled by two or more part-time employees. This information is also tabled at each *Senate Standing Committee on Finance and Public Administration* hearing, and is publicly available on the Parliament of Australia Senate website at <http://www.aph.gov.au/SENATE/estimates/index.htm>

Table 21: Portfolio Government Personal Positions at 30 June 2008

PORTFOLIO	Principal Adviser	Senior Adviser (Chief of Staff)	Senior Adviser 2 (PM / Deputy PM / Treasurer)	Senior Adviser 1 (Cabinet)	Senior Adviser / (Chief of Staff) / (non-Cabinet)	Media Adviser (Deputy PM / Treasurer)	Senior Media Adviser	Media Adviser	Adviser	Assistant Adviser	EAOM	Secretary / Admin Assist	Total
Prime Minister	2	-	4	9	-	-	-	-	7	7	8	4	41
Deputy Prime Minister													
Minister for Education	1	-	2	1	-	-	-	-	4	5	4	1	18
Minister for Employment and Workplace Relations													
Minister for Social Inclusion													
Treasurer	1	-	-	2	-	1	-	-	3	4	2	2	15
Minister for Immigration and Citizenship Leader of the Government in the Senate	-	1	-	1	-	-	1	-	4	2	2	1	12
Cabinet Secretary													
Special Minister of State	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Trade	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Foreign Affairs	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Defence	-	1	-	-	-	-	1	-	3	3	1	1	10
Minister for Health and Ageing	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Families, Housing, Community Services and Indigenous Affairs	-	1	-	-	-	-	1	-	3	2	1	1	9

PORTFOLIO	Principal Adviser	Senior Adviser (Chief of Staff)	Senior Adviser 2 (PM / Deputy PM / Treasurer)	Senior Adviser 1 (Cabinet)	Senior Adviser (Chief of Staff) / (non-Cabinet)	Media Adviser (Deputy PM / Treasurer)	Senior Media Adviser	Media Adviser	Adviser	Assistant Adviser	EAOM	Secretary / Admin Assist	Total
Minister for Finance and Deregulation	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Infrastructure, Transport, Regional Development and Local Government Leader of the House	-	1	-	-	-	-	1	-	5	2	1	1	11
Minister for Broadband, Communications and the Digital Economy Deputy Leader of the Government in the Senate	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Innovation, Industry, Science and Research	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Climate Change and Water	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for the Environment, Heritage and the Arts	-	1	-	-	-	-	1	-	3	2	1	1	9
Attorney-General	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Human Services Manager of Government Business in the Senate	-	1	-	-	-	-	1	-	4	2	1	1	10
Minister for Agriculture, Fisheries and Forestry	-	1	-	-	-	-	1	-	4	2	1	1	10
Minister for Resources and Energy	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Tourism	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Home Affairs	-	-	-	-	1	-	-	1	1	1	1	1	6
Assistant Treasurer	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Competition Policy and Consumer Affairs	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Veterans' Affairs	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Housing	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for the Status of Women	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Employment Participation	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Defence Science and Personnel	-	-	-	-	1	-	-	1	1	1	1	1	6

PORTFOLIO	Principal Adviser	Senior Adviser (Chief of Staff) (Cabinet)	Senior Adviser 2 (PM / Deputy PM / Treasurer)	Senior Adviser 1 (Cabinet)	Senior Adviser (Chief of Staff) / (non-Cabinet)	Media Adviser (Deputy PM / Treasurer)	Senior Media Adviser	Media Adviser	Adviser	Assistant Adviser	EAOM	Secretary / Admin Assist	Total
Minister for Small Business, Independent Contractors and the Service Economy	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister Assisting the Finance Minister on Deregulation	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Superannuation and Corporate Law	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Ageing	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Youth	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Sport	-	-	-	-	1	-	-	1	1	1	1	1	6
TOTAL	4	17	6	13	10	1	17	10	80	61	42	34	295

Table 22: Parliamentary Secretaries Personal Positions as at 30 June 2008

Parliamentary Secretaries	Principal Adviser	Senior Adviser (Chief of Staff) (Cabinet)	Senior Adviser 2 (PM / Deputy PM / Treasurer CPU)	Senior Adviser 1 (Cabinet)	Senior Adviser (Chief of Staff) / Senior Adviser 1 (non-Cabinet)	Media Adviser (Deputy PM / Treasurer)	Senior Media Adviser	Media Adviser	Adviser	Assistant Adviser	EAOM	Secretary / Admin Assist	Total
Parliamentary Secretary for Early Childhood Education and Childcare	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Defence Procurement	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Defence Support	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Regional Development and Northern Australia	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Disabilities and Children's Services	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for International Development Assistance	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Pacific Island Affairs	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary to the Prime Minister	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Social Inclusion and the Voluntary Sector	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary Assisting the Prime Minister for Social Inclusion	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary to the Minister for Trade	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary to the Minister for Health and Ageing	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Multicultural Affairs and Settlement Services	-	-	-	-	-	-	-	-	-	1	1	-	2
TOTAL	-	-	-	-	-	-	-	-	-	12	12	-	24

Table 23: Other Government Personal Positions as at 30 June 2008

Other	Senior Adviser (Chief of Staff) (Cabinet)	Senior Adviser 2 (PM / Deputy PM / Treasurer CPU)	Senior Adviser 1 (Cabinet)	Senior Adviser (Chief of Staff) / Senior Adviser 1 (non-Cabinet)	Media Adviser (Deputy PM / Treasurer)	Senior Media Adviser	Media Adviser	Adviser	Assistant Adviser	EAOM	Secretary / Admin Assist	Total
Caucus Committee Support and Training Unit ³⁶	-	-	-	-	-	-	-	3	5	-	2	10
Pool Positions ³⁷												5
TOTAL												15

Table 24: Opposition Personal Positions as at 30 June 2008

	Chief of Staff	Senior Adviser (Leader)	Senior Adviser	Senior Media Adviser	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Asst 2	Secretary / Admin Asst 1	Total
Leader of the Opposition	1	1	2	2	-	3	2	3	1	5	4	-	2	26
Deputy Leader of the Opposition	-	-	1	1	-	1	-	-	-	1	-	-	1	5
Leader of the Opposition in the Senate	-	-	1	-	-	1	-	1	-	1	-	1	-	5
Deputy Leader of the Opposition in the Senate	-	-	-	-	-	1	-	-	-	-	-	-	-	1
Leader of The Nationals	-	-	1	-	1	-	1	-	-	1	-	-	2	6
Deputy Leader of The Nationals	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Shadow Ministers	-	-	1	-	-	-	7	10	2	2	4	-	-	26
TOTAL	1	1	6	3	1	6	11	14	3	10	8	1	5	70

³⁶ Caucus Committee Support and Training Unit staff are employed by the Special Minister of State but are administratively separate from his Ministerial office.

³⁷ The Government has a Ministerial staff allocation of 334 positions. Those positions which have not been allocated remain in a pool.

Table 25: Government Whips Personal Positions as at 30 June 2008

Government Whips	Media Adviser	Adviser	Assistant Adviser	Clerk to Whip	EAOM	Secretary / Admin Assistant	Total
Government Whips in the House of Representatives	-	-	-	2	1	-	3
Government Whips in the Senate	-	-	-	2	-	1	3
TOTAL	-	-	-	4	1	1	6

Table 26: Opposition Whips Personal Positions as at 30 June 2008

Opposition Whips	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Clerk to Whip	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
Opposition Whips in the House of Representatives	-	-	-	-	1	1	-	-	-	-	2
Opposition Whips in the Senate	-	-	-	-	1	-	-	-	1	-	2
TOTAL	-	-	-	-	2	1	-	-	1	-	4

Table 27: Former Leader Personal Positions as at 30 June 2008

Former Leader	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
Former Leader	-	-	-	-	-	1	-	-	-	1
TOTAL	-	-	-	-	-	1	-	-	-	1

Table 28: Independent Senator and Member³⁸ Personal Positions as at 30 June 2008

Senator or Member	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
Senator Bob Brown	-	-	-	2	-	-	-	-	-	2
Senator Christine Milne	-	-	-	1	-	-	-	-	-	1
Senator Rachel Siewert	-	-	-	1	-	-	-	-	-	1
Senator Kerry Nettle	-	-	-	1	-	-	-	-	-	1
Senator Lyn Allison	-	-	-	2	-	-	-	-	-	2
Senator Andrew Bartlett	-	-	-	1	-	-	-	-	-	1
Senator Natasha Stott Despoja	-	-	-	1	-	-	-	-	-	1
Senator Andrew Murray	-	-	-	1	-	-	-	-	-	1
Senator Steve Fielding	-	-	-	1	-	-	-	-	-	1
The Hon Bob Katter MP	-	-	-	1	-	-	-	-	-	1
Tony Windsor MP	-	-	-	1	-	-	-	-	-	1
TOTAL	-	-	-	13	-	-	-	-	-	13

Table 29: Former Prime Ministers Personal Positions as at 30 June 2008

Former Prime Ministers	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
The Hon E G Whitlam AC QC	-	1	-	1	-	1	-	-	-	3
The Rt Hon Malcolm Fraser AC CH	-	1	-	1	-	1	-	-	-	3
The Hon R J L Hawke AC	-	1	-	1	-	1	-	-	-	3
The Hon PJ Keating	-	1	-	1	-	1	-	-	-	3
The Hon J Howard AC ³⁹	-	1	-	2	-	1	-	-	-	4
TOTAL	-	5	-	6	-	5	-	-	-	16

³⁸ On 1 July 2008, the Australian Greens became recognised as a minority party under the *Parliamentary Entitlements Act 1990* as they had five Senators or Members in the Parliament. The Senators and Members of a recognised party with less than five Senators or Members in the Parliament are treated as independent Senators or Members.

³⁹ The Hon J Howard has been allocated an additional Assistant Adviser position for a period of 12 months.

Table 30: President and Deputy President of the Senate Personal Positions as at 30 June 2008

Presiding Officer or Deputy Presiding Officer	Senior Adviser	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
President of the Senate	1	-	-	2	1	-	-	1	-	-	5
Deputy President of the Senate	-	-	-	-	1	-	-	-	-	-	1
TOTAL	1	-	-	2	2	-	-	1	-	-	6

Table 31: Speaker and Deputy Speakers Personal Positions as at 30 June 2008

Presiding Officer or Deputy Presiding Officer	Senior Adviser	Media Adviser	Adviser Level 2	Adviser Level 1	Assistant Adviser	Executive Assistant Level 3	Executive Assistant Level 2	Executive Assistant Level 1	Secretary / Admin Assistant 2	Secretary / Admin Assistant 1	Total
Speaker of the House of Representatives	1	-	2	-	1	1	-	-	-	-	5
Deputy Speaker of the House of Representatives	-	-	-	-	1	-	-	-	-	-	1
Second Deputy Speaker of the House of Representatives	-	-	-	-	-	-	-	-	0.34	-	0.34
TOTAL	1	-	2	-	2	1	-	-	0.34	-	6.34

Personal Classifications

As at 30 June 2008, there were six Government employees with personal classifications. These are not additional positions but personal classifications to recognise the particular skills and responsibilities of individual staff members. The personal classifications were located in the following offices:

Office Holder	Number
Parliamentary Secretary for Early Childhood Education and Childcare	1
Special Minister of State	2
Special Minister of State (Caucus Committees Support and Training Unit)	1
Minister for Trade	1
Minister for Innovation, Industry, Science and Research	1

The personal classifications were at the following levels:

Classification	Number
Adviser	1
Assistant Adviser	2
Senior Adviser Cabinet 1	3

As at 30 June 2008, there was one Non-Government employee with a personal classification. The personal classification was located in the following office:

Office Holder	Number
Family First Senator for Victoria	1

The personal classification was at the following level:

Office Holder	Number
Media Adviser	1

Staffing Payroll, Travel and Support Costs

Table 29 provides a comparison of the staffing payroll, travel and support costs for MOP(S) employees over the 2006-07 and 2007-08 financial years. Also included is a breakdown of expenditure across the 2007-08 financial year, to compare the expenditure prior to and subsequent to the change in Government after the November 2007 Federal election.

Table 32: Staffing Payroll, Travel and Support Costs ^{40 41}

Cost	Actual \$'000 1 July 2006- 30 June 2007	Actual \$'000 1 July 2007- 30 June 2008	Actual \$'000 1 July 2007- 30 November 2007	Actual \$'000 1 December 2007- 30 June 2008
Staff and Payroll Related Costs				
Salaries	85,219	91,596	42,606	48,990
Leave	11,314	10,659	5,122	5,537
Redundancy Payments	2	12,590	12,590	0
Allowances ⁴²	13,269	16,292	7,734	8,558
Employer Superannuation Contribution	13,499	15,899	7,193	8,706
Security Checks	278	390	-10	400
Learning and Development	847	322	145	176
Other Staff and Payroll Related Costs ⁴³	3,164	466	93	374
Sub Total	127,592	148,214	75,473	72,741
Staff Travel Related Costs				
Fares	10,721	10,744	5,835	4,909
Travel Allowance	7,857	9,374	5,034	4,340
Taxis, Parking, Tolls and Public Transport	1,916	2,242	1,020	1,223
Motor Vehicle Allowance (MVA) ⁴⁴	689	725	320	405
Private Plated Vehicle (PPV)	749	564	273	290
Other Staff Travel Related Costs ⁴⁵	7	6	1	5
Sub Total	21,939	23,655	12,483	11,172
Other Administrative Costs				
Consultants	3	0	0	0
Advertising of Staff Vacancies	758	579	83	496
Comcare Premiums	1,014	1,117	495	622
Other Administrative Costs Sub Total	1,775	1,696	578	1,118
TOTAL	151,306	173,565	88,534	85,031

⁴⁰ This table does not represent the total Electorate and Ministerial Support Costs appropriation.

⁴¹ Note these figures are based on accrual financial data, not payroll management data.

⁴² Allowances include Ministerial Staff Allowance, Electorate Staff Allowance and Parliamentary Staff Allowance, and other allowances as provided in the employment framework for MOP(S) Act staff except travel related allowances.

⁴³ Other staff and payroll related costs include overtime payments, discretionary payments, relocation costs, case management costs, medical examination expenses, and miscellaneous claims.

⁴⁴ Where an employee is authorised (under the Collective Agreement or Senior Staff Determination) to use their privately owned vehicle or self-drive hire vehicle for the purpose of official business, they are entitled to MVA.

⁴⁵ Other staff travel related costs include passport costs, airline lounge membership, and travel costs for members of the Employee Consultative Group.

Non-Salary Benefits

MOP(S) Act employees have access to a range of salary packaging benefits that attract either no Fringe Benefits Tax (FBT) or a concessional rate of FBT in 2007-2008. Items that may be salary packaged include:

- leased motor vehicles;
- laptop computers;
- electronic diaries;
- mobile telephones;
- airline lounge memberships; and
- contributions to a private 'complying superannuation fund' (within the meaning of the *Superannuation Industry (Supervision) Act 1993*).

Determinations made under the MOP(S) Act during 2007-2008

The following determinations impacting on MOP(S) Act employees were made under the MOP(S) Act during 2007-2008⁴⁶. A copy of each determination in full is included at [Appendix B](#):

Determination / Direction No.	Determination / Direction Name	Determination / Direction Summary
2007/29 5 July 2007	Determination Regarding Staff Travel Arrangements	Sets out travelling arrangements for electorate staff.
2007/31 5 September 2007	Direction to Defer Termination of Employment	Provides for the termination of employment to be deferred by a period in certain situations.
2007/32 16 August 2007	Determination Regarding Staff Travel Arrangements	Provides a head of authority for the travel of MOP(S) Act employees and includes the calculation of the Electorate Staff Travel Budget.
2007/33 31 August 2007	Determination Regarding Changed Travelling Allowance arrangements in Sydney during APEC	Provided additional travelling allowance in certain circumstances during APEC.
2007/Part III/ 37 3 October 2007	Determination Regarding Employment of Staff Under Part III	Provides authority for an identified Senator to employ staff under Part III of the MOP(S) Act, and revokes a previous determination to this effect.
2007/Part IV/36 15 October 2007	Direction to Defer the Termination of Employment	Defers the termination of the electorate employees of the Hon John Anderson until declaration of the poll for the electorate of Gwydir.
PM2007/PM/1 9 December 2007	Terms and Conditions of Employment for Employees Above the Level of Adviser Determination	Sets out the terms and conditions of employment for senior staff.
17 December 2007	Prime Minister letter to Special Minister of State, 'Office Holders May Employ Staff'	Determines certain conditions under which Office Holders can employ staff.
2007/Part III/41 7 January 2008	Direction to Defer the Termination of Employment	Defers the termination of the electorate employees of the Hon Fran Bailey until declaration of the poll for the electorate of McEwen.

⁴⁶ Determinations that apply to individual employees of Senators and Members have not been listed above as it would disclose the identity of those individuals. There were six Determinations made under the MOP(S) Act during 1 July 2007- 30 June 2008 that applied to individual employees of Senators and Members.

Determination / Direction No.	Determination / Direction Name	Determination / Direction Summary
2007/Part III/44(i) to (xxvi) 7 January 2008	Determination Regarding Employment of Staff Under Part III	Provides authority for Senators and Members identified to employ staff under Part III of the MOP(S) Act, and revokes previous determinations to this effect.
2008/Part III//45(i) to (xi) 21 February 2008	Determination Regarding Employment of Staff Under Part III	Provides authority for Senators and Members identified to employ staff under Part III of the MOP(S) Act, and revokes previous determinations to this effect.
2008/Part III/2 10 March 2008	Determination Regarding Employment of Staff Under Part III	Provides authority for an identified Senator to employ staff under Part III of the MOP(S) Act, and revokes a previous determination to this effect.
2008/Part III/3 6 May 2008	Work Handover for Personal Employees	Allows Senators and Members to employ two personal employees against the same position for a period of up to two days for the purpose of a work handover in certain circumstances.
2008/Part III/1 27 June 2008	Revocations of Determinations Regarding the Employment of Staff Under Part III	Provides authority for Senators and Members identified to employ staff under Part III of the MOP(S) Act, and revokes previous determinations to this effect.

Professional Development Program

During 2007-08, the Department of Finance and Deregulation facilitated a continued commitment to the ongoing learning and professional development of MOP(S) Act employees through the Professional Development Program (PDP).

The PDP was suspended in the latter part of 2007 due to the 2007 Federal election, however commencing in 2008, 11 tailored courses and information sessions were delivered to 88 MOP(S) Act employees in Canberra and state capitals (excluding Darwin). Training courses included induction and office management sessions.

Additional Learning and Development Options

A range of additional learning and development options were also available to MOP(S) Act employees during 2007-2008. These included:

- Computer systems training;
- Studies assistance (subject to approval employees were eligible for up to five hours paid study leave per week and reimbursement of \$6,000 per financial year for study at educational institutions in courses considered relevant to the employee's employment); and
- Ad hoc learning and development opportunities.

Training Provided by Political Party Secretariats

Funding is provided (on a reimbursement basis) to Political Party Secretariats and Independent Senators and Members (not affiliated with a major party), for training in areas such as communications, office management, constituent management, electorate business and media management. During 2007-2008 the maximum funding available for each Political Party Secretariat and Independent Senator and Member was \$1,000 (GST exclusive) per Senator or Member.

Occupational Health and Safety

During 2007-2008 the following Occupational Health and Safety (OH&S) related services were provided to support MOP(S) Act employees nationally:

- An annual influenza vaccination program, which continues to be made available to MOP(S) Act employees;
- Regular awareness raising on OH&S issues through induction and office management training;
- Continued provision of eyesight testing for MOP(S) Act employees who work with screen based equipment, and partial reimbursement of the cost of any lenses required for screen based work;
- Access to a professional counselling service to assist with work or personal issues through an Employee Assistance Program; and
- A continued commitment to improving workplace health and safety with the engagement of Konekt Australia Pty Ltd for the provision of OH&S services, including workstation ergonomic assessments and occupational rehabilitation services.

There were two incidents notified to Comcare during 2007-2008, involving two MOP(S) Act employees in total. These incidents were later deemed non work-related.

Fraud Prevention and Control

Finance maintains a comprehensive Fraud Control Plan specific to the administration of parliamentary entitlements, including MOP(S) Act employees. Finance reviews the plan and its fraud control framework in accordance with the *Commonwealth Fraud Control Guidelines 2002* to ensure they reflect the current business needs and operating environment.

In June 1998, the Government introduced a protocol for the investigation of alleged misuse of entitlements by Senators and Members of Parliament. The protocol was tabled in the Senate on 31 October 2000 and was extended to apply to MOP(S) Act employees on 12 August 2003.

Unfair Dismissal

Employees engaged under the MOP(S) Act are subject to the unfair dismissal provisions of the *Workplace Relations Act 1996*. The legislation also contains provisions relating to unlawful dismissals.

During the period 1 July 2007 - 30 June 2008, the total expenditure on legal costs associated with termination of employment and unfair dismissal claims was \$105,455. There were no financial settlements made in relation to unfair dismissal during 2007-2008.

In 2007-2008, four former employees sought to have the termination of their employment reviewed under the provisions of the *Workplace Relations Act 1996*. Three of these cases concluded at or before conciliation.

Ministerial Consultants engaged under Part II of the MOP(S) Act

There were no ministerial consultants engaged under Section 4 of the MOP(S) Act:

- in the year ending 30 June 2008; or
- before the commencement of the year ending 30 June 2007, who performed tasks during the year ending 30 June 2008 (pursuant to the earlier engagement).