



Prime Minister's Official Establishments Employees Salaries and Allowances Determination 1 of 2024

I, Gerard Martin, First Assistant Secretary, Ministerial Support Division, Department of the Prime Minister and Cabinet make the following determination under Part III, subsection 13(2) of the *Members of Parliament (Staff) Act 1984*.

Gerard Martin PSM
First Assistant Secretary
Ministerial Support Division
Department of the Prime Minister and Cabinet

Dated 13 March 2024

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1 Name

- (1) This determination is the Prime Minister's Official Establishments Employees Salaries and Allowances Determination 1 of 2024.

2 Commencement

- (1) This determination commences on the date it is signed.

3 Authority

- (1) This determination is made under Part III, subsection 13(2) of the *Members of Parliament (Staff) Act 1984*.

4 Application

- (1) This determination applies to Prime Minister's Official Establishments employees who are, at the reference date:
 - a. engaged under the terms and conditions set out in the:
 - i. *Prime Minister's Official Establishments Casual Employees Determination No. 2020-2023*; or
 - ii. *Prime Minister's Official Establishments Employees Determination No. 2020-2023*.

5 Definitions

In this determination:

Base salary means the employee's base salary including, if applicable, higher duties allowance and casual loading. For employees on maintained salaries, the base salary will be the maintained salary including, if applicable, higher duties allowance and casual loading.

Enterprise agreement means an Enterprise Agreement covering the Prime Minister's Official Establishments employees made in accordance with section 182 of the *Fair Work Act 2009*.

Reference date means 14 March 2024.

6 Purpose

- (1) The purpose of this determination is to:
 - a. provide employees with a one-off payment; and
 - b. Provide increases to base salary and salary related allowances as set out in Schedule 1.

7 Period of operation

- (1) This determination is in force for the period:
 - a. beginning at the start of the day this determination is signed; and
 - b. ending at the earlier of the following:
 - i. the start of the day that another determination under the *Members of Parliament (Staff) Act 1984* that applies to the employees covered by this determination and expressly revokes this determination comes into force.
 - ii. the start of the day that an enterprise agreement made in accordance with section 182 of the *Fair Work Act 2009* that covers the employees covered by this determination commences operation.

8 One-off payment

- (1) Employees will receive a one-off payment on the next practicable pay date on or after the reference date equal to 0.92 per cent of the employee's base salary as at the reference date. Subject to paragraph 8(3), employees will not be entitled to the one-off payment if the employee is, on the reference date:
 - a. on leave without pay;
 - b. absent from work without pay; or
 - c. receiving workers' compensation payments under the *Safety, Rehabilitation and Compensation Act 1988*.
- (2) The payment in (1) is to be calculated:
 - a. for part-time employees, pro-rated based on their agreed part-time hours as at the reference date, subject to (3);
 - b. for casual employees, based on their average weekly hours worked as a proportion of the full-time equivalent weekly hours. The weekly hours will be averaged over the 12 month period immediately prior to the reference date, or over the employee's period of employment where that period is less than 12 months. A casual employee's base salary for this purpose includes casual loading.
- (3) If the First Assistant Secretary, Ministerial Support Division, Department of the Prime Minister and Cabinet considers that the one-off payment does not appropriately reflect the pay an employee would have received in the 12-week period prior to the reference date, the First Assistant Secretary, Ministerial Support Division, Department of the Prime Minister and Cabinet may determine that the payment is pro-rated based on

different agreed hours. This includes, but is not limited to, the following circumstances:

- a. where an employee is not otherwise entitled to a payment under paragraph 8(1); and
- b. where an employee's full-time or agreed part-time hours at the reference date is less than their regular or average agreed hours in the 12-month period immediately prior to the reference date.

9 Adjustment of salary and allowances

- (1) The salaries and allowances of employees will be adjusted per Schedule 1 of this Determination.

Schedule 1- Salaries and Allowances

Note- See cl 9

1 Prime Minister's Official Establishments Employees Determination no. 2020-2023

Table A- Salaries- Full time/Part time employees			
Column 1		Column 2	Column 3
Classification	Levels	Pre-commencement salary \$pa	4% increase \$pa Effective 10 October 2023
House Manager	HMA 4	\$143,596	\$149,339.84
	HMA 3	\$139,168	\$144,734.72
	HMA 2	\$134,107	\$139,471.28
	HMA1	\$127,780	\$132,891.2
House Manager/Senior Chef	HMB 4	\$135,639	\$141,064.56
	HMB 3	\$133,320	\$138,652.8
	HMB 2	\$131,111	\$136,355.44
	HMB 1	\$128,993	\$134,152.72
Senior house attendant	SHA 4	\$94,455	\$98,233.20
	SHA 3	\$92,864	\$96,578.56
	SHA 2	\$91,201	\$94,849.04
	SHA 1	\$89,549	\$93,130.96
House attendant	HA 4	\$80,853	\$84,087.12
	HA 3	\$79,395	\$82,570.80
	HA 2	\$77,870	\$80,984.80
	HA 1	\$76,358	\$79,412.32
Senior chef	SC 4	\$114,509	\$119,089.36
	SC 3	\$112,551	\$117,053.04
	SC 2	\$110,689	\$115,116.56
	SC 1	\$108,900	\$113,256
Second Chef	C4	\$87,440	\$90,937.60
	C3	\$85,976	\$89,415.04
	C2	\$84,444	\$87,821.76
	C1	\$82,922	\$86,238.88

Table B- Allowances- Full time and part time employees		
Column 1	Column 2	Column 3
Corporate allowance	Pre-commencement rate (fortnightly allowance)	4% increase Effective 10 October 2023 (fortnightly allowance)
First Aid Officer/Fire Warden	\$33.12	\$34.44
Health and Safety Representative	\$29.58	\$30.76

2 Prime Minister's Official Establishments Casual Employees Determination No. 2020-2023

Table C- Salaries- Casual			
Column 1		Column 2	Column 3
Classification	Shifts worked	Pre-commencement salary Hourly rate	4% increase Effective 22 November 2023 Hourly rate
Casual Staff-Cooking assistant/staff	All of shift occurs between 6.30am and 6.00pm Monday to Friday	\$30.00	\$31.20
	If any part of the shift occurs before 6.30am or after 6.00pm Monday to Friday	\$34.49	\$35.87
	If any part of the shift occurs after midnight on Friday and before midnight on Saturday	\$39.01	\$40.57
	If any part of the shift occurs after midnight on	\$52.51	\$54.61

	Saturday and before midnight on Sunday		
	If any part of the shift occurs on a public holiday	\$67.51	\$70.21
Casual wait staff/kitchen hands	All of shift occurs between 6.30am and 6.00pm Monday to Friday	\$29.06	\$30.22
	If any part of the shift occurs before 6.30am or after 6.00pm Monday to Friday	\$33.41	\$34.75
	If any part of the shift occurs after midnight on Friday and before midnight on Saturday	\$37.78	\$39.29
	If any part of the shift occurs after midnight on Saturday and before midnight on Sunday	\$50.85	\$52.88
	If any part of the shift occurs on a public holiday	\$65.37	\$67.98
House attendant/gardening assistant/florist	All of shift occurs between 6.30am and 6.00pm Monday to Friday	\$30.75	\$31.98
	If any part of the shift occurs before 6.30am or after 6.00pm Monday to Friday	\$35.38	\$36.80
	If any part of the shift occurs after midnight on Friday and before midnight on Saturday	\$40.01	\$41.61
	If any part of the shift occurs after midnight on Saturday and before midnight on Sunday	\$53.86	\$56.01
	If any part of the shift occurs on a public holiday	\$69.24	\$72.01
Casual Chef	All of shift occurs between 6.30am and 6.00pm Monday to Friday	\$37.51	\$39.01
	If any part of the shift occurs before 6.30am or after 6.00pm Monday to Friday	\$43.14	\$44.87

	If any part of the shift occurs after midnight on Friday and before midnight on Saturday	\$48.76	\$50.71
	If any part of the shift occurs after midnight on Saturday and before midnight on Sunday	\$65.63	\$68.26
	If any part of the shift occurs on a public holiday	\$84.38	\$87.76

