



Fact sheet – Personal employees

Enhanced entitlements for personal employees (non-senior)

Under the proposed MOPS EA, entitlements for personal employees will be increased through:

- ✓ **A one-off payment if a “yes” vote is successful**
- ✓ A pay rise of 11.2% to base salaries and allowances
- ✓ Automatic processing of Excess (Canberra) Travel Leave - so you no longer need to apply
- ✓ Increased leave entitlements (including 3 extra days of personal leave per year and 18 weeks of parental leave)
- ✓ Increased studies assistance by 50%
- ✓ Enhanced travel entitlements and a new same-day travel allowance
- ✓ Enhanced career transitioned payments

Eligibility for a ‘one-off payment’

If a “yes” vote is successful – all employees employed during the voting period will be eligible to receive a one-off payment.

- At the request of bargaining representatives, this will be calculated at .92% of base salary and averaged out for all employees to receive a flat-rate.
- All eligible MOP(S) Act employees (including casual employees) will receive the same payment.
- This payment is taxable and will be treated as ordinary time earnings for superannuation purposes.
- A one-off payment **cannot be offered again** under policy in the event the EA does not receive a majority vote.
- This payment will be calculated at the end of the voting period.
- MaPS will inform employees of the amount of the flat-rate payment once it is known.

Classification titles

- The “Secretary / Administrative Assistant” classification will be transitioned out of the EA. Employees engaged at this classification will remain at their existing pay-point and classification until they cease or are appointed to a different classification.
- Personal employee classification titles have been simplified and aligned to the terminology of the MOP(S) Act.

| Classification titles under current MOPS EA | Classification titles under new MOPS EA |
|---|---|
| Government personal employees | Personal Employees (Ministerial) |
| Adviser / Media Adviser (Gov) | Adviser 3 (Ministerial) |
| Assistant Adviser (Gov) | Adviser 2 (Ministerial) |
| Executive Assistant / Office Manager (Gov) | Adviser 1 (Ministerial) |

| Classification titles under current MOPS EA | Classification titles under new MOPS EA |
|---|---|
| Non-government personal employees | Personal Employees (non-Ministerial) |
| Adviser / Media Adviser (non-Gov) | Adviser 3 (non-Ministerial) |
| Assistant Adviser (non-Gov) | Adviser 2 (non-Ministerial) |
| Executive Assistant (non-Gov) | Adviser 1 (non-Ministerial) |

Salary rates and pay rises

Salary rates, PSA, and allowances will increase by 11.2%.

Personal Employees (Ministerial)

| Adviser 3 (Ministerial) | Adviser 2 (Ministerial) | Adviser 1 (Ministerial) | As at 5 August 2023 | Salary effective from 5 August 2024 | Salary effective from 5 August 2025 | Salary effective from 5 August 2026 |
|----------------------------|----------------------------|----------------------------|------------------------|---|---|---|
| | | | | 4% | 3.8% | 3.4% |
| 8 | | | \$150,086 | \$156,089 | \$162,021 | \$167,530 |
| 7 | | | \$143,379 | \$149,114 | \$154,780 | \$160,043 |
| 6 | | | \$136,781 | \$142,252 | \$147,658 | \$152,678 |
| 5 | | | \$132,141 | \$137,427 | \$142,649 | \$147,499 |
| 4 | | | \$122,507 | \$127,407 | \$132,249 | \$136,745 |
| 3 | | | \$115,780 | \$120,411 | \$124,987 | \$129,236 |
| 2 | | | \$110,167 | \$114,574 | \$118,927 | \$122,971 |
| 1 | 5 | | \$101,701 | \$105,769 | \$109,788 | \$113,521 |
| | 4 | | \$95,031 | \$98,832 | \$102,588 | \$106,076 |
| | 3 | | \$91,492 | \$95,152 | \$98,767 | \$102,126 |
| | 2 | | \$87,109 | \$90,593 | \$94,036 | \$97,233 |
| | 1 | | \$84,789 | \$88,181 | \$91,531 | \$94,643 |
| | | 9 | \$85,250 | \$88,660 | \$92,029 | \$95,158 |
| | | 8 | \$83,180 | \$86,507 | \$89,794 | \$92,847 |
| | | 7 | \$81,666 | \$84,933 | \$88,160 | \$91,158 |
| | | 6 | \$79,426 | \$82,603 | \$85,742 | \$88,657 |
| | | 5 | \$77,014 | \$80,095 | \$83,138 | \$85,965 |
| | | 4 | \$74,973 | \$77,972 | \$80,935 | \$83,687 |
| | | 3 | \$73,098 | \$76,022 | \$78,911 | \$81,594 |
| | | 2 | \$71,245 | \$74,095 | \$76,910 | \$79,525 |
| | | 1 | \$69,045 | \$71,807 | \$74,535 | \$77,070 |

Personal Employees (non-Ministerial)

| Adviser 3 (non-Ministerial) | Adviser 2 (non-Ministerial) | Adviser 1 (non-Ministerial) | As at 5 August 2023 | Salary effective from 5 August 2024 | Salary effective from 5 August 2025 | Salary effective from 5 August 2026 |
|-----------------------------|-----------------------------|-----------------------------|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | | | 4% | 3.8% | 3.4% |
| 7 | | | \$143,379 | \$149,114 | \$154,780 | \$160,043 |
| 6 | | | \$136,781 | \$142,252 | \$147,658 | \$152,678 |
| 5 | | | \$132,141 | \$137,427 | \$142,649 | \$147,499 |
| 4 | | | \$122,507 | \$127,407 | \$132,249 | \$136,745 |
| 3 | | | \$115,780 | \$120,411 | \$124,987 | \$129,236 |
| 2 | | | \$110,167 | \$114,574 | \$118,927 | \$122,971 |
| 1 | 5 | | \$101,701 | \$105,769 | \$109,788 | \$113,521 |
| | 4 | | \$95,031 | \$98,832 | \$102,588 | \$106,076 |
| | 3 | | \$91,492 | \$95,152 | \$98,767 | \$102,126 |
| | 2 | | \$87,109 | \$90,593 | \$94,036 | \$97,233 |
| | 1 | | \$84,789 | \$88,181 | \$91,531 | \$94,643 |
| | | 7 | \$81,666 | \$84,933 | \$88,160 | \$91,158 |
| | | 6 | \$79,426 | \$82,603 | \$85,742 | \$88,657 |
| | | 5 | \$77,014 | \$80,095 | \$83,138 | \$85,965 |
| | | 4 | \$74,973 | \$77,972 | \$80,935 | \$83,687 |
| | | 3 | \$73,098 | \$76,022 | \$78,911 | \$81,594 |
| | | 2 | \$71,245 | \$74,095 | \$76,910 | \$79,525 |
| | | 1 | \$69,045 | \$71,807 | \$74,535 | \$77,070 |

Allowances for non-senior personal employees

All allowances will increase by 11.2% over the 3 years of the EA.

| Personal Staff Allowance (PSA) | | As at 5 August 2023 | Rate effective from 5 August 2024 | Rate effective from 5 August 2025 | Rate effective from 5 August 2026 |
|--------------------------------|-----------|---------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Adviser 3 and Adviser 2 | Per annum | \$31,702 | \$32,970 | \$34,223 | \$35,387 |
| Adviser 1 | Per annum | \$26,644 | \$27,710 | \$28,763 | \$29,741 |

| Other allowances | | As at 5 August 2023 | Rate effective from 5 August 2024 | Rate effective from 5 August 2025 | Rate effective from 5 August 2026 |
|--|---------------|---------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Allowance for drivers employed by former Prime Ministers | Per annum | \$18,387 | \$19,122 | \$19,849 | \$20,524 |
| Corporate Responsibility Allowance | Per fortnight | \$22.65 | \$23.56 | \$24.45 | \$25.28 |
| NEW Community Language Allowance | Per fortnight | - | \$55.02 | \$57.11 | \$59.05 |

New allowances

Community Language Allowance

- A Community Language Allowance of \$55.02 per fortnight will be paid to ongoing and non-ongoing employees who meet certain competency requirements and are required to use their ability to communicate in braille, Auslan, or a language other than English in the course of their work.
- The rate of this allowance will increase in line with other allowances over the life of the agreement.

Same-day travel allowance

- A same-day travel payment will be introduced to ensure employees are not out-of-pocket for travel expenses incurred when there is no overnight stay and to better support family-friendly travel arrangements.
- **Benefits all employees who travel as directed without having an overnight stay.**
- Payment will be in the form of an allowance to cover incidental expenses and meals.
- A rate and criteria is yet to be determined.

Enhanced leave entitlements

Ongoing and non-ongoing employees will have **more paid leave** entitlements including:

| | |
|---|---|
| Personal/carer's leave | <ul style="list-style-type: none">• 3 extra days of per year (18 days) for full-time ongoing and non-ongoing employees (pro-rata for part-time) |
| Parental leave | <ul style="list-style-type: none">• 18 weeks for a primary caregiver• 8 weeks (increasing to 18 weeks by February 2027) for a secondary caregiver |
| Adoption and long-term carer's leave | <ul style="list-style-type: none">• Up to 18 weeks parental leave for a primary caregiver• Up to 8 weeks parental leave (increasing to 18 weeks by February 2027) for a secondary caregiver |
| Still birth Leave | <ul style="list-style-type: none">• 18 weeks parental leave for a primary caregiver• 2 weeks for a secondary caregiver• Access to up to 3 days compassionate leave• Access to up to 3 days bereavement leave |
| Pregnancy loss leave | <ul style="list-style-type: none">• 1 week paid leave• Access to up to 3 days compassionate leave |
| Premature birth leave | <ul style="list-style-type: none">• If a live birth from before 37 weeks gestation premature birth leave can be taken from the date of birth up to what would have been 37 weeks gestation. |
| Compassionate leave | <ul style="list-style-type: none">• Access to 1 extra day of compassionate leave (3 days total) |
| NAIDOC leave | <ul style="list-style-type: none">• Up to 1 day per calendar year• Access to up to 3 days compassionate leave• Access up to 3 days bereavement leave |
| First Nations Ceremonial Leave | <ul style="list-style-type: none">• Up to 6 days of paid leave over 2 calendar years |
| Cultural leave | <ul style="list-style-type: none">• Up to 3 days of paid leave per calendar leave |

Enhanced travel entitlements

- Non-senior personal employees will receive a higher rate of travel allowance when staying overnight in Canberra – equivalent to the rate for senior personal employees.
- Annual leave credits for Excess (Canberra) Travel Leave will be automatically processed.

Increased financial support for training

- Reimbursement available for studies assistance has increased by 50% to \$15,000
- Career Transition Payments, to support eligible employees access career transition counselling, training or financial advice has increased to \$1,000.