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**SENATOR THE HON ERIC ABETZ**  
Special Minister of State  
Liberal Senator for Tasmania

Circular No 2002/MIN18

8 OCT 2002

**To all Senators and Members****Increase in electorate office relief staff budget**

This circular is to inform you that following a decision by the Government, I am pleased to advise you that the electorate staff relief budget has been doubled from the current entitlement based on 12 weeks of an Electorate Officer B (EOB) salary to 24 weeks of an EOB salary.

The increase will be effective from 1 October 2002. On a pro rata basis this means the relief staff budget for the 2002/2003 financial year will increase from the current \$9,096.38 to \$15,899.98. This increased amount will be reflected in your Management Report Budgets to be sent to you in mid-October.

Should you need any further information on these arrangements, please contact your relevant Ministerial and Parliamentary Services Account Manager on the contact numbers set out below.

Yours sincerely

  
ERIC ABETZ

Sue Whisker NSW/TAS (02) 6215 3426  
Greg Miles VIC/SA/NT/ACT (02) 6215 3827  
Kim Baker QLD/WA (02) 6215 3640



SENATOR THE HONERIC ABETZ  
Special Minister of State  
Liberal Senator for Tasmania

MIN 2003/27

20 AUG 2003

All Senators and Members  
All MOP(S) Act Staff covered by the Certified Agreement

*Members of Parliament Staff (Commonwealth) Certified Agreement 2003-2006*  
Outcome of Certification Hearing

The certification hearing on the *Members of Parliament Staff (Commonwealth) Certified Agreement 2003-2006 (CA)* was held today. I am pleased to advise you that the Agreement has been certified by the Australian Industrial Relations Commission and takes effect from today, 20 August 2003, and has a nominal expiry date of 20 August 2006.

The new Agreement gives effect to a 19 per cent salary increase (7 per cent this year and 6 per cent in each of the following two years). Parliamentary Staff Allowance and Electorate Staff Allowance, as well as the cap on electorate office overtime, have also increased by a commensurate amount. Salary and other increases, as appropriate, will be paid to staff on payday Thursday 11 September 2003, adjusted to commence from 20 August 2003.

In addition to the increase in salary and allowances, this Agreement also provides for a number of changes to MOP(S) staff employment terms and conditions, including:

- Canberra Travelling Allowance (TA) is now set at \$10 less than the Canberra TA rate for Senators and Members – the rate of Canberra TA will increase from \$135 to \$160, effective from 20 August 2003;
- the establishment of an Employee Consultative Committee;
- an increase in the limit of part-time overtime to 20 hours per fortnight;
- a change to the calculation of overtime to reflect the new weekly hours, effective from 20 August 2003;
- inclusion of parental leave in the existing personal leave entitlement;
- the ability for all staff to enter into an Australian Workplace Agreement;

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- cashing out of the Remote Localities Allowance within a specified period for those eligible staff wishing to do so;
- an expansion of the ordinary hours of duty to 7 hours 30 minutes per day – this will take effect from 28 August 2003 (the first full pay period after certification); and
- the introduction of two employment categories – ongoing and non-ongoing employees.

The Agreement also provides for enhanced occupational health and safety measures such as eye testing and subsidised eye wear, workplace assessments and flu vaccinations. Key features of the 2001-2002 Certified Agreement, such as salary increments, an option to cash out up to two weeks annual leave each year, salary packaging, professional development and training, studies assistance and career transition payments have also been retained.

The change to ordinary hours of duty from 36 hours 45 minutes to 37 hours 30 minutes will require an alteration to staff leave balances to ensure that the value of the leave is maintained. While these are being calculated, leave balances will not appear on payslips. It is anticipated that revised leave balances will be included on staff payslips from Thursday 2 October 2003.

For those MOP(S) staff currently employed on a part-time basis, the salary increase will be calculated based on the existing recorded hours of duty. Ministerial and Parliamentary Services (M&PS) will be advising Senators and Members to review the part-time hours of duty to determine whether a commensurate increase in hours of work is appropriate for those staff.

As part of my negotiations with the Staff Representative Group on the new Agreement, I requested that the Ministerial discretion to permit appointment at a higher salary no longer be included in the Certified Agreement. The discretion was rarely exercised and led to expectations from staff that could not be fulfilled. I will shortly be circulating to all Senators, Members and MOP(S) Act staff a copy of the new Agreement along with the accompanying guidelines.

M&PS will be providing Senators, Members and MOP(S) Act staff with more detailed information on the implementation of the new Agreement over the coming weeks. Further information can also be obtained from the Staff Help Desk (02 6215 3333) or the Parliamentary website (<http://mops>).

Thank you for your support throughout this process. I am very pleased with the outcome which will deliver real benefits to staff as well as to employing Senators and Members.

**ERIC ABETZ**



**Australian Government**  
**Department of Finance and Administration**

Reference: PIG99/019  
Contact: Staff Help Desk  
Telephone: 02) 6215 3333

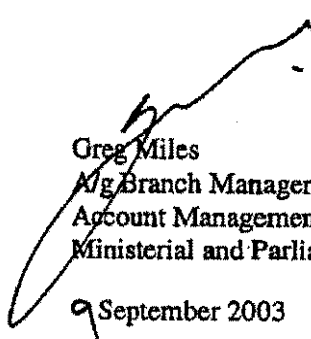
All senior MOP(S) employees covered by Australian Workplace Agreements

### **INCREASE TO MINISTERIAL STAFF ALLOWANCE**

I am pleased to advise you of an increase in the rate of Ministerial Staff Allowance (MSA) for senior personal staff employed under the terms and conditions of an Australian Workplace Agreement.

The rate of MSA has been increased from \$13,000 to \$14,000 per annum. The Special Minister of State has given effect to the enhancement through a Determination effective from 2 September 2003.

The increased rate will be reflected in your pay of 25 September 2003.



Greg Miles  
A/g Branch Manager  
Account Management Unit  
Ministerial and Parliamentary Services

9 September 2003