

Members of Parliament (Staff) Act 1984
Annual Report 2008–09



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Introduction from the Special Minister of State



With innovation in technology and an increasingly complex and intertwined policy environment, the role of parliamentarians has evolved significantly since Federation.

In recent years, the Australian population has also grown rapidly but the number of parliamentarians has remained stable. This fact and the availability of new communications channels mean that more people contact political offices seeking parliamentarians' views, lobbying them for support, or seeking advice and assistance.

These trends have dramatically increased the workload on parliamentarians and the staff who support them. Due to the political nature of the roles and responsibilities of these staff, the work they perform cannot be appropriately performed by the apolitical Australian Public Service. Rather they are employed under the *Members of Parliament (Staff) Act 1984* (the 'MOP(S) Act').

Under the *Constitution*, Ministers must almost always be drawn from the Parliament. So the role of staff employed by parliamentarians contributes to *both* the work of Parliament, and the Executive. These staff support; our democratic institutions, decision-making by the Executive, accountability in the Australian Public Service, good governance and the parliamentary process. The combination of a changing political environment and the need to keep pace with community expectations can make for long hours and heavy workloads.

I am pleased to be able to reaffirm the Rudd Government's commitment to increasing the transparency and accountability of Government, by continuing to make annual reports available for scrutiny by the public.

These annual reports will become increasingly useful over time, providing an ongoing record of staffing data.

As a final note, I would like to extend my grateful thanks, and that of my parliamentary colleagues, to all MOP(S) Act staff for their work assisting the Federal Parliament, the Australian Government, and through them - the Australian people.

Senator the Hon Joe Ludwig

Cabinet Secretary
Special Minister of State

26 October 2009

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 2008-09, there were two types of employment arrangements for employees under Parts III and IV of the MOP(S) Act¹:

- 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* for MOP(S) Act employees at and below the level of Adviser.

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 Holders.² Each Senator and Member is also allocated four or five electorate officer positions and a relief staff budget for the employment of additional electorate officers for peak workloads and to fill vacancies due to leave.

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.

To aid in the interpretation of this report, common terms have been described below.

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
	Special Adviser
Opposition	Chief of Staff (Leader of the Opposition)
	Senior Adviser / Media Adviser (Leader of the Opposition)
	Senior Adviser
	Senior Media Adviser
	Special Adviser
Minority Parties	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).

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.

Staffing allocations

Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act.

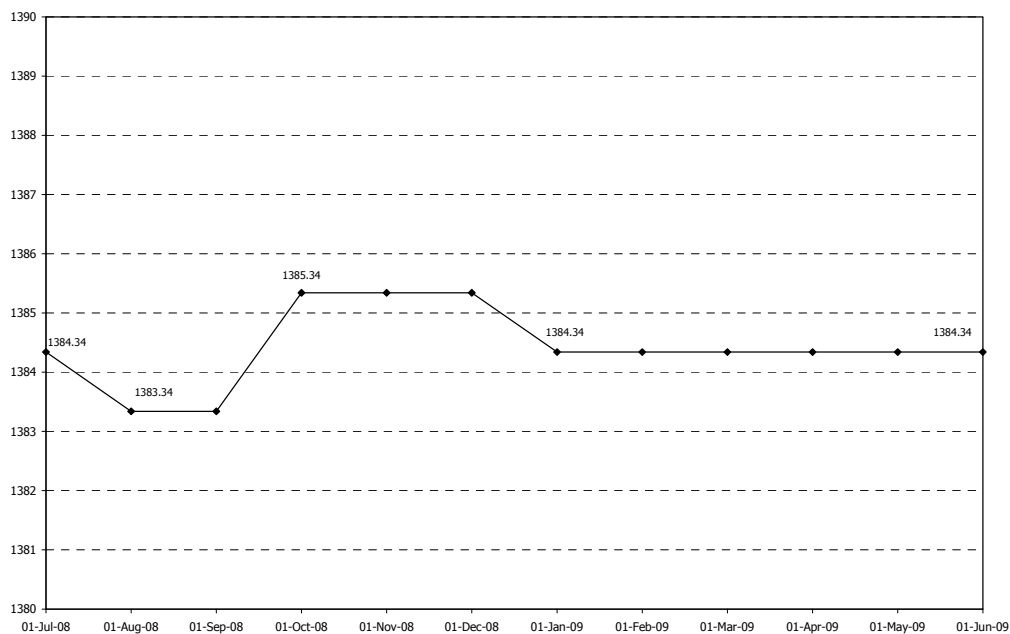
Staffing numbers

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. Staffing numbers as at 30 June 2009 included in tables one through 17 are based on employment documentation for 2008-09 recorded by the Department of Finance and Deregulation as at 20 July 2009.

Staffing Overview

Chart 1: Total staffing allocations^{3,4} during 2008-2009

This chart provides the trend of total staffing allocations from 1 July 2008 to 1 June 2009. It covers the financial year from July 2008 to June 2009 tabulated at the first of each month.

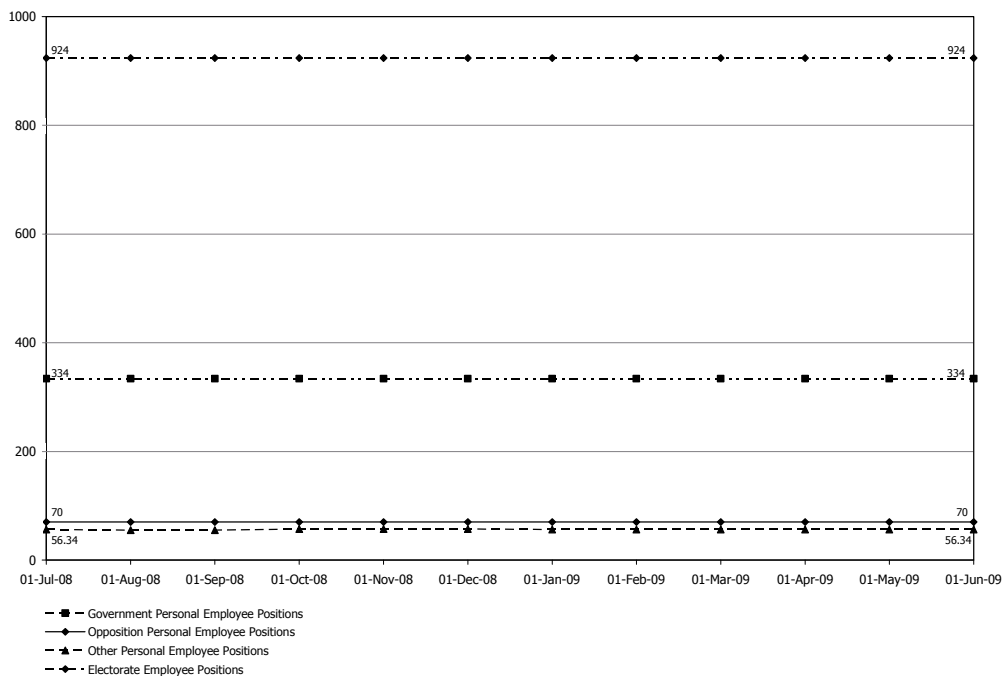


³ Staffing allocations are the number of positions allocated by the Prime Minister under the MOP(S) Act. At any given time the actual number of MOP(S) Act employees may differ from the number of staffing allocations if, for example, not all positions are filled or one position is filled by two or more part-time employees. Tables one through 17 represent staffing numbers as at 30 June 2008 and 30 June 2009, which will differ from the position allocations in the above chart.

⁴ In the 2009-10 Budget funding was provided for an additional 42 personal staff positions. This followed the recommendations of the independent staffing review conducted by Mr Alan Henderson PSM. As the new positions were effective from 1 July 2009, they are not reflected in the above chart but will be included in the MOP(S) Act Annual Report for 2009-10.

Chart 2: Personal and electorate office employee staffing allocations during 2008-2009

This chart provides the trend of personal and electorate employee staffing allocations from 1 July 2008 to 1 June 2009. It covers the financial year from July 2008 to June 2009 tabulated at the first of each month.⁵



⁵ 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 one through 17 represent staffing numbers as at 30 June 2008 and 30 June 2009, which will differ from the position allocations in the above chart.

Table 1: Ongoing, non-ongoing and casual electorate employee numbers, as at 30 June 2008 and 30 June 2009⁶

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
Electorate Officer C	Female	77	73	10	8	2	3	89	84
	Male	60	50	5	4	1	2	66	56
	Subtotal	137	123	15	12	3	5	155	140
Electorate Officer B	Female	328	342	34	49	9	13	371	404
	Male	141	160	22	25	5	6	168	191
	Subtotal	469	502	56	74	14	19	539	595
Electorate Officer A	Female	250	256	77	70	25	34	352	360
	Male	105	109	50	46	16	23	171	178
	Subtotal	355	365	127	116	41	57	523	538
Total		961	990	198	202	58	81	1217	1273

⁶ Includes employees employed against the relief staff budget.

Table 2a: Ongoing, non-ongoing and casual Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
Media Adviser	Female	5	4	-	-	-	-	5	4
	Male	5	5	-	-	-	-	5	5
	Subtotal	10	9	-	-	-	-	10	9
Adviser	Female	40	44	1	1	-	-	41	45
	Male	42	38	-	4	-	-	42	42
	Subtotal	82	82	1	5	-	-	83	87
Assistant Adviser	Female	36	41	-	3	-	-	36	44
	Male	41	28	1	4	-	-	42	32
	Subtotal	77	69	1	7	-	-	78	76
Clerk to Whip	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Executive Assistant / Office Manager	Female	39	42	1	2	-	-	40	44
	Male	12	10	1	-	-	-	13	10
	Subtotal	51	52	2	2	-	-	53	54
Secretary / Administrative Assistant	Female	24	26	1	1	-	-	25	27
	Male	6	4	-	-	-	-	6	4
	Subtotal	30	30	1	1	-	-	31	31
Total		250	242	5	15	-	-	255	257

Table 2b: Senior Staff⁷ Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Total	
		2008	2009
Senior Staff	Female	18	24
	Male	49	47
Total		67	71

⁷ 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 Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
Media Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Assistant Adviser	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Clerk to Whip	Female	3	3	-	-	-	-	3	3
	Male	1	1	-	-	-	-	1	1
	Subtotal	4	4	-	-	-	-	4	4
Executive Assistant / Office Manager	Female	-	-	-	-	-	-	-	-
	Male	1	1	-	-	-	-	1	1
	Subtotal	1	1	-	-	-	-	1	1
Secretary / Administrative Assistant	Female	1	2	-	-	-	-	1	2
	Male	-	-	-	-	-	-	-	-
	Subtotal	1	2	-	-	-	-	1	2
Total		6	7	-	-	-	-	6	7

Table 3b: Senior Staff other Government personal employee numbers, as at 30 June 2008 and 30 June 2009⁸

Classification	Gender	Total	
		2008	2009
Senior Staff	Female	-	-
	Male	-	-
Total		-	-

⁸ 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 Opposition personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
Media Adviser	Female	-	-	-	-	-	-	-	-
	Male	1	1	-	-	-	-	1	1
	Subtotal	1	1	-	-	-	-	1	1
Adviser Level 1-2	Female	7	2	-	1	-	-	7	3
	Male	10	13	1	-	-	-	11	13
	Subtotal	17	15	1	1	-	-	18	16
Assistant Adviser	Female	3	4	1	-	-	-	4	4
	Male	8	9	-	-	-	-	8	9
	Subtotal	11	13	1	-	-	-	12	13
Clerk to Whip	Female	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-
Executive Assistant 1-3	Female	12	14	-	-	-	-	12	14
	Male	7	10	-	-	-	-	7	10
	Subtotal	19	24	-	-	-	-	19	24
Secretary / Administrative Assistant 1-2	Female	5	4	-	-	-	-	5	4
	Male	1	2	-	-	-	-	1	2
	Subtotal	6	6	-	-	-	-	6	6
Total		54	59	2	1	-	-	56	60

Table 4b: Senior Staff Opposition personal employee numbers, as at 30 June 2008 and 30 June 2009⁹

Classification	Gender	Total	
		2008	2009
Senior Staff	Female	2	3
	Male	9	9
Total		11	12

⁹ 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-Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type							
		Ongoing		Non-Ongoing		Casual		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
Media Adviser	Female	1	-	-	-	-	-	1	-
	Male	-	-	-	-	-	-	-	-
	Subtotal	1	-	-	-	-	-	1	-
Adviser Level 1-2	Female	7	11	-	-	-	-	7	11
	Male	1	3	-	-	-	-	1	3
	Subtotal	8	14	-	-	-	-	8	14
Assistant Adviser	Female	14	10	2	-	-	-	16	10
	Male	8	5	-	-	-	-	8	5
	Subtotal	22	15	2	-	-	-	24	15
Clerk to Whip	Female	1	1	-	-	-	-	1	1
	Male	1	2	1	-	-	-	2	2
	Subtotal	2	3	1	-	-	-	3	3
Executive Assistant 1-3	Female	4	5	-	-	-	-	4	5
	Male	3	6	-	-	-	-	3	6
	Subtotal	7	11	-	-	-	-	7	11
Secretary / Administrative Assistant 1-2	Female	-	-	-	-	-	-	-	-
	Male	-	1	1	1	-	-	1	2
	Subtotal	-	1	1	1	-	-	1	2
Total		40	44	4	1	-	-	44	45

Table 5b: Senior Staff other non-Government personal employee numbers, as at 30 June 2008 and 30 June 2009¹⁰

Classification	Gender	Total	
		2008	2009
Senior Staff	Female	-	-
	Male	2	3
Total		2	3

¹⁰ 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 2008 and 30 June 2009¹¹**

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2008	2009	2008	2009	2008	2009
Electorate Officer C	Female	74	73	13	8	87	81
	Male	60	51	5	3	65	54
	Subtotal	134	124	18	11	152	135
Electorate Officer B	Female	268	274	94	117	362	391
	Male	123	139	40	46	163	185
	Subtotal	391	413	134	163	525	576
Electorate Officer A	Female	172	178	155	148	327	326
	Male	96	82	59	73	155	155
	Subtotal	268	260	214	221	482	481
Total		793	797	366	395	1159	1192

¹¹ Excludes casual employees.

Table 7: Full-time and part-time Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2008	2009	2008	2009	2008	2009
Senior Staff	Female	18	24	-	-	18	24
	Male	49	47	-	-	49	47
	Subtotal	67	71	-	-	67	71
Media Adviser	Female	5	4	-	-	5	4
	Male	5	5	-	-	5	5
	Subtotal	10	9	-	-	10	9
Adviser	Female	40	45	1	-	41	45
	Male	41	42	1	-	42	42
	Subtotal	81	87	2	-	83	87
Assistant Adviser	Female	35	43	1	1	36	44
	Male	41	30	1	2	42	32
	Subtotal	76	73	2	3	78	76
Clerk to Whip	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Executive Assistant / Office Manager	Female	40	44	-	-	40	44
	Male	13	10	-	-	13	10
	Subtotal	53	54	-	-	53	54
Secretary / Administrative Assistant	Female	25	27	-	-	25	27
	Male	6	3	-	1	6	4
	Subtotal	31	30	-	1	31	31
Total		318	324	4	4	322	328

Table 8: Full-time and part-time other Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2008	2009	2008	2009	2008	2009
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	-	-	3	3
	Male	1	1	-	-	1	1
	Subtotal	4	4	-	-	4	4
Executive Assistant / Office Manager	Female	-	-	-	-	-	-
	Male	1	1	-	-	1	1
	Subtotal	1	1	-	-	1	1
Secretary / Administrative Assistant	Female	1	2	-	-	1	2
	Male	-	-	-	-	-	-
	Subtotal	1	2	-	-	1	2
Total		6	7	-	-	6	7

Table 9: Full-time and part-time Opposition personal employee numbers, as at 30 June 2008 and 30 June 2009¹²

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2008	2009	2008	2009	2008	2009
Senior Staff	Female	2	3	-	-	2	3
	Male	9	9	-	-	9	9
	Subtotal	11	12	-	-	11	12
Media Adviser	Female	-	-	-	-	-	-
	Male	1	1	-	-	1	1
	Subtotal	1	1	-	-	1	1
Adviser Level 1-2	Female	7	3	-	-	7	3
	Male	11	13	-	-	11	13
	Subtotal	18	16	-	-	18	16
Assistant Adviser	Female	4	4	-	-	4	4
	Male	8	9	-	-	8	9
	Subtotal	12	13	-	-	12	13
Clerk to Whip	Female	-	-	-	-	-	-
	Male	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-
Executive Assistant 1-3	Female	10	9	2	5	12	14
	Male	7	9	-	1	7	10
	Subtotal	17	18	2	6	19	24
Secretary / Administrative Assistant 1-2	Female	5	4	-	-	5	4
	Male	1	2	-	-	1	2
	Subtotal	6	6	-	-	6	6
Total		65	66	2	6	67	72

¹² Excludes casual employees.

Table 10: Full-time and part-time other non-Government personal employee numbers, as at 30 June 2008 and 30 June 2009

Classification	Gender	Employment Type					
		Full-time		Part-time		Total	
		2008	2009	2008	2009	2008	2009
Senior Staff	Female	-	-	-	-	-	-
	Male	2	3	-	-	2	3
	Subtotal	2	3	-	-	2	3
Media Adviser	Female	1	-	-	-	1	-
	Male	-	-	-	-	-	-
	Subtotal	1	-	-	-	1	-
Adviser Level 1-2	Female	5	9	2	2	7	11
	Male	1	3	-	-	1	3
	Subtotal	6	12	2	2	8	14
Assistant Adviser	Female	16	10	-	-	16	10
	Male	7	4	1	1	8	5
	Subtotal	23	14	1	1	24	15
Clerk to Whip	Female	1	1	-	-	1	1
	Male	2	2	-	-	2	2
	Subtotal	3	3	-	-	3	3
Executive Assistant 1-3	Female	3	4	1	1	4	5
	Male	3	6	-	-	3	6
	Subtotal	6	10	1	1	7	11
Secretary / Administrative Assistant 1-2	Female	-	-	-	-	-	-
	Male	1	2	-	-	1	2
	Subtotal	1	2	-	-	1	2
Total		42	44	4	4	46	48

Home Bases¹³Table 11: Home base of electorate employees, as at 30 June 2008 and 30 June 2009¹⁴

Home base State	Gender	Classification							
		Electorate Officer C		Electorate Officer B		Electorate Officer A		Total	
		2008	2009	2008	2009	2008	2009	2008	2009
ACT	Female	6	5	13	18	11	15	30	38
	Male	3	1	7	12	8	13	18	26
	Subtotal	9	6	20	30	19	28	48	64
NSW	Female	15	18	114	108	89	97	218	223
	Male	18	18	41	39	49	46	108	103
	Subtotal	33	36	155	147	138	143	326	326
NT	Female	-	-	6	5	2	5	8	10
	Male	1	1	5	5	2	1	8	7
	Subtotal	1	1	11	10	4	6	16	17
QLD	Female	21	18	60	68	61	63	142	149
	Male	14	11	35	34	25	29	74	74
	Subtotal	35	29	95	102	86	92	216	223
SA	Female	10	10	32	38	39	35	81	83
	Male	7	4	14	18	22	20	43	42
	Subtotal	17	14	46	56	61	55	124	125
TAS	Female	5	8	23	26	33	29	61	63
	Male	9	6	6	7	9	10	24	23
	Subtotal	14	14	29	33	42	39	85	86
VIC	Female	18	14	77	87	78	67	173	168
	Male	11	11	45	59	39	42	95	112
	Subtotal	29	25	122	146	117	109	268	280
WA	Female	14	11	46	54	39	49	99	114
	Male	3	4	15	17	17	17	35	38
	Subtotal	17	15	61	71	56	66	134	152
Total		155	140	539	595	523	538	1217	1273

¹³ "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.

¹⁴ Includes employees employed against the relief budget and casual employees.

Table 12: Home base of Government personal employees, as at 30 June 2008 and 30 June 2009

Home base State	Gender	Classification													
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Executive Assistant / Office Manager		Secretary / Administrative Assistant		Total	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
ACT	Female	10	14	2	1	28	27	28	30	29	30	25	26	122	128
	Male	25	28	3	2	27	31	24	18	8	5	5	2	92	86
	Subtotal	35	42	5	3	55	58	52	48	37	35	30	28	214	214
NSW	Female	5	6	1	1	2	4	2	7	3	3	-	-	13	21
	Male	7	9	1	1	5	3	6	4	1	2	-	-	20	19
	Subtotal	12	15	2	2	7	7	8	11	4	5	-	-	33	40
NT	Female	-	-	1	1	-	-	-	-	-	-	-	-	1	1
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	1	1	-	-	-	-	-	-	-	-	1	1
QLD	Female	1	1	-	-	1	3	1	1	1	2	-	-	4	7
	Male	6	3	1	1	2	2	2	-	-	-	1	1	12	7
	Subtotal	7	4	1	1	3	5	3	1	1	2	1	1	16	14

Table 12 continued

Home base State	Gender	Classification												Total				
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Executive Assistant / Office Manager		Secretary / Administrative Assistant						
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009		2008	2009		
	Female	-	-	-	-	1	1	1	1	-	-	1	1	-	-	1	3	3
	Male	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2
	Subtotal	2	2	-	-	1	1	1	1	-	-	1	1	-	-	1	5	5
	Female	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1
	Male	-	-	-	-	-	-	1	1	1	2	1	2	1	-	-	3	2
	Subtotal	-	-	-	-	-	1	1	1	1	2	1	2	1	-	-	3	3
	Female	2	3	1	1	9	9	4	5	5	5	7	7	-	-	-	21	25
	Male	8	4	-	1	8	6	9	9	9	2	2	2	-	-	1	27	23
	Subtotal	10	7	1	2	17	15	13	14	14	7	9	9	-	-	1	48	48
	Female	-	-	-	-	-	-	-	1	1	1	1	1	-	-	-	1	2
	Male	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
	Subtotal	1	1	-	-	-	-	-	1	1	1	1	1	-	-	-	2	3
Total		67	71	10	9	83	87	78	76	76	53	54	31	31	31	322	328	

Table 13: Home base of other Government personal employees, as at 30 June 2008 and 30 June 2009

Home base State	Gender	Classification															
		Senior Staff		Media Adviser		Adviser		Assistant Adviser		Clerk to Whip		Executive Assistant / Office Manager		Secretary / Administrative Assistant		Total	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
	Female	-	-	-	-	-	-	3	3	-	-	-	-	1	2	4	5
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	3	3	-	-	-	-	1	2	4	5
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	1	-	1	-	1	-	-	-	2	1
	Subtotal	-	-	-	-	-	-	1	-	1	-	1	-	-	-	2	1
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1
	Subtotal	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1

Table 14: Home base of Opposition personal employees, as at 30 June 2008 and 30 June 2009

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	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
	Female	1	1	-	-	5	1	3	3	-	-	11	11	5	4	25	20
	Male	7	5	1	1	7	3	1	5	-	-	4	5	1	1	21	20
	Subtotal	8	6	1	1	12	4	4	8	-	-	15	16	6	5	46	40
	Female	-	1	-	-	-	2	1	1	-	-	1	1	-	-	2	5
	Male	2	3	-	-	-	5	1	-	-	-	2	2	-	-	5	10
	Subtotal	2	4	-	-	-	7	2	1	-	-	3	3	-	-	7	15
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
	Male	-	-	-	-	1	1	1	2	-	-	1	1	-	1	3	5
	Subtotal	1	-	-	-	1	1	1	2	-	-	1	1	-	1	4	5

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			
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009		
	Female	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	1	1	
	Male	-	-	-	-	-	1	2	1	-	-	-	1	-	-	-	2	3	
	Subtotal	-	1	-	-	1	1	2	1	-	-	-	1	-	-	-	3	4	
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Male	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	1	1	
	Subtotal	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	1	1	
	Female	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	1	1	
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Female	-	-	-	-	1	-	-	-	-	-	-	2	-	-	-	1	2	
	Male	-	1	-	-	2	2	2	-	-	-	-	1	-	-	-	4	4	
	Subtotal	-	1	-	-	3	2	2	-	-	-	-	3	-	-	-	5	6	
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Male	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	1	1	
	Subtotal	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	1	1	
Total		11	12	1	1	18	16	12	13	-	-	19	24	6	6	67	72		

Table 15: Home base of other non-Government personal employees, as at 30 June 2008 and 30 June 2009

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	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
	Female	-	-	-	-	1	4	3	1	1	1	2	4	-	-	7	10
	Male	2	3	-	-	-	1	1	1	2	1	-	1	-	1	5	8
	Subtotal	2	3	-	-	1	5	4	2	3	2	2	5	-	1	12	18
	Female	-	-	-	-	4	4	3	3	-	-	1	1	-	-	8	8
	Male	-	-	-	-	1	1	4	3	-	-	2	4	-	-	7	8
	Subtotal	-	-	-	-	5	5	7	6	-	-	3	5	-	-	15	16
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Female	-	-	-	-	3	2	-	-	-	-	-	-	-	-	3	2
	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	3	2	-	-	-	-	-	-	-	-	3	2

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	
		2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
	Female	-	-	-	-	-	-	2	-	-	-	1	-	-	-	3	-
	Male	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-
	Subtotal	-	-	-	-	-	-	3	-	-	-	1	-	-	-	4	-
	Female	-	-	-	-	-	-	1	1	-	-	-	-	-	-	1	1
	Male	-	-	-	-	-	-	-	-	-	1	-	-	1	1	1	2
	Subtotal	-	-	-	-	-	-	1	1	-	1	-	-	1	1	2	3
	Female	-	-	1	-	2	3	4	3	-	-	-	-	-	-	7	6
	Male	-	-	-	-	1	1	1	-	-	-	1	1	-	-	2	2
	Subtotal	-	-	1	-	2	4	5	3	-	-	1	1	-	-	9	8
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Male	-	-	-	-	-	-	1	1	-	-	-	-	-	-	1	1
	Subtotal	-	-	-	-	-	-	1	1	-	-	-	-	-	-	1	1
Total		2	3	1	-	8	14	24	15	3	3	7	11	1	2	46	48

Non-Standard Home Bases and Alternative Work Locations

The Special Minister of State has the authority to approve non-standard home bases for personal employees, whose usual place of work is not the electorate, capital city or Canberra office of the employing Office Holder, for reasons that may include:

- 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 accommodation provided by the portfolio department.

The Special Minister of State has the authority to approve alternative work locations for electorate employees, whose usual place of work is not the electorate or Canberra office of the employing Senator or Member.¹⁵

As at 30 June 2009, 20 non-standard home bases and six alternative work locations had been approved by the Special Minister of State.

Electorate and Personal Employee Annual Salary Ranges

Table 16: Electorate and personal employees salary ranges at 30 June 2008

Classification	Minimum (\$) per annum	Maximum (\$) per annum	Actual employee numbers ^{16,17}
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

¹⁵ An alternative work location may be approved for an electorate officer in special circumstances by the Special Minister of State under Determination 2007/Part IV/1.

¹⁶ 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.

¹⁷ Includes casuals and employees employed against the relief staff budget.

Table 17: Electorate and personal employees salary ranges at 30 June 2009¹⁸

Classification	Minimum (\$) per annum	Maximum (\$) per annum	Actual employee numbers ¹⁹
Electorate Employees			
Electorate Officer C	62,189	70,051	140
Electorate Officer B	54,253	63,343	595
Electorate Officer A	41,419	55,665	538
Government Personal Employees			
Media Adviser	77,869	114,916	9
Adviser	77,869	114,916	87
Assistant Adviser	64,920	77,869	76
Clerk to Whip	58,647	77,869	4
Executive Assistant	52,580	64,920	55
Administrative Assistant	41,419	54,253	33
Non-Government Personal Employees			
Media Adviser	77,869	109,780	1
Adviser Level 1-2	77,869	109,780	30
Assistant Adviser	64,920	77,869	28
Clerk to Whip	58,647	77,869	3
Executive Assistant 1-3	52,580	62,189	35
Administrative Assistant 1-2	41,419	50,920	8

¹⁸ Increased salaries as at June 2009 are due to a 4.5 per cent salary increase and adjustments to salary increments, which were effective from 27 November 2008.

¹⁹ Includes casuals and employees employed against the relief staff 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 a position, if the occupant of the position 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 2008-09 were:

ESA Level	1 July 2008 - 26 November 2008 MAXIMUM ALLOCATION: \$37,620 (\$43,890 where the Senator or Member has a second electorate office).	27 November 2008 - 30 June 2009 (four and a half per cent increase applied) MAXIMUM ALLOCATION: \$39,313 (\$45,865 where the Senator or Member has a second electorate office).
ESA 1	\$3,135	\$3,276
ESA 2	\$6,270	\$6,552
ESA 3	\$9,405	\$9,828
ESA 4	\$12,540	\$13,104
ESA 5	\$15,675	\$16,380
ESA 6	\$18,810	\$19,656
ESA 7	\$21,945	\$22,933

Parliamentary Staff Allowance (PSA) is paid to all personal employees according to their classification. The rates of PSA during 2008-09 were:

Classification	1 July 2008 - 26 November 2008	27 November 2008 - 30 June 2009 (four and a half per cent increase applied)
Adviser / Media Adviser	\$17,874	\$18,678
MOPS 4-1 to Exec 1-1 (other than Adviser / Media Adviser)	\$16,550	\$17,294
MOPS 1-1 to MOPS 3-4	\$10,345	\$10,810

Senior Staff Salary Ranges and Allowances

Table 18: Senior Staff salary ranges at 30 June 2008 and 30 June 2009²⁰

Classification	30 June 2008		30 June 2009	
	Minimum (\$ per annum)	Maximum (\$ per annum)	Minimum (\$ per annum)	Maximum (\$ per annum)
Ministerial Senior Staff				
Principal Adviser	132,800	192,400	138,776	201,058
Senior Adviser (Chief of Staff Cabinet) and Media Adviser (Deputy PM / Treasurer)	100,900	136,100	105,441	142,225
Senior Adviser 2 (PM / Deputy PM / Treasurer)	117,900	140,400	123,206	146,718
Senior Adviser 1 (Cabinet)	85,500	129,700	89,348	135,537
Senior Adviser (Chief of Staff) / Senior Adviser 1 (non-Cabinet) and Senior Media Adviser	85,500	116,400	89,348	121,638
Special Adviser (Personal Classification)	79,600	103,500	83,182	108,158
Opposition, Minority Party and Presiding Officers' Senior Staff				
Chief of Staff (Leader of the Opposition)	100,900	136,100	105,441	142,225
Senior Adviser / Media Adviser (Leader of the Opposition)	85,500	129,700	89,348	135,537
Senior Adviser	85,500	116,400	89,348	121,638
Senior Media Adviser	85,500	116,400	89,348	121,638
Special Adviser (Personal Classification)	79,600	103,500	83,182	108,158

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 as at 30 June 2008 was \$17,719 per annum. The rate of MSA as at 30 June 2009 was \$18,900 per annum.

²⁰ Increased salaries as at 30 June 2009 are due to a 4.5 per cent salary increase and adjustments to salary ranges, which were effective from 25 March 2009.

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 2008 and 30 June 2009.

Table 20: Government salaries above the range as at 30 June 2008

Office Holder	Number above the range
Prime Minister	4
TOTAL	4

Table 21: Government Salaries Above the Range as at 30 June 2009

Office Holder	Number above the range
Prime Minister	2
Minister for Foreign Affairs	1
TOTAL	3

As at 30 June 2009, 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 2008 and 30 June 2009, there were no non-Government employees employed at salaries above the specified salary ranges for their classification.

Personal Employee Positions

Tables 22 through 34 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 22: Portfolio Government personal positions at 30 June 2009

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	Executive Assistant/ Office Manager	Secretary / Admin Assist	Total
Prime Minister	4	-	3	8	-	-	-	-	8	7	7	5	42
Deputy Prime Minister													
Minister for Education	1	-	1	1	-	-	-	-	4	5	4	1	17
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
Minister for Defence	1	-	-	-	-	-	1	-	3	3	1	1	10
Minister for Trade	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Foreign Affairs	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Health and Ageing	-	1	-	-	-	-	1	-	3	3	1	1	10

Table 22 continued

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	Executive Assistant/ Office Manager	Secretary / Admin Assist	Total
Minister for Families, Housing, Community Services and Indigenous Affairs	-	1	-	-	-	-	1	-	4	2	1	1	10
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	-	4	2	1	1	10
Minister for the Environment, Heritage and the Arts	-	1	-	-	-	-	1	-	3	2	1	1	9
Attorney-General	-	1	-	-	-	-	1	-	3	2	1	1	9
Cabinet Secretary Special Minister of State 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 Minister for Tourism	-	1	-	-	-	-	1	-	3	2	1	1	9
Minister for Human Services Minister for Financial Services, Superannuation and Corporate Law	-	1	-	-	-	-	1	-	3	2	1	1	9

Table 22 continued

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	Executive Assistant/ Office Manager	Secretary / Admin Assist	Total
	Minister for Veterans' Affairs	-	-	-	-	1	-	-	1	1	1	1	1
Minister for Housing Minister for the Status of Women	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Home Affairs	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Indigenous Health, Rural and Regional Health and Regional Service Delivery	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Competition Policy and Consumer Affairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Minister for Small Business, Independent Contractors and the Service Economy	-	-	-	-	1	-	-	1	2	1	1	1	7
Minister Assisting the Finance Minister on Deregulation	-	-	-	-	-	-	-	-	-	-	-	-	-
Assistant Treasurer	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Ageing	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Early Childhood Education, Childcare and Youth Minister for Sport	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Defence Personnel, Materiel and Science	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister Assisting the Minister for Climate Change	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister for Employment Participation	-	-	-	-	1	-	-	1	1	1	1	1	6
Minister Assisting the Prime Minister for Government Service Delivery	-	-	-	-	1	-	-	1	1	1	1	1	6
TOTAL	7	16	4	12	10	1	17	10	84	62	41	35	299

Table 23: Parliamentary Secretaries personal positions as at 30 June 2009

Parliamentary Secretaries	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	Executive Assistant/ Office Manager	Secretary / Admin Assist	Total
Parliamentary Secretary for Infrastructure, Transport, Regional Development and Local Government	-	-	1	-	-	-	-	-	-	1	1	-	3
Parliamentary Secretary for Defence Support Parliamentary Secretary for Water	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Western and Northern Australia	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Disabilities and Children's Services Parliamentary Secretary for Victorian Bushfire Reconstruction	-	-	-	-	-	-	-	-	-	2	1	-	3
Parliamentary Secretary for International Development Assistance	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Pacific Island Affairs	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary to the Prime Minister Parliamentary Secretary for Trade	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Social Inclusion Parliamentary Secretary for the Voluntary Sector	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Multicultural Affairs and Settlement Services	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Employment	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Health	-	-	-	-	-	-	-	-	-	1	1	-	2
Parliamentary Secretary for Innovation and Industry	-	-	-	-	-	-	-	-	-	1	1	-	2
TOTAL	-	-	1	-	-	-	-	-	-	13	12	-	26

Table 24: Other Government personal positions as at 30 June 2009

Other	Senior Adviser (Chief of Staff) (Cabinet)	Senior Adviser 2 (PM / Deputy PM / Treasurer)	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	Executive Assistant/ Office Manager	Secretary / Admin Assist	Total
Caucus Committees												
Support and Training Unit ²¹	-	-	-	-	-	-	-	3	4	-	2	9
Pool Positions ²²												-
TOTAL												9

Table 25: Opposition personal positions as at 30 June 2009

	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 Assist 2	Secretary / Admin Assist 1	Total
Leader of the Opposition	1	1	4	3	-	1	3	3	-	4	2	-	1	23
Deputy Leader of the Opposition	-	-	1	-	-	-	1	-	-	1	-	-	-	3
Leader of the Opposition in the Senate	-	-	-	-	-	1	1	1	-	-	-	1	-	4
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	-	-	-	-	-	3	5	9	3	3	6	-	2	31
Manager of Opposition Business in the Senate	-	-	-	-	-	-	-	-	-	1	-	-	-	1
TOTAL	1	1	6	3	1	6	11	14	3	10	8	1	5	70

²¹ Caucus Committees Support and Training Unit staff are employed by the Special Minister of State but are administratively separate from his Ministerial office.

²² The Government has a Ministerial staff allocation of 334 positions. Those positions which have not been allocated remain in a pool.

Table 26: Australian Greens personal positions as at 30 June 2009

	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 Assist 2	Secretary / Admin Assist 1	Total
Leader of the Australian Greens	-	-	1	-	-	1	2	3	1	1	1	-	-	10
TOTAL	-	-	1	-	-	1	2	3	1	1	1	-	-	10

Table 27: Government Whips personal positions as at 30 June 2009

Government Whips	Media Adviser	Adviser	Assistant Adviser	Clerk to Whip	EAOM	Secretary / Admin Assistant	Total
Government Whips in the House of Representatives	-	-	-	2	1	1	4
Government Whips in the Senate	-	-	-	2	-	1	3
TOTAL	-	-	-	4	1	2	7

Table 28: Opposition Whips personal positions as at 30 June 2009

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 Assist 2	Secretary / Admin Assist 1	Total
Opposition Whips in the House of Representatives	-	-	-	-	1	1	-	-	1	-	3
Opposition Whips in the Senate	-	-	-	-	1	-	-	-	1	-	2
TOTAL	-	-	-	-	2	1	-	-	2	-	5

Table 29: Australian Greens Whips personal positions as at 30 June 2009

Australian Greens 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 Assist 2	Secretary / Admin Assist 1	Total
Leader of the Australian Greens	-	-	-	-	1	-	-	-	-	-	1
Australian Greens Whip in the Senate	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	1	-	-	-	-	-	1

Table 30: Former Leader personal positions as at 30 June 2009

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

Table 31: Independent Senator and Member²³ personal positions as at 30 June 2009

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 Assist 2	Secretary / Admin Assist 1	Total
Senator S Fielding	-	-	-	1	-	-	-	-	-	1
The Hon R C Katter MP	-	-	-	1	-	-	-	-	-	1
Mr R Oakeshott MP	-	-	-	1	-	-	-	-	-	1
Mr A Windsor MP	-	-	-	1	-	-	-	-	-	1
Senator N Xenophon	-	-	-	1	-	-	-	-	-	1
TOTAL	-	-	-	5	-	-	-	-	-	5

²³ 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.

Table 32: Former Prime Ministers' personal positions as at 30 June 2009

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 Assist 2	Secretary / Admin Assist 1	Total
The Hon E G Whitlam AC QC	-	1	-	1	-	1	-	-	-	3
The Rt Hon J M Fraser AC CH	-	1	-	1	-	1	-	-	-	3
The Hon R J L Hawke AC	-	1	-	1	-	1	-	-	-	3
The Hon P J Keating	-	1	-	1	-	1	-	-	-	3
The Hon J W Howard AC	-	1	-	1	-	1	-	-	-	3
TOTAL	-	5	-	5	-	5	-	-	-	15

Table 33: President and Deputy President of the Senate personal positions as at 30 June 2009

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 Assist 2	Secretary / Admin Assist 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 34: Speaker and Deputy Speakers' personal positions as at 30 June 2009

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 Assist 2	Secretary / Admin Assist 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

Government Personal Classifications

As at 30 June 2009, there were eight 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
Prime Minister	1
Deputy Prime Minister	1
Minister for Defence	2
Minister for Trade	1
Minister for Infrastructure, Transport, Regional Development and Local Government	1
Minister for Innovation, Industry, Science and Research	1
Parliamentary Secretary for Infrastructure, Transport, Regional Development and Local Government	1

The personal classifications were at the following levels:

Classification	Number
Senior Adviser Cabinet 1	3
Adviser	2
Assistant Adviser	1
Executive Assistant / Office Manager	2

Opposition and non-Government Personal Classifications

As at 30 June 2009, there were four Opposition employees and one non-Government employee with a personal classification. The personal classifications were located in the following offices:

Office Holder	Number
Leader of the Opposition	2
Leader of the Opposition in the Senate	1
Manager of Opposition Business in the House	1
Senator for South Australia	1

The personal classifications were at the following levels:

Classification	Number
Senior Adviser	2
Adviser Level 2	1
Adviser Level 1	1
Executive Assistant 3	1

Staffing Payroll, Travel and Support Costs

Table 35 provides a comparison of the staffing payroll, travel and support costs for MOP(S) Act employees over the 2007-08 and 2008-09 financial years.

Table 35: Staffing payroll, travel and support costs ^{24 25}

Cost	Actual \$'000	
	1 July 2007 - 30 June 2008	1 July 2008 - 30 June 2009
Staff and Payroll Related Costs		
Salaries	91,596	92,121
Leave	10,659	11,663
Redundancy Payments	12,590	905
Allowances ²⁶	16,292	16,559
Employer Superannuation Contribution	15,899	17,701
Security Checks	390	639
Learning and Development	322	328
Other Staff and Payroll Related Costs ²⁷	466	334
Sub Total	148,214	140,250
Staff Travel Related Costs		
Fares	10,744	10,225
Travelling Allowance	9,374	8,460
Taxis, Parking, Tolls and Public Transport	2,242	1,511
Motor Vehicle Allowance (MVA) ²⁸	725	843
Private Plated Vehicle (PPV)	564	407
Other Staff Travel Related Costs ²⁹	6	5
Sub Total	23,655	21,451
Other Administrative Costs		
Consultants	0	0
Advertising of Staff Vacancies	579	507
Comcare Premiums	1,117	599
Sub Total	1,696	1,106
TOTAL	173,565	162,807

²⁴ This table does not represent the total Electorate and Ministerial Support Costs appropriation.

²⁵ Note these figures are based on accrual financial data, not payroll management data.

²⁶ 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 employees except travel related allowances.

²⁷ Other staff and payroll related costs include discretionary payments, relocation costs, case management costs, medical examination expenses, and miscellaneous claims.

²⁸ 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.

²⁹ Other staff travel related costs include passport costs and airline lounge memberships.

Non-Salary Benefits

MOP(S) Act employees have access to a range of salary packaging benefits that attracted either no Fringe Benefits Tax (FBT) or a concessional rate of FBT in 2008-2009. 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 2008-2009

The following determinations impacting on MOP(S) Act employees were made under the MOP(S) Act during 2008-2009.³⁰ A copy of each determination in full is included at [Appendix A](#).

Determination / Direction No.	Determination / Direction Name	Determination / Direction Summary
2008/4 August 2008	Determination regarding electorate employees – relief staff budget	Sets out the calculation and operation of the relief staff budget for electorate employees.
2008/5 December 2008 Amended by 2009/4 April 2009 (see below)	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.
2009/Part III/3 March 2009 Amends 2007/PM/1 December 2007	Determination regarding the salary of senior staff	Provides a one-off salary increase for certain Senior Staff and amends the rate of Ministerial Staff Allowance and the Senior Staff salary bands contained in Determination 2007/PM/1.
2009/4 April 2009 Amends 2008/5 December 2008 (see above)	Determination regarding staff travel arrangements	Amends the calculation of the Electorate Staff Travel Budget for Senators for the ACT and the Member for Canberra contained in Determination 2008/4.

³⁰ 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 was one Direction made under the MOP(S) Act between 1 July 2008 and 30 June 2009 that applied to individual employees of Senators and Members.

Professional Development Program

During 2008-09, the Department of Finance and Deregulation (Finance) facilitated a continued commitment to the ongoing learning and professional development of MOP(S) Act employees through the delivery of a Professional Development Program (PDP).

Throughout 2008-09, the PDP delivered seven tailored courses, and 42 individual sessions were delivered to 305 MOP(S) Act employees in Canberra and state capitals (excluding Darwin).

The seven tailored courses included:

- Know Your Entitlements;
- Office Management;
- Writing Speeches with Impact;
- The Legislative Process;
- Administrative Law for non-Lawyers;
- Build Better Relationships and Demonstrate Leadership in the Workplace; and
- The Australian Government Budget Process.

Additional Learning and Development Options

A range of additional learning and development options were also available to MOP(S) Act employees during 2008-2009. 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 2008-2009 the maximum funding available for each Political Party Secretariat and Independent Senator or Member was \$1,000 (GST exclusive) per Senator or Member.

Occupational Health and Safety

During 2008-2009 the following Occupational Health and Safety (OHS) related services were provided to support MOP(S) Act employees nationally:

- Access to Konekt Response to report incidents that occur in MOP(S) Act employees workplaces. This provides the first step in consistent, effective incident management for MOP(S) Act employees, through receipt of incident notifications, triage of reported incidents and early return to work activity;
- An annual influenza vaccination program, which continues to be made available to MOP(S) Act employees;
- Regular awareness raising on OHS 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 through the provision of workstation ergonomic assessments and occupational rehabilitation services.

There were three incidents notified to Comcare during 2008-2009, involving three 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 which includes the administration of parliamentary entitlements, including those of 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. The protocol was unchanged in 2008-09.

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 2008 - 30 June 2009, the total expenditure on legal costs associated with termination of employment and unfair dismissal claims was \$71,776. There was one financial settlement made in relation to unfair dismissal during 2008-2009.

In 2008-2009, two former employees sought to have the termination of their employment reviewed under the provisions of the *Workplace Relations Act 1996*. One 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 2009; or
- before the commencement of the year ending 30 June 2008, who performed tasks during the year ending 30 June 2009 (pursuant to the earlier engagement).

Appendix A – Determinations made under the MOP(S) Act during 2008-2009

DETERMINATION 2008/4

Members of Parliament (Staff) Act 1984

DETERMINATION REGARDING ELECTORATE EMPLOYEES – RELIEF STAFF BUDGET

I, JOHN FAULKNER, Special Minister of State, for and on behalf of the Prime Minister, determine under subsections 13(2) and 20(2) of the *Members of Parliament (Staff) Act 1984* that, on and from 1 July 2008:

1. Determination 2007/4 dated 15 January 2007 is revoked.
2. The annual Relief Staff Budget provided to each Senator and Member will be determined on the basis of:
 - (a) 150 days' salary at the base salary point of the Electorate Officer B classification; and
 - (b) an additional 50 days' salary at the base salary point of the Electorate Officer B classification where a Senator or Member is allocated an additional position for a second official electorate office; and
 - (c) for the 2008-09 financial year only, an additional \$3,750 for each of the Members for the 10 largest electorates as at 1 July 2008: Calare, Farrer, Flynn, Grey, Kalgoorlie, Kennedy, Leichhardt, Lingiari, Maranoa and O'Connor.
3. The Relief Staff Budget will be adjusted in line with changes to the base salary point of the Electorate Officer B classification.
4. The Relief Staff Budget will be provided on a financial year basis (i.e. commencing on 1 July and ending the following 30 June).
5. Each Senator and Member may engage relief staff as electorate employees, in accordance with the *Commonwealth Members of Parliament Staff Collective Agreement 2006-2009* (the Collective Agreement) or successor agreements, up to the limit of his or her budget.
6. Unused budget allocations cannot be carried forward from one financial year to the next, nor can the next year's allocation be anticipated.

7. The employment of electorate staff will not be a debit from the Relief Staff Budget under the following circumstances:
- (a) filling of positions that are vacant due to resignation, retirement or termination;
 - (b) absences of one week or more on personal leave¹; and
 - (c) all absences on the following types of leave:
 - (i) leave without pay;
 - (ii) long service leave;
 - (iii) maternity leave²; and
 - (iv) miscellaneous leave paid in accordance with the Collective Agreement or successor agreements (including Defence Force service, jury service, State Emergency Services, participation in major international sporting events, bereavement, war service sick leave, political exchange leave, and other special purposes, but not including study leave).
8. Where an electorate staff member is partially incapacitated (i.e. decided on the basis of medical advice), working in the electorate office up to but not exceeding 20 hours per week, that officer will be treated as totally incapacitated and full-time relief arrangements will apply. When the affected employee's work hours exceed 20 hours per week but are less than the standard weekly hours, relief staff may be engaged part-time in order to fully staff the position.
9. In the event that an existing staff member fills a higher level position on temporary performance progression (higher duties), other than in the circumstances described in paragraph 7, the Higher Duties Allowance will be a charge against the Relief Staff Budget.

Dated this 19th day of August 2008



JOHN FAULKNER
Special Minister of State

¹ Where an employee who is absent due to personal illness or injury has exhausted their paid personal leave and therefore uses annual leave, they may be replaced without debit to the relief budget.

² Where other forms of paid leave are used within the 52 week maternity leave period, the Relief Staff Budget provisions that apply to the type of leave used take precedence over the maternity leave provisions.

*Members of Parliament (Staff) Act 1984***DETERMINATION REGARDING STAFF TRAVEL ARRANGEMENTS**

I, JOHN FAULKNER, Special Minister of State, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that, with effect on and from the date of this determination:

- Determination 2007/32 made on 16 August 2007 is revoked; and
- the travel arrangements set out in Schedule A of this determination will apply to the staff of Senators and Members employed under Part III and Part IV of the Act.

Dated this 12th day of December 2008



JOHN FAULKNER
Special Minister of State

SCHEDULE A

Domestic Travel

1. Employees may only travel by the most efficient direct route available.
2. All Personal Employees may travel as directed anywhere in Australia on official business.
3. Subject to available funds in the Electorate Staff Travel Budget (where applicable), Electorate Employees may travel as directed, on official business:
 - a. between the electorate and Canberra;
 - b. between the electorate and the capital city of the relevant State or Territory; and
 - c. within the electorate of their employing Senator or Member.
4. The Electorate Staff Travel Budget is not debited where an Electorate Employee travels on Airline Loyalty points, however, the other restrictions at item 3 continue to apply.
5. One nominated Electorate Employee working for a Minister, a Parliamentary Secretary, or an Opposition Office Holder may travel as directed anywhere in Australia on official business.
 - a. The nomination of an Electorate Employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated Employee must be notified to Ministerial and Parliamentary Services (M&PS) in writing¹ prior to any travel being undertaken under this entitlement.
6. The Electorate Staff Travel Budget does not apply to the Electorate Employees of a Minister, Parliamentary Secretary or Opposition Office Holder. The travel restrictions at item 3 continue to apply to Electorate Employees who are not nominated for the unlimited travel entitlement at item 5.
7. One nominated Electorate Employee working for the Leader or Deputy Leader of a Minority Party² may travel as directed anywhere in Australia on official business. The Electorate Staff Travel Budget and restrictions at item 3 continue to apply to the remaining Electorate Employee positions of the Leader or Deputy Leader.
 - a. The nomination of an Electorate Employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months. The name of the nominated Employee must be notified to M&PS in writing¹ prior to any travel being undertaken under this entitlement.
8. One nominated Electorate Employee working for a Senator or Member who is also the Chair of a Parliamentary Committee may travel as directed anywhere in Australia on official business (the Travel).
 - a. The Electorate Staff Travel Budget does not apply to the Travel.
 - b. The nomination of an Electorate Employee is to be a settled arrangement, that is, the expectation is that the nomination would not change within 12 months.

¹ Using the *Nomination of Electorate Employee Travel Entitlement* form on the MOP(S) intranet, <http://mops>.

² The Leader or Deputy Leader of a recognised non-Government party with at least five members in the Parliament, but not including an Opposition Office Holder.

- The name of the nominated Employee must be notified to M&PS in writing¹ prior to any travel being undertaken under this entitlement.
- c. A Senator or Member may nominate only one Electorate Employee to access this entitlement at any one time, irrespective of the number of Parliamentary Committee Chair positions held by the Senator or Member.
 - d. The general travel conditions set out in this Schedule continue to apply, including, where appropriate, to the Travel.
9. A Shadow Minister, other than an Opposition Office Holder, may transfer the unlimited travel entitlement held by a Personal Employee position to an Electorate Employee. The travel entitlement of the Personal Employee position, whose unlimited travel entitlement has been transferred, is that of an Electorate Employee and is subject to the Electorate Staff Travel Budget and restrictions at item 3. The transfer is to be a settled arrangement, that is, the expectation is that the transfer of entitlement will not change for a period of 12 months. M&PS must be notified in writing¹ of the transfer of travel entitlement prior to the use of the entitlement.
 10. Official travel is restricted to the Australian mainland and Tasmania, unless the employing Senator or Member has a specific entitlement to travel to external Australian Territories.
 11. Travel may not be undertaken at Commonwealth expense for the personal benefit of an employee. With the approval of the employing Senator or Member, an employee is permitted to make a stopover for personal reasons in the course of travel on official business by the most efficient direct route available, provided:
 - a. the stopover is for a maximum of two nights only;
 - b. no annual leave is taken by an Employee as part of the stopover; and
 - c. any additional costs for fares or costs related to the stopover are paid by the employee at the time of booking the travel.
 12. Travelling Allowance is not payable during a personal stopover.
 13. An Employee may only use charter services when accompanying their employing Senator or Member under the Senator's or Member's charter entitlement or where scheduled transport services (including air, rail, sea and bus) are not available.
 - a. If the charter service also carries other passengers, the Commonwealth will only pay the pro rata cost of the travel of the Employee.
 - b. Charter services may not be used for the sole reason that scheduled services are fully booked, or are not available at the most convenient time.
 - c. Some regions of Australia have infrequent scheduled services and/or no scheduled air services. Employees travelling to these locations should plan their travel with regard to these constraints.
 14. Employees are required to travel within entitlement and therefore all reasonable steps are to be taken to ensure, where applicable, that departure and destination travel arrangements are compatible with scheduled transport services.

¹ Using the *Nomination of Electorate Employee Travel Entitlement* form on the MOP(S) intranet, <http://mops>.

Electorate Staff Travel Budget

15. Except as provided at items 16-19, the Electorate Staff Travel Budget is calculated at the commencement of each financial year on the basis of:
- 20 return economy airfares between the primary electorate office and Canberra;
 - 110 nights of Travelling Allowance at the rate applicable to Canberra;
 - taxi fares and/or Motor Vehicle Allowance to and from the relevant airports for the 20 flights above; and
 - a component for intra-electorate travel as follows:

Senator/Member	Electorate Size	\$
Member	0-199 km ²	\$300
Member	200-999 km ²	\$500
Member	1,000-9,999 km ²	\$700
Member	10,000-99,999 km ²	\$1,000
Member	100,000-199,999 km ²	\$5,000
Member	200,000-499,999 km ²	\$7,000
Member	500,000 km ² or greater	\$9,000
Senators for the NT	–	\$9,000
All other Senators	–	\$500

16. The Electorate Staff Travel Budget for each financial year for the following Senators and Members is as follows (instead of the calculation at item 15):

Senator or Member	ESTB
Member for Fraser	\$2,000
Member for Canberra	\$3,500
Member for Eden-Monaro	\$5,000
Senators for the ACT	\$3,500

17. Where a Senator or Member's primary electorate office is located in Goulburn, the return economy airfare component of the ESTB at item 15.a will be based on return Motor Vehicle Allowance and the component at item 15.c will not apply.
18. The Electorate Staff Travel Budget is calculated pro rata, on the basis of the number of calendar days remaining, for the financial year in which a Senator or Member commences his or her term or where the Electorate staff of a Senator or Member become subject to the Electorate Staff Travel Budget during a financial year.
19. The Special Minister of State may approve changes to the Electorate Staff Travel Budget for any Senator or Member.
20. If the Electorate Staff Travel Budget for a year is exhausted, a Senator or Member may not draw down from the Electorate Staff Travel Budget for the following year. The cost of travel beyond the Electorate Staff Travel Budget is a debt owed to the Commonwealth and must be repaid by the Senator or Member. Unused funds may not be carried over to the following year.

Class of Travel

21. Senior staff (employees above the level of Adviser) who are required by the employing Senator or Member to travel on official business by air, rail or sea are entitled to a fare which shall not exceed the cost of a business class airfare for the most reasonable and usual route between the departure and destination points. Where a business class airfare is not published for the destination point, the cost to the Commonwealth of travel by air, rail or sea must not exceed the economy class airfare for the most reasonable and usual route, between the departure and destination points.
22. Employees, other than senior staff, who are required by the employing Senator or Member to travel on official business by air, rail or sea are entitled to a fare which shall not exceed the cost of an economy class airfare for the most reasonable and usual route between the departure and destination points, unless otherwise determined by the Special Minister of State.
23. A Minister, Parliamentary Secretary or Opposition Office Holder may direct a member of his or her staff who is on the same aircraft to travel at the same class as him or her, where there is a working need to do so. It is expected that no more than one employee will do so on any particular trip.

Taxis and Self-Drive Hire Cars

24. Employees are entitled to use taxi services when on duty and travelling on official business, including as set out at item 25. For Electorate Employees these costs are debited to the Electorate Staff Travel Budget. Employees are not entitled to use taxi services at Commonwealth expense for private use.
25. It is an employee's responsibility (and hence the employee's cost) to transport him or herself to and from work for his or her normal hours of duty. This responsibility includes travel to and from accommodation and the office when travelling on Parliamentary or electorate business away from his or her home base. Exceptions to this rule occur where:
 - a. the trip is approved for personal safety reasons (where the risk to personal safety is significantly increased due to the requirement to work late); or
 - b. the employee is travelling on official business and scheduled public transport services are not readily available; or
 - c. the employee is travelling on official business and is carrying luggage to and/or from the office for the purpose of the trip.
26. Employees of a Minister, Parliamentary Secretary, Opposition Office Holder or Shadow Minister, when travelling as directed on official business, subject to the restrictions at items 1 to 10, may use:
 - a. taxis;
 - b. hire cars; and
 - c. short-term self-drive cars hired through the travel services provider, or with any car hire company, provided that:
 - i. the hire is of no more than 10 days duration; and
 - ii. such a vehicle is not used for journeys within Canberra or within a city/town where the employer's electorate or other office is located.

27. Other Electorate Employees may use self-drive hire vehicles for travel on official business within the electorate for a maximum of 10 days on any one occasion. Self-drive hire vehicles should be used on weekdays only unless exceptional circumstances apply and the Senator or Member has approved the use. These costs are debited to the Electorate Staff Travel Budget.
28. Where an Employee is provided with a Private-Plated Vehicle (PPV) or cash in lieu of a PPV, other Government funded transport (including taxis) may not be used within the Employee's nominated home base except for transport to and from the airport when travelling on official business. This exclusion does not apply where the Employee has a home base other than Canberra, but garages the PPV in Canberra and the PPV is made available for the use of other staff.

Tolls and Parking Costs

29. Employees authorised by the employing Member to travel on official business may be reimbursed their toll and parking costs. Such costs must be reasonable (e.g. it is generally expected that long-stay parking will be used at an airport) to be eligible for full reimbursement.
30. Toll and parking costs will not be reimbursed where incurred during a personal stopover or a period of leave.
31. Toll and parking costs associated with official business travel of Electorate Employees will be debited to the Electorate Staff Travel Budget.
32. Employees are not entitled to be reimbursed for valet parking costs.

Travel for Training

33. The Electorate Employees of Senators and Members whose electorate offices are outside the greater metropolitan area of capital cities (including satellite cities) have access to three trips per year (four trips per year where the Member has a second official electorate office) to travel to the nearest capital city to attend training under the Special Minister of State's Professional Development Program or approved ad hoc training and professional development opportunities.
34. Electorate Employees based in the Northern Territory may use the above trips for travel to Adelaide or Brisbane to attend training under the Special Minister of State's professional development program or approved ad hoc training and professional development opportunities.
35. The Senators and Members whose Employees are eligible for the above trips to will be listed on the MOP(S) intranet site, <http://mops>.

COMCAR Services for Employees of the Prime Minister

36. All Employees of the Prime Minister may use a COMCAR to travel to or from RAAF Base Fairbairn when embarking or returning from travel with or on behalf of the Prime Minister.
37. With prior notification to the COMCAR Client Liaison Manager, the Prime Minister's employees may also travel in a COMCAR, when the car would otherwise be travelling without passengers, in the following circumstances:

- a. if a COMCAR is travelling out of zone (for example, from Canberra to Merimbula) to meet the Prime Minister, and employees need to travel along the same route to meet the Prime Minister; and
 - b. if a COMCAR is travelling as part of the Prime Minister's advance party and employees need to travel along the same route.
38. In using COMCAR for these purposes, the COMCAR booking will be based solely on the Prime Minister's requirements. Employees must make their own way to and from any pick up/drop off point that COMCAR advise, which will be on the direct intended route. The COMCAR schedule cannot be altered to incur waiting time on behalf of an Employee.

Members of Parliament (Staff) Act 1984**DETERMINATION REGARDING THE SALARY OF SENIOR STAFF**

I, JOHN FAULKNER, Special Minister of State, for and on behalf of the Prime Minister, determine under section 14(3) of the *Members of Parliament (Staff) Act 1984* (the Act) that:

1. The salary of each employee employed within the salary bands specified by the terms of Determination 2007/PM/1 is increased by 4.5 per cent with effect from and including 25 March 2009.
2. The rate of Ministerial Staff Allowance at Schedule A, clause 10 of Determination 2007/PM/1 is replaced with the rate of \$18,900 payable to each employee covered by the terms of Determination 2007/PM/1, with effect from and including 25 March 2009.
3. The salary tables at Schedule B of Determination 2007/PM/1 are replaced with the salary tables at Schedule A of this determination, with effect from and including 25 March 2009.

Dated this 25th day of March 2009



JOHN FAULKNER
Special Minister of State

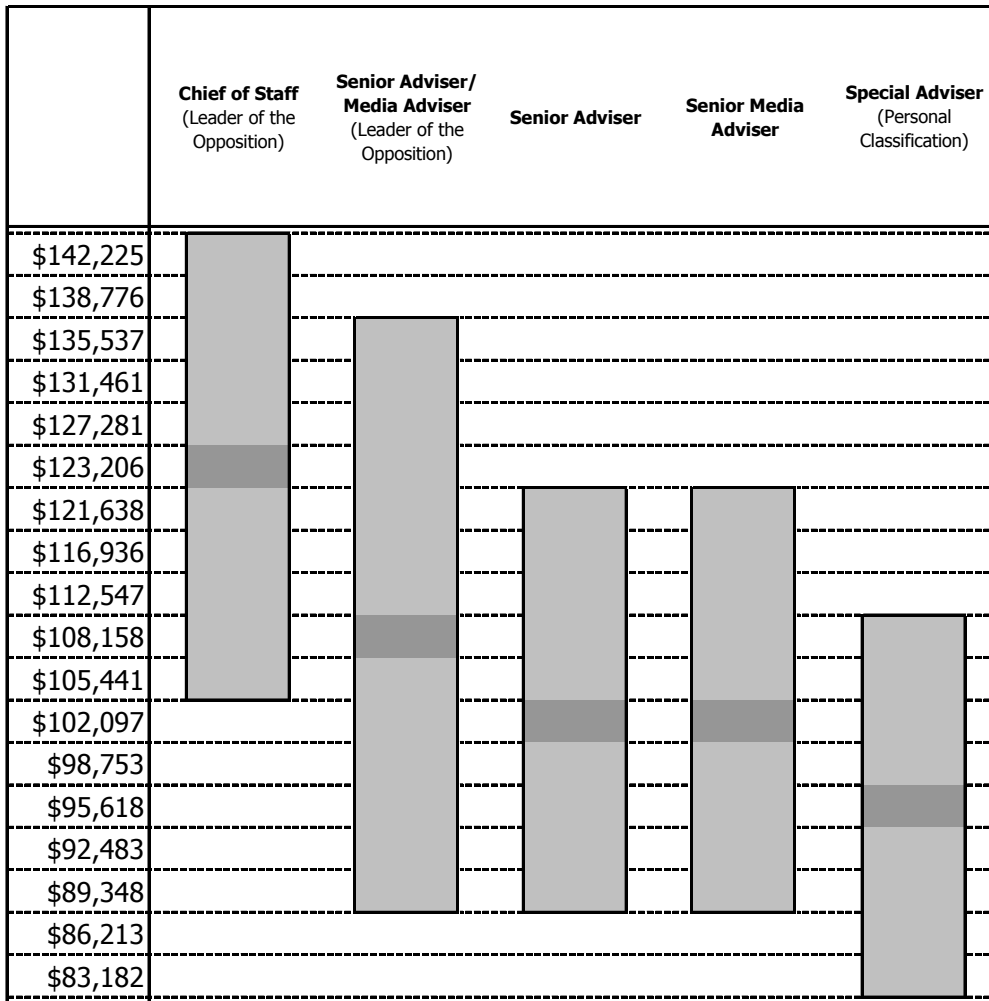
Ministerial Senior Staff Salaries

	Principal Adviser	Senior Adviser (Chief of Staff) (Cabinet) Media Adviser (Deputy PM / Treasurer)	Senior Adviser 2 (PM / Deputy PM / Treasurer)	Senior Adviser 1 (Cabinet)	Senior Adviser (Chief of Staff) / Senior Adviser 1 (non-Cabinet) Senior Media Adviser	Special Adviser (Personal Classification)
\$201,058						
\$189,354						
\$177,650						
\$167,200						
\$160,617						
\$151,525						
\$146,718						
\$142,225						
\$138,776						
\$135,537						
\$131,461						
\$127,281						
\$123,206						
\$121,638						
\$116,936						
\$112,547						
\$108,158						
\$105,441						
\$102,097						
\$98,753						
\$95,618						
\$92,483						
\$89,348						
\$86,213						
\$83,182						

1. Ministerial Staff Allowance (MSA) of \$18,900 per annum (as at 25 March 2009) is payable in addition to salary. MSA is by way of compensation for long and irregular hours and other special features of the positions.
2. Principal Advisers and Senior Advisers are entitled to a private-plated vehicle or cash-in-lieu of \$18,540 per annum (as at 1 January 2005).
3. The Special Adviser classification is available through a personal classification subject to the demonstration of particular skills and responsibilities, the approval of the Prime Minister and the availability of funds.

25 March 2009

Opposition Senior Staff Salaries



1. Ministerial Staff Allowance (MSA) of \$18,900 per annum (as at 25 March 2009) is payable in addition to salary. MSA is by way of compensation for long and irregular hours and other special features of the positions.
2. Senior Advisers are entitled to a private-plated vehicle or cash-in-lieu of \$18,540 (as at 1 January 2005).
3. The Special Adviser classification is available through a personal classification subject to the demonstration of particular skills and responsibilities, the approval of the Prime Minister and the availability of funds.

25 March 2009

Minority Party Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
\$121,638		
\$116,936		
\$112,547		
\$108,158		
\$105,441		
\$102,097		
\$98,753		
\$95,618		
\$92,483		
\$89,348		
\$86,213		
\$83,182		

1. Ministerial Staff Allowance (MSA) of \$18,900 per annum (as at 25 March 2009) is payable in addition to salary. MSA is by way of compensation for long and irregular hours and other special features of the positions.
2. Senior Advisers are entitled to a private plated vehicle or cash-in-lieu of \$18,540 (as at 1 January 2005).
3. The Special Adviser classification is available through a personal classification subject to the demonstration of particular skills and responsibilities, the approval of the Prime Minister and the availability of funds.

25 March 2009

Presiding Officers' Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
\$121,638		
\$116,936		
\$112,547		
\$108,158		
\$105,441		
\$102,097		
\$98,753		
\$95,618		
\$92,483		
\$89,348		
\$86,213		
\$83,182		

1. Ministerial Staff Allowance (MSA) of \$18,900 per annum (as at 25 March 2009) is payable in addition to salary. MSA is by way of compensation for long and irregular hours and other special features of the positions.

2. Senior Advisers are entitled to a private-plated vehicle or cash-in-lieu of \$18,540 (as at 1 January 2005).

3. The Special Adviser classification is available through a personal classification subject to the demonstration of particular skills and responsibilities, the approval of the Prime Minister and the availability of funds.

25 March 2009

*Members of Parliament (Staff) Act 1984***DETERMINATION REGARDING STAFF TRAVEL ARRANGEMENTS**

I, JOHN FAULKNER, Special Minister of State, for and on behalf of the Prime Minister, determine under subsection 13(2) and subsection 20(2) of the *Members of Parliament (Staff) Act 1984* (the Act) that:

The Electorate Staff Travel Budget for each financial year for Senators for the ACT and the Member for Canberra in Determination 2008/5, at Schedule A, clause 16, is replaced with the rate of \$6,000 with effect from and including 1 July 2009.

Dated this *5th* day of *May* 2009



JOHN FAULKNER
Special Minister of State

Appendix B – Corrections to the *Members of Parliament (Staff) Act 1984* Annual Report 2007-08

This appendix itemises corrections to the *Members of Parliament (Staff) Act 1984* Annual Report 2007-08.

There are three amendments to the chapter on Staffing, Payroll, Travel and Support Costs:

- the words on page 40 *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* should have read ‘table 32...’;
- Motor Vehicle Allowance costs associated with members of the Employee Consultative Group were incorrectly included as Travelling Allowance costs:
 - actual Travelling Allowance costs were \$7,855 (000) in 2006-07, \$9,367 (000) in 2007-08, \$5,029 (000) from 1 July 2007 to 30 November 2007, and \$4,338 (000) from 1 December 2007 to 30 June 2008; and
 - actual Motor Vehicle Allowance costs were \$691 (000) in 2006-07, \$732 (000) in 2007-08, \$325 (000) from 1 July 2007 to 30 November 2007, and \$407 (000) from 1 December 2007 to 30 June 2008; and
- the other staff travel related costs referred to in footnote 45 on page 40 did not include travel costs for members of the Employee Consultative Group as referenced in the footnote.

This report will be available on the Finance internet site at the following link after it has been released from embargo: <http://www.finance.gov.au/publications/index.html>