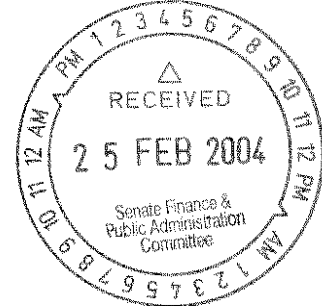




Australian Government

Department of Finance and Administration

Reference: PIG03/05087-3
Contact: Greg Smith
Telephone: 6215 2167
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Mr Alistair Sands
Secretary
Senate Finance and Public Administration Legislation Committee
The Senate
Parliament House
CANBERRA ACT 2600

FAXED
24/2/04

Dear Mr Sands

SENATE FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE – Estimates Hearing 17 February 2004

I refer to the appearance by the Ministerial and Parliamentary Services Group of the Department of Finance and Administration before the Finance and Public Administration Legislation Committee on 17 February 2004. I am writing to you concerning three issues raised by Committee Members during the hearing.

1. Salary Bands for Personal Staff employed under the *Members of Parliament (Staff) Act 1984* - Hansard pages F&PA 54-55

During questioning by Senator Faulkner and Senator Ray copies of the salary bands for both Government and Non-Government personal staff were requested. Attached are copies of the salary band tables for:

- Senior Ministerial Staff as at 26 July 2000;
- Senior Opposition Office Holders Staff as at January 2003;
- Leader of the Australian Democrats Senior Staff as at January 2003; and
- Presiding Officers Senior Staff as at January 2003.

For the sake of completeness we also include new salary band tables for each of the above categories which have been formally distributed to the relevant office holders by the Special Minister of State.

2. Personal Classifications – Hansard page F&PA 53

During questioning by Senator Faulkner and Senator Ray on the change in the number of staff with personal classifications Ms Kim Clarke stated that “*I think since February last year it is down probably six*”. Following the conclusion of the hearing the change in the number of staff with personal classifications was checked and I confirm that as at 1 February 2004 the number of staff with personal classifications has decreased by seven since 1 February 2003.

3. Legal Assistance to Ministers – Hansard page F&PA 56

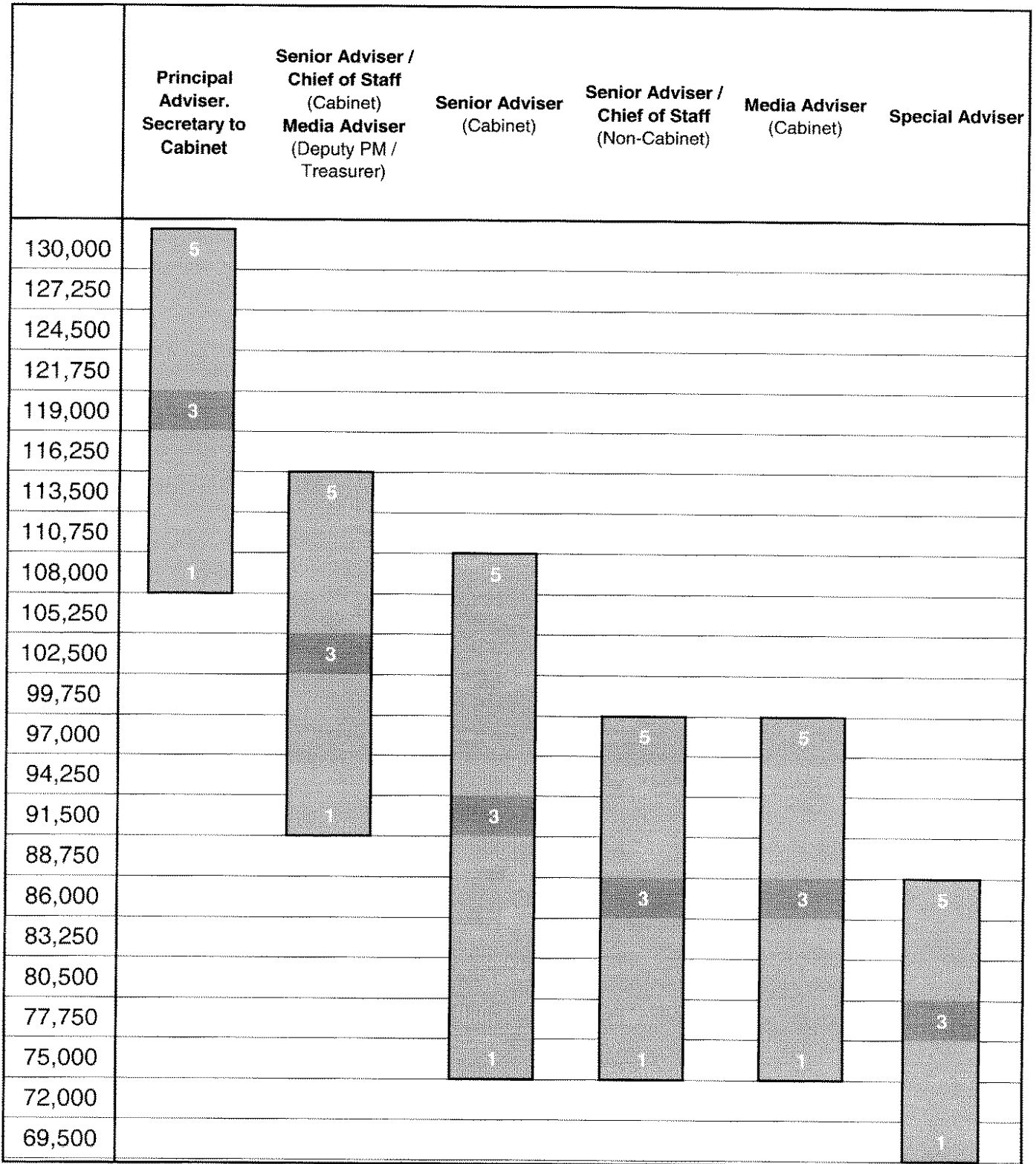
In evidence Mr John Gavin stated that under the Parliamentary Entitlements Regulations, relating to Ministers’ legal expenses, the responsible Minister is the Attorney-General. He stated that he thought that this responsibility rested with the Minister for Justice and Customs at the moment and that the most recent tabling of expenditure was in about October 2003. We understand that the responsible Minister is the Attorney-General and that the most recent tabling – in respect of 2002-2003 – was carried out in both Houses on 18 September 2003.

Yours sincerely



Jan Mason
General Manager
Ministerial and Parliamentary Services
20 February 2004

Senior Ministerial Staff: Salaries at 26 July 2000

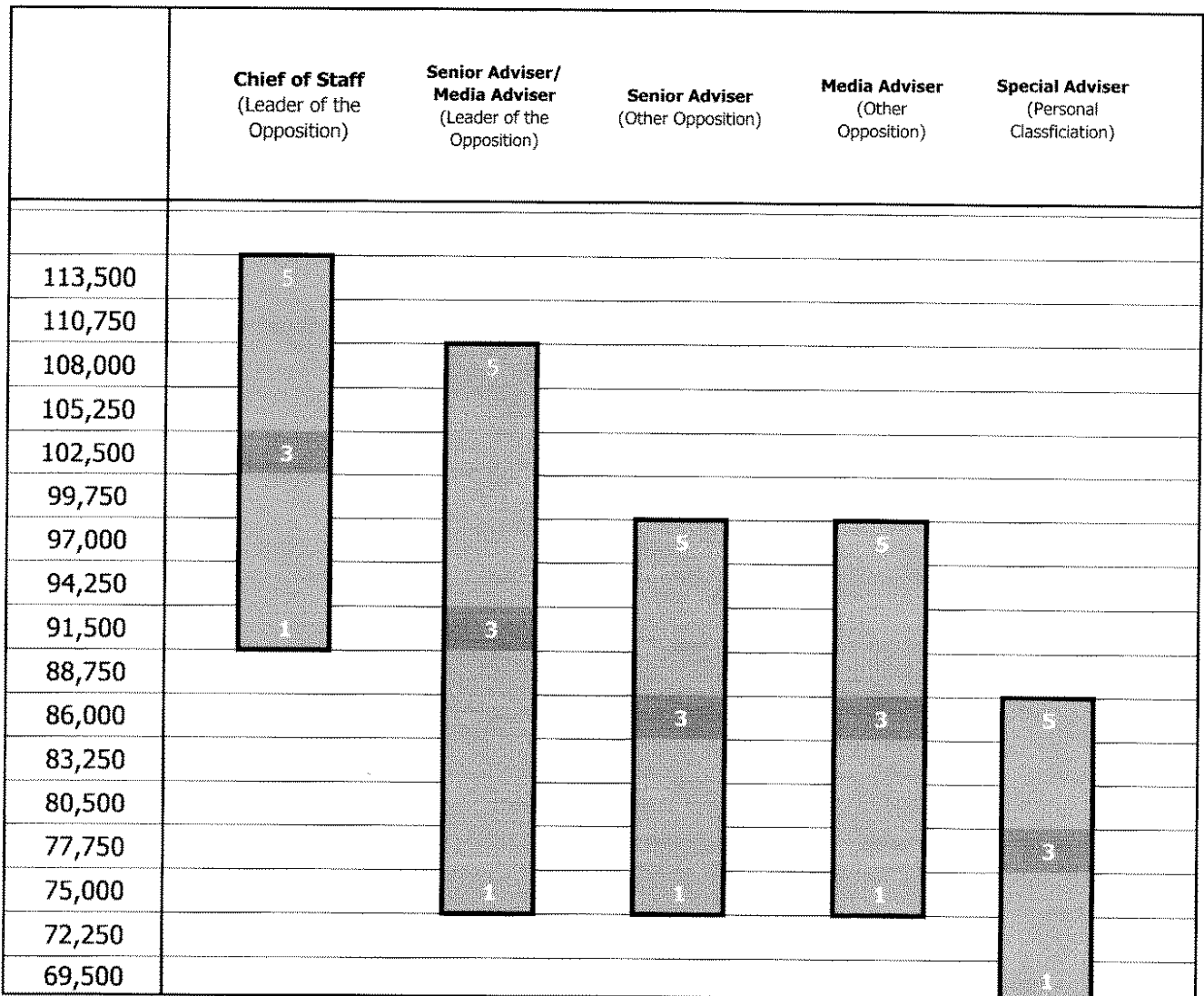


Ministerial Staff Allowance (MSA) of \$14,000 per annum is payable in addition to salary. MSA is by way of compensation for long and irregular hours and other special features of the positions.

Principal Advisers and Senior Advisers are entitled to a private plated vehicle or cash-in-lieu.
Cash-in-lieu value = Principal Advisers - \$15,340; Senior Advisers - \$13,464.

Salaries and conditions offered under the terms of an Australian Workplace Agreement.

Opposition Office Holders - Senior Staff Salaries



1. **Senior Advisers** are entitled to a private plated vehicle or cash-in-lieu value = \$13,464

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

3. Ministerial Staff Allowance (MSA) of \$14,000 per annum is payable in addition to salary for all the above classifications. MSA is by way of compensation for long and irregular hours and other special features of the positions.

4. Salaries and conditions for all the above classifications are offered under the terms of an Australian Workplace Agreement.

Leader of the Australian Democrats Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
97,000	5	
94,250		
91,500		
88,750		
86,000	3	5
83,250		
80,500		
77,750		3
75,000	1	
72,250		
69,500		1

1. **Senior Advisers** are entitled to a private plated vehicle or cash-in-lieu value = \$13,464

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

3. Ministerial Staff Allowance (MSA) of \$14,000 per annum is payable in addition to salary for all the above classifications. MSA is by way of compensation for long and irregular hours and other special features of the positions.

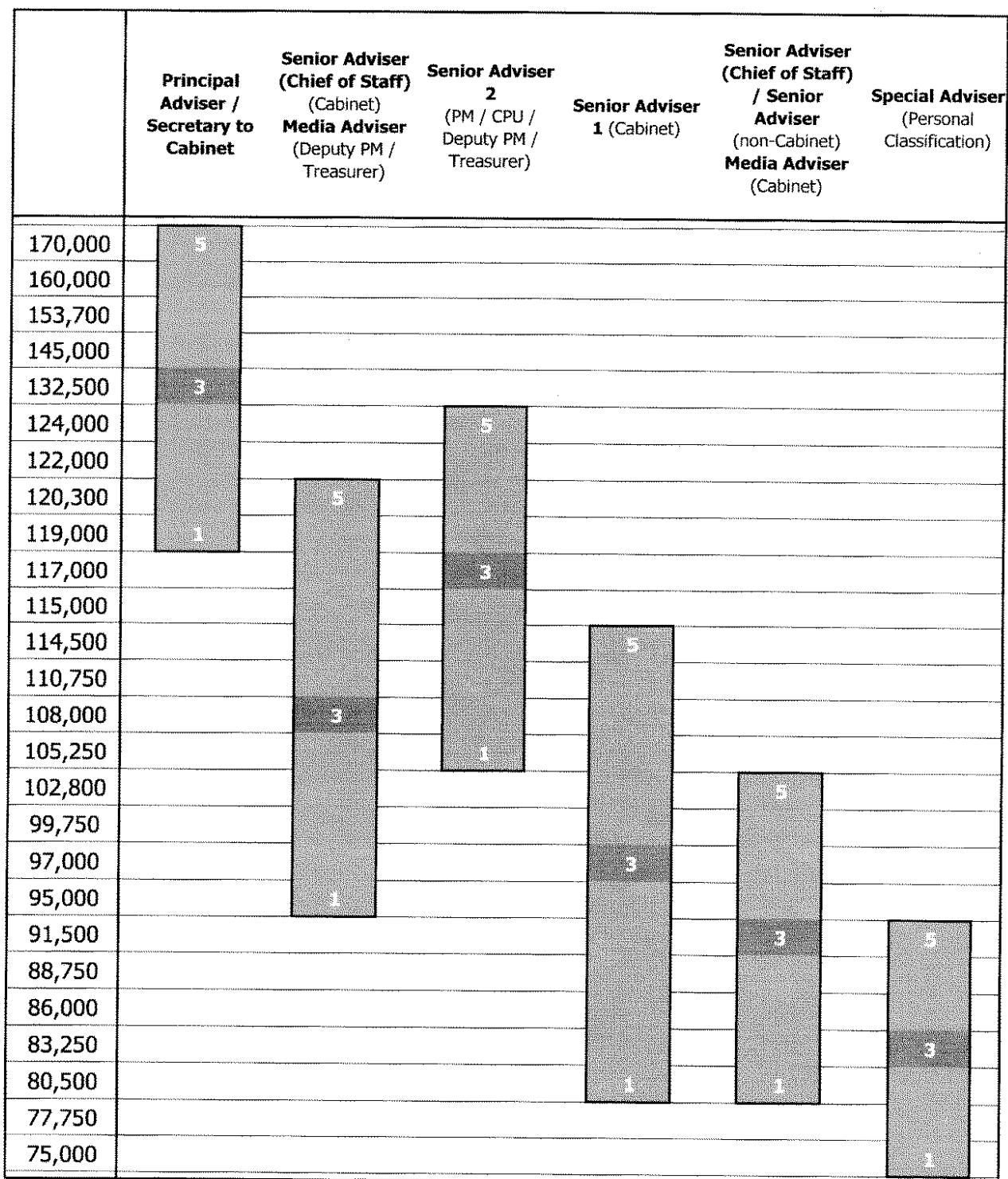
4. Salaries and conditions for all the above classifications are offered under the terms of an Australian Workplace Agreement.

Presiding Officers Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
97,000	5	
94,250		
91,500		
88,750		
86,000	3	5
83,250		
80,500		
77,750		3
75,000	1	
72,750		
69,500		1

1. **Senior Advisers** are entitled to a private plated vehicle or cash-in-lieu value = \$13,464
2. The Special Adviser classification is a **personal** classification. The classification is subject to demonstration of particular skills and responsibilities, the approval of the Prime Minister and the availability of funds.
3. Ministerial Staff Allowance (MSA) of \$14,000 per annum is payable in addition to salary for all the above classifications. MSA is by way of compensation for long and irregular hours and other special features of the positions.
4. Salaries and conditions for all the above classifications are offered under the terms of an Australian Workplace Agreement.

Ministerial Senior Staff Salaries



1. Ministerial Staff Allowance (MSA) of \$14,000 per annum 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.

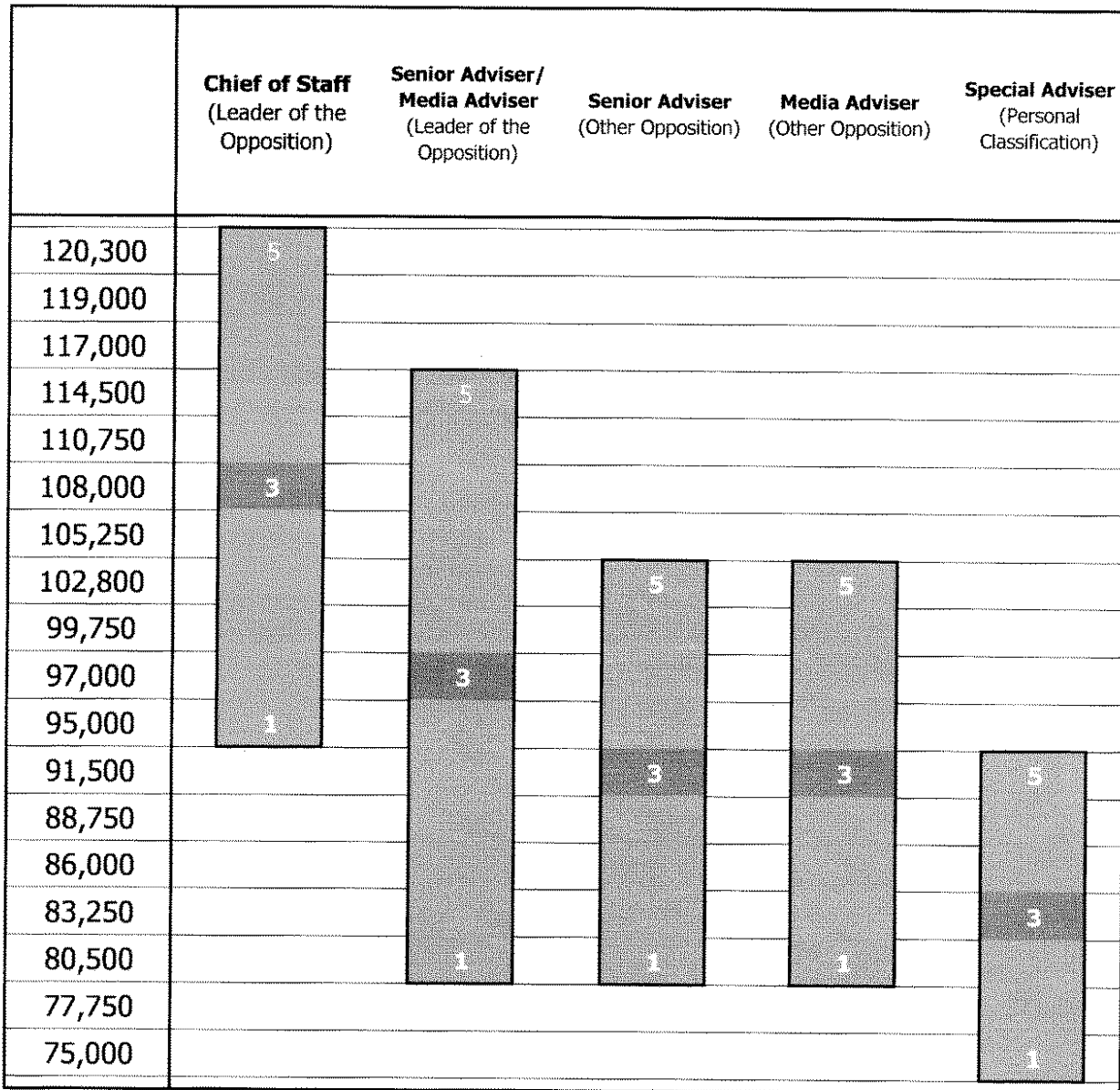
Cash-in-lieu value: Principal Advisers - \$15,340; Senior Advisers - \$13,464.

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.

4. Salaries and conditions for the above classifications are offered under the terms of an Australian Workplace Agreement.

30 January 2004

Opposition Senior Staff Salaries



1. Ministerial Staff Allowance (MSA) of \$14,000 per annum 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 \$13,464
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.
4. Salaries and conditions for the above classifications are offered under the terms of an Australian Workplace Agreement.

30 January 2004

Australian Democrats' Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
102,800	5	
99,750		
97,000		
95,000		
91,500	3	5
88,750		
86,000		
83,250		3
80,500	1	
77,750		
75,000		1

1. Ministerial Staff Allowance (MSA) of \$14,000 per annum 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 \$13,464
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.
4. Salaries and conditions for the above classifications are offered under the terms of an Australian Workplace Agreement.

30 January 2004

Presiding Officers' Senior Staff Salaries

	Senior Adviser	Special Adviser (Personal Classification)
102,800	5	
99,750		
97,000		
95,000		
91,500	3	5
88,750		
86,000		
83,250		3
80,500	1	
77,750		
75,000		1

1. Ministerial Staff Allowance (MSA) of \$14,000 per annum 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 \$13,464
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.
4. Salaries and conditions for the above classifications are offered under the terms of an Australian Workplace Agreement.

30 January 2004