



Public Service (Subsection 24(1)—Department of Foreign Affairs and Trade Non-SES Employees) Determination 2024/03

I, Jan Adams, Secretary, Department of Foreign Affairs and Trade, make the following determination.

Dated 12 Feb. 2024

Jan Adams AO PSM
Department of Foreign Affairs and Trade

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1 Name

This determination is the *Public Service (Subsection 24(1)—Department of Foreign Affairs and Trade Non-SES Employees) Determination 2024*.

2 Commencement

This determination commences on the date it is signed.

3 Authority

This determination is made under subsection 24(1) of the *Public Service Act 1999*.

4 Application

This determination applies to non-SES employees or equivalent that are employed by the Department of Foreign Affairs and Trade and proposed to be covered by the *Department of Foreign Affairs and Trade Enterprise Agreement 2024*.

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 the *Department of Foreign Affairs and Trade Enterprise Agreement 2024* made in accordance with section 182 of the *Fair Work Act 2009*.

Reference date means the date the enterprise agreement is made in accordance with section 182 of the *Fair Work Act 2009*.

6 Purpose

The purpose of this determination is to provide employees with a one-off payment and increases to base salary. This is being provided in recognition of employees having reached in-principle agreement on the enterprise agreement before 14 March 2024.

7 Period of operation

- (1) This Determination is in force for the period:
 - (a) beginning at the start of the day this Determination commences; and
 - (b) ending at the earlier of the following:
 - (i) the start of the day that another determination under section 24(1) of the *Public Service Act 1999* that applies to the employees and expressly revokes this determination comes into force.
 - (ii) the start of the day that an enterprise agreement made in accordance with the *Fair Work Act 2009* that covers the employees commences operation.

8 Adjustment of salary

- (1) Schedule 1 has effect.

9 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 9(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 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 Agency Head considers that the one-off payment does not appropriately reflect the pay an employee would have received between 21 December 2023 and the first pay date on or after the reference date, the Agency Head 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 9(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.

Schedule 1—Salaries

Note: See section 8.

		As at 31 August 2023	From 14 March 2024	From 13 March 2025	From 12 March 2026
APS Level 1	1	51,260	53,310	55,336	57,497
	2	55,983	58,222	60,434	62,489
APS Level 2	1	59,342	61,716	64,061	66,239
	2	61,412	63,868	66,295	68,549
	3	64,086	66,649	69,182	71,534
APS Level 3	1	67,249	69,939	72,597	75,065
	2	73,298	76,230	79,127	81,817
APS Level 4	1	75,357	78,371	81,349	84,115
	2	80,336	83,549	86,724	89,673
APS Level 5	1	83,095	86,419	89,703	92,753
	2	85,649	89,075	92,460	95,604
	3	88,793	92,345	95,854	99,113
APS Level 6	1	91,617	95,282	98,903	102,266
	2	97,110	100,994	104,832	108,396
	3	103,015	107,136	111,207	114,988
Executive Level 1	1	114,090	118,654	123,163	127,351
	2	120,161	124,967	129,716	134,126
	3	124,284	129,255	134,167	138,729
	4	127,619	132,724	137,768	142,452
Executive Level 2	1	137,833	143,346	148,793	153,852
	2	146,641	152,507	158,302	163,684
	3	151,382	157,437	163,420	168,976
	4	155,667	161,894	168,046	173,760
Medical Officer Pay Scale					
		As at 31 August 2023	From 14 March 2024	From 13 March 2025	From 12 March 2026
Medical Officer 2 (EL2 equivalent)	1	152,288	158,380	164,398	169,988
	2	156,605	162,869	169,058	174,806
Medical Officer 3	1	159,558	165,940	172,246	178,102
	2	164,625	171,210	177,716	183,758

Schedule 1 Salaries
Section 9 One-off payment

(EL2 equivalent)					
Medical Officer 4 (EL2 equivalent)	1	174,019	180,980	187,857	194,244
	2	180,806	188,038	195,183	201,819
	3	188,762	196,312	203,772	210,700