

Senate Standing Committee on Finance and Public Administration

ANSWERS TO QUESTIONS ON NOTICE

Department of the Senate

Budget Estimates

26-30 May 2014

Question: 14

Topic: Staff transfers

Written: 12 June 2014

Senator LUDWIG asked:

1. How many people does your department employ?
2. What is the number of staff employed in each state and territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. How many of these people are employed in Canberra?
7. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
8. How many employees have been transferred out of Canberra since the 2013 federal election?
9. How many of your employees have been transferred to Canberra since the 2013 federal election?
10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

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14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
15. For every transferred employee please provide an explanation for their transfer?
16. For every transferred employee please provide any other cost incurred by the department because of that transfer?
17. Please provide all relevant dates.

Redundancies

1. How many positions have been made redundant in your department since the 2013 federal election?
 - a) How many of these positions were ongoing?
 - b) How many of these positions were non-ongoing?
 - c) How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?

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6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
 - a) Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 - b) Please specify what component of that figure was paid out entitlements (annual leave etc.).
 - c) Please specify any other costs incurred by the department because of this redundancy.
 - d) Please provide the reason a voluntary redundancy was offered for their position.
 - e) Please provide all relevant dates.

7. For all employees who were redeployed please provide:
 - a) Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
 - b) Please specify any other costs incurred by the department because of this redeployment.
 - c) Please provide the reason for that redeployment.
 - d) Please provide all relevant dates.

8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?

9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - a) How many of these employees were ongoing?
 - b) How many of these employees were non-ongoing?
 - c) How many of these employees were situated in the Australian Capital Territory?

10. For employees who were made forcibly redundant since the 2013 federal election please provide:
 - a) Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
 - b) Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c) Please specify any other costs incurred by the department because of this redundancy.
 - d) Please provide the reason for that redundancy.
 - e) Please provide all relevant dates.

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Hiring

1. How many people are employed in your department on non-ongoing contracts?
2. How many people are employed in your department on ongoing contracts?
3. How many non-ongoing contracts has your department extended since the 2013 federal election?
4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
5. How many of these extensions were approved by the Public Service Commission?
 - a) For every approved extension please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) their length of continuous employment by the APS;
 - vii) the length of approved extension;
 - viii) the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission; and
 - ix) all relevant dates.
6. How many of these extensions were rejected by the Public Service Commission?
 - a) For every rejected extension please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) their length of continuous employment by the APS;
 - vii) the length of extension sought by the department;
 - viii) the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission; and
 - ix) all relevant dates.

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7. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 - a) For every unapproved extension please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) their length of continuous employment by the APS;
 - vii) the length of the unapproved extension, the reasons why the extension was granted;
 - viii) whether the extension was submitted to the Public Service Commission for approval;
 - ix) the reasons why the extension was granted without the approval of the Public Service Commission; and
 - x) all relevant dates.
8. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 - a) For every expired non-ongoing contract please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) their length of continuous employment by the APS;
 - vii) the reason why an extension was not sought; and
 - viii) all relevant dates.
9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
11. How many of these new non-ongoing engagements were approved by the Public Service Commission?
 - a) For every approved new engagement of a non-ongoing employee please provide the following details:

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- i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) the length of their non-ongoing contract;
 - vii) whether this position was advertised externally;
 - viii) the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement; and
 - ix) all relevant dates relating to this application.
12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
- a) For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details:
 - i) APS level;
 - ii) a description of their job;
 - iii) the length of their non-ongoing contract;
 - iv) the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement; and
 - v) all relevant dates relating to this application.
13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
- a) For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) the length of their non-ongoing contract;
 - vii) whether this position was advertised externally;
 - viii) the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval; and
 - ix) all relevant dates.

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14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
16. How many of these new ongoing engagements were approved by the Public Service Commission?
 - a) For every approved new engagement of a ongoing employee please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;
 - iv) APS level;
 - v) a description of their job;
 - vi) the length of their ongoing contract;
 - vii) whether this position was advertised externally;
 - viii) the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement; and
 - ix) all relevant dates relating to this application.
17. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 - a) For every new ongoing engagement rejected by the Public Service Commission please provide the following details:
 - i) APS level;
 - ii) a description of their job;
 - iii) the length of their ongoing contract;
 - iv) the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement; and
 - v) all relevant dates relating to this application.
18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
 - a) For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:
 - i) the employee's age;
 - ii) gender;
 - iii) wage;

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- iv) APS level;
- v) a description of their job;
- vi) the length of their ongoing contract;
- vii) whether this position was advertised externally;
- viii) the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval; and
- ix) all relevant dates.

Answer:

1. As at 20 June 2014, the department employed 175 people.
2. As of 30 June 2013, the department employed 170 people. All employees were in located in the Australian Capital Territory. Employees' age is summarised in the table below.

Under 25	25-34	35-44	45-54	Over 55
16	33	51	37	33

There were 73 males and 97 females. Employees' classifications at that time are summarised in the table below.

Classification	Number
Australian Parliamentary Service Level 1	6
Australian Parliamentary Service Level 2	5
Australian Parliamentary Service Level 3	28
Australian Parliamentary Service Level 4	31
Australian Parliamentary Service Level 5	5
Australian Parliamentary Service Level 6	40
Parliamentary Executive Level 1	24
Parliamentary Executive Level 2	24
Senior Executive Service Band 1	5
Senior Executive Service Band 2	1
Clerk of the Senate	1

3. As of 20 June 2014, the department employed 175 people. All employees were in located in the Australian Capital Territory. Employees' age is summarised in the table below.

Under 25	25-34	35-44	45-54	Over 55
5	45	56	35	34

There were 73 males and 102 females. Employees' classifications at that time are summarised in the table below.

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Classification	Number
Australian Parliamentary Service Level 1	4
Australian Parliamentary Service Level 2	7
Australian Parliamentary Service Level 3	28
Australian Parliamentary Service Level 4	31
Australian Parliamentary Service Level 5	7
Australian Parliamentary Service Level 6	44
Parliamentary Executive Level 1	25
Parliamentary Executive Level 2	23
Senior Executive Service Band 1	4
Senior Executive Service Band 2	1
Clerk of the Senate	1

4. Nil.
5. Not applicable
6. Not applicable
7. As at 6 September 2013, 161 employees were engaged by the department. All were located in the Australian Capital Territory.

Parts 8 – 17 are not applicable.

Redundancies

The department has not made any employees redundant.

Hiring

1. As at 20 June 2014, 29 employees are engaged as non-ongoing employees.
2. As at 20 June 2014, the department employed 146 ongoing employees.
3. Six non-ongoing contracts were extended.
4. The department is part of the Parliamentary Service and is not required to seek the approval of the Public Service Commission for extensions.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Six non-ongoing contracts have expired. Details are below.

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Employee 1
Age 29
Male
\$100,750 pa
Parliamentary Executive Level 1
Research
No previous parliamentary service employment
Position filled on an ongoing basis
Commenced 2 April 2013, ceased 27 September 2013

Employee 2
Age 24
Male
\$59,067 pa
Australian Parliamentary Service Level 3
Web publishing
Previous non-continuous parliamentary service employment
Additional short-term support only
Commenced 19 September 2013, ceased 15 November 2013

Employee 3
Age 60
Male
\$51,979 pa
Australian Parliamentary Service Level 3
Administration
Previous non-continuous parliamentary service employment – engaged to back fill an employee with a chronic, long term illness.
Additional short-term support only
Commenced 21 October 2013, ceased 10 December 2013.

Employee 4
Age 42
Female
\$68,233 pa
Australian Parliamentary Service Level 3
Administration
Continuous parliamentary service employment since September 2010 – employee was selected to work elsewhere in the department shortly after the session of the contract noted below.
Position filled on an ongoing basis
Commenced 11 July 2013, ceased 20 December 2013.

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Employee 5
Age 29
Male
\$125,330 pa
Parliamentary Executive Level 2
Administration
No previous parliamentary service employment – returned to the Australian Public Service as leave without pay to continue employment with the Parliamentary Service was not granted.
Additional short-term support only
Commenced 25 November 2013, ceased 17 April 2014.

Employee 6
Age 66
Female
\$48,528 pa
Parliamentary Executive Level 1 – part-time
Research
Previous non-continuous parliamentary service employment.
Research project completed
Commenced 22 April 2013, ceased 17 April 2014.

9. 30 employees have been engaged on non-ongoing contracts since the 2013 federal election.
 10. Not applicable.
 11. Not applicable.
 12. Not applicable
 13. Not applicable.
 14. 13 employees have been engaged since the 2013 federal election.
- Parts 15 to 18 are not applicable.