



# Electorate staff allowance

**Electorate Staff Allowance (ESA) is payable to electorate employees who undertake reasonable additional hours and travel outside work hours and who are employed against a position, the electorate support budget or a combination of the two**

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✗ Casual employees

## Value of ESA levels

Level	Current EA 7 ESA levels	Level	Proposed EA on commencement 16 ESA levels
		ESA1	\$2,049
ESA1	\$4,029	ESA2	\$4,097
		ESA3	\$6,148
ESA2	\$8,061	ESA4	\$8,198
		ESA5	\$10,247
ESA3	\$12,091	ESA6	\$12,297
		ESA7	\$14,346
ESA4	\$16,121	ESA8	\$16,395
		ESA9	\$18,444
ESA5	\$20,150	ESA10	\$20,493
		ESA11	\$22,543
ESA6	\$24,182	ESA12	\$24,593
		ESA13	\$26,643
ESA7	\$28,213	ESA14	\$28,693
		ESA15	\$30,742
		ESA16	\$32,791

## Proposed changes

- **ESA would be allocated to the employee**, rather than to electorate office positions
- The overall value of ESA available to each office will be **increased on commencement**
- The value of each existing ESA level will be halved and each office will receive double the number of ESA levels they currently receive plus:
  - **All electorate offices will receive an additional 2 levels of ESA** (e.g. a 4 position office will be able to allocate 34 levels of ESA)
  - Electorates that are **eligible for reimbursement for satellite office expenses will receive a further 2 levels of ESA** (e.g. an eligible 6 position office will be able to allocate up to 44 levels)
- An employee may be **allocated up to ESA 16**, notionally equivalent to ESA 8, and more than the current maximum of ESA 7. This is an increase on the maximum of 15 levels offered in December 2020
- ESA would not be pro rata for part-time employees, it will be paid at the full amount allocated to the employee
- ESA can be allocated to employees employed against a position or the ESB
- Employing Members and their employees will be able to agree to reallocate ESA in the office alongside changes in their working arrangements
- This will allow for **more flexible ESA allocation**



## Electorate staff allowance - examples

### Unallocated ESA

There are 5 levels of unallocated ESA in the office. Jon is currently not allocated any ESA. Jon's employer decides that due to the additional hours Jon is working, he should be allocated ESA 3. This can immediately be allocated to Jon and does not require a 'trigger' event.

### New employee

Carla is currently allocated ESA 10. Carla resigns. The 10 levels of ESA are now able to be allocated to other employees. The employing Member decides to allocate ESA 7 to Ryan, Carla's replacement, and ESA 3 to Sarah, an existing employee who was previously allocated ESA 5. Sarah now has ESA 8.

### Part-time hours

Mike reduces his part-time hours from 2.5 days to 2 days per week. Mike was allocated ESA 4 before the reduction in hours and will continue to be paid ESA 4. Mike and his employer can agree to reduce his ESA allocation if this is appropriate.

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Liz increases her part-time hours from 2 days to 4 days per week. Liz was allocated ESA 5 before the increase in hours and will continue to be paid ESA 5. If Liz's employing Member has unallocated ESA in the office they can increase Liz' ESA reflecting the expectation of increased additional working hours.

### Promotion

Hassan is employed as an EOA with ESA 2. He is promoted to a vacant EOB position. Hassan's ESA does not change unless the employer chooses to allocate additional available ESA.

### Electorate support budget

Melissa is employed two days per week against a position and one day against the electorate support budget. She is allocated ESA 6. Melissa will be paid the full amount – ESA 6, not just the proportion against the position.



## Electorate staff allowance - examples

### Short-term leave

Ben, who is allocated ESA 7, goes on personal leave for 2 weeks. Ben continues to be paid ESA 7 while on leave and the allocation is counted towards the office's ESA cap. Jill is employed against Ben's position as a non-ongoing employee while Ben is away. Jill does not automatically receive ESA, unless the employing Member chooses to allocate her available ESA.

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Chris, an EOC who is allocated ESA 10, goes on annual leave for 3 weeks. Chris continues to be paid ESA 10 while on leave and the allocation counts towards the office's ESA cap.

Sam, an EOB who is allocated ESA 4, is given HDA in Chris' position during the leave. Sam continues to be paid ESA 4 during this period. Alex is employed against Sam's position as a non-ongoing employee while Sam is on HDA. Alex does not automatically receive ESA, unless the employing Member chooses to allocate her available ESA.

### Long-term leave

Joanne, who is allocated ESA 10, goes on long service leave for 4 months. This is a trigger for an ESA re-allocation in the office. The employer changes the ESA allocated to the other employees and also allocates ESA 4 to Karen, who is employed as a non-ongoing employee against Joanne's position during the leave.

Joanne continues to be paid ESA 10 during the leave and this is not counted towards the office's ESA cap. When Joanne returns from leave, this is a trigger for another ESA re-allocation in the office.

If the employer does not re-allocate ESA in the office on Joanne's return, Joanne's ESA allocation may be automatically reduced (including to zero if required) so it does not push the office over their allocated ESA cap.

### Agreement for reduction

Cho is currently allocated ESA 12 as she works full-time and travels to Canberra frequently. Due to personal circumstances, Cho has reduced her hours to 3 days a week part-time and no longer travels to Canberra. Cho and her employing Member agree to reduce her ESA to ESA 4.

The employing Member now has 8 levels of ESA to allocate to other employees. They choose to allocate ESA 6 to George who will be undertaking the Canberra travel and keep 2 levels for allocations in the future.



## Electorate staff allowance - examples

### Metropolitan electorate

Mr Collie, is the member for an inner city electorate. He currently has 16 levels of ESA he can allocate to 4 positions. Under the proposed EA, on its commencement he can allocate up to 34 levels of ESA to all of his electorate employees, including those employed against the ESB.

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### Regional electorate

Ms Dennis is the member for a regional electorate with a size of 34,000 square kilometres. She is entitled to 5 electorate officer positions and is eligible to claim reimbursement of her privately funded satellite office costs under the PBR Act. Currently Ms Dennis can allocate 18 levels of ESA across her 5 positions.

Under the proposed EA, on its commencement she can allocate up to 40 levels of ESA to all of her electorate employees, including those employed against the ESB. Ms Dennis has 38 levels of ESA to allocate as a member with 5 positions plus another two as she is also eligible for the reimbursement of her satellite office costs.



## Electorate staff allowance - examples

### Deferral of termination

Senator Max resigns from the Parliament causing the termination of employment of his electorate employees. The termination of employment is deferred until his vacancy in the Senate is filled.

The ESA allocated to his electorate employees will remain unchanged during the deferral period, ensuring that their severance benefits and payments in lieu of unused leave are unaffected.

If an employee is employed by the new Senator, that Senator will have their own allocation of ESA to allocate to their electorate employees, which may differ from the ESA the employee was allocated by Senator Max.

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Minister Teal changes portfolio in a Ministry reshuffle causing the termination of employment of her electorate employees. The termination of employment is deferred for 2 weeks.

The ESA allocated to the electorate employees will remain unchanged during the deferral period, ensuring that their severance benefit and payments in lieu of unused leave are unaffected.

If Minister Teal re-employs her electorate employees, their ESA allocation will be unchanged as there is no trigger event. If Minister Teal employs a new electorate employee she may allocate any unallocated ESA at the time that the new person is employed.