

Senate Community Affairs Legislation Committee

BUDGET ESTIMATES – 5-6 JUNE 2014 ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Hiring

Question reference number: HS 102

Senator: Lundy

Type of question: Written

Date set by the committee for the return of answer: 25 July 2014

Number of pages: 9

Question:

- a) How many people are employed in your department on non-ongoing contracts?
- b) How many people are employed in your department on ongoing contracts?
- c) How many non-ongoing contracts has your department extended since the 2013 federal election?
- d) How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
- e) How many of these extensions were approved by the Public Service Commission?
 - i) For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
- f) How many of these extensions were rejected by the Public Service Commission?
 - i) For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
- g) How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 - i) For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
- h) How many non-ongoing contracts have expired without extension since the 2013 federal election?

- i) For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
- i) How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
- j) How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
- k) How many of these new non-ongoing engagements were approved by the Public Service Commission?
 - i) For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
- l) How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 - i) For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
- m) How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 - i) For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
- n) How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
- o) How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
- p) How many of these new ongoing engagements were approved by the Public Service Commission?
 - i) For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
- q) How many of these new ongoing employee applications were rejected by the Public Service Commission?
 - i) For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.

- r) How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
- i) For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer:

- a) 2,306.
- b) 32,466.
- c) 1,431.
- d) None – see answer to HS 65.
- e) Not applicable – see answer to 65.
- f) Not applicable – see answer to 65.
- g) 1,431 non-ongoing contracts have been extended without the APSC's approval. APSC approval was not required in these cases. All contract extensions were consistent with the APS Recruitment Guidelines.
- i) Approval from the APSC was not required. The following answer is therefore provided in this context.

Age Grouping	Total
15-24	270
25-34	537
35-44	321
45-54	200
55-64	95
65+	8

Female – 1,024

Male - 407

APS Substantive Classification	Salary range (\$)	Total
APS 1	45,263 – 48,533	50
APS 2	50,580 – 54,588	57
APS 3	56,069 – 62,492	1,223
APS 4	62,493 – 69,239	48
APS 5	69,699 – 75,208	25
APS 6	77,154 – 89,217	22
Executive Level 1	96,504 – 106,935	6

Job Description	Total
Collection and Analysis	1
Customer Advice and Support	1,182
General Administrative Support	21
General Finance and Travel	3
Health and Allied Health Professionals	25
ICT Service Delivery	1
Program Delivery	106
Project	4
Public Relations and Stakeholder Management	6
Records and Knowledge	74
Rehabilitation Consultant	6
Risk	1
Solutions Development	1

Months of Continuous Length of APS Service	Total
< 1 year	178
1 to < 3 years	1,187
3 to < 5 years	53
5 to < 11 years	13

Length of extension and reasons why the extension was granted: Contracts varied in length. To provide a breakdown by contract would be a significant amount of work and constitute an unnecessary diversion of resources.

The reasons why the extension was granted without the approval of the Public Service Commission: Extensions were granted by the Agency Head to non-ongoing contracts deemed critical to the operation of the department

Whether the extension was submitted to the Public Service Commission for approval: Extensions were not submitted to the APSC for approval. Extensions were approved by the Agency Head in accordance with the APS Recruitment Guidelines.

Month	Total
September 2013	384
October 2013	130
November 2013	17
December 2013	12
January 2014	449
February 2014	7
March 2014	215
April 2014	215
May 2014	2

- h) Since 7 September 2013 to 31 May 2014, 797 non-ongoing contracts have expired without extension.

i)

Age Grouping	Total
15-24	289
25-34	200
35-44	140
45-54	107
55-64	55
65+	6

Female – 560

Male - 237

Substantive Classification	Salary range (\$)	Total Headcount
APS 1	45,263 – 48,533	15
APS 2	50,580 – 54,588	47
APS 3	56,069 – 62,492	670
APS 4	62,493 – 69,239	23
APS 5	69,699 – 75,208	17
APS 6	77,154 – 89,217	16
Executive Level 1	96,504 – 106,935	7
Executive Level 2	111,677 – 132,809	1
Senior Rehabilitation Consultant— APS 6 (Professional Job Stream)	Maximum 94,017	1

Job Description	Total Headcount
Business Change	1
Customer Advice and Support	710
Facilities and Property	2
General Administrative Support	31
General Finance and Travel	2
Health and Allied Health Professionals	7
Human Resource Professional	2
Lawyer / Legal Adviser	1
Professional Accounting	1
Program Delivery	16
Project	3
Public Relations and Stakeholder Management	10
Records and Knowledge	8
Writing and Editing	3

APS Years of Service	Total
< 1 year	677
1 to < 3 years	112
3 to < 5 years	8

Reason why an extension was not sought: These contracts were not extended either as the role was not deemed critical or due to the inability to extend the contract in accordance with the *Public Service Act, 1999*.

Contract extension date of expiry	
Month	Total
September 2013	46
October 2013	479
November 2013	31
December 2013	16
January 2014	63
February 2014	79
March 2014	27
April 2014	21
May 2014	35

- i) 1,652.
- j) None. The approval to engage a new non-ongoing employee rests with the Agency Head – see answer to HS 75.
- k) Not applicable – see answer to HS 76.
 - i) Not applicable – see answer to HS 77.
- l) Not applicable - see answer to HS 79.
 - i) Not applicable.
- m) 1,652. The approval to engage a new employee rests with the Agency Head. All engagements were done in accordance with the APS Recruitment Guidelines.
 - i) Approval from the APSC was not required. The following answers are therefore provided in this context.

Age Grouping	Total
15-24	580
25-34	419
35-44	296
45-54	236
55-64	110
65+	11

Female – 1,174

Male – 478

APS Substantive Classification	Salary range (\$)	Total
APS 1	45,263 – 48,533	3
APS 2	50,580 – 54,588	52
APS 3	56,069 – 62,492	1,566
APS 4	62,493 – 69,239	18
APS 5	69,699 – 75,208	3
APS 6	77,154 – 89,217	6
Executive Level 1	96,504 – 106,935	3
Executive Level 2	111,677 – 132,809	1

Job Description	Total
Budget Costs and Financial Analysis	1
Business Change	1
Customer Advice and Support	1,545
Enforcement	55
General Administrative Support	12
General Finance and Travel	1
Health and Allied Health Professionals	2
Human Resource Professional	6
Management and Planning	1
Program Delivery	18
Programme	1
Public Relations and Stakeholder Management	1
Records and Knowledge	5
Writing and Editing	3

Length of non-ongoing contract: New non-ongoing contracts have only been offered for a maximum of 12 months. Most contracts have been offered for less than 12 months.

Position Advertised Externally: These employees were engaged through the department's Temporary Employment Register or through a merit selection process advertised in the APS Employment Gazette.

Reasons for engaging non-ongoing contracts: These vacancies were deemed critical to the operation of the department by the Agency Head in accordance with the APS Recruitment Guidelines.

Reasons for engaging with Public Service Commission approval: The approval to engage a new employee rests with the Agency Head not the APSC.

Contract engagement date	
Month	Total
September 2013	9
October 2013	25
November 2013	22
December 2013	351
January 2014	150
February 2014	39
March 2014	241
April 2014	110
May 2014	705

n) 234.

o) None – see answer to HS 83.

p) Not applicable - see answer to HS 84.

i) Not applicable - see answer to HS 85.

- q) None - see answers to HS 83 and HS 86.
 i) Not applicable – see answer to HS 87.
- r) 234. APSC approval to engage was not required in these cases. All engagements were consistent with the APS Recruitment Guidelines.

Age Grouping	Total
15-24	102
25-34	86
35-44	25
45-54	18
55-64	3
65+	0

Female – 150

Male – 62

APS Substantive Classification	Salary range (\$)	Total
APS Trainee/Graduate/Cadet	25,800 – 62,493	168
APS 3	56,069 – 62,492	10
APS 4	62,493 – 69,239	9
APS 5	69,699 – 75,208	11
APS 6	77,154 – 89,217	13
Executive Level 1	96,504 – 106,935	11
Executive Level 2	111,677 – 132,809	2
Deputy General Counsel—Executive Level 2 (Legal Job Stream)	Max 141,039	4
Senior Executive Level	150,000 – 196,000	6

Job Description	Total
Budget Costs and Financial Analysis	3
Business Change	6
Collection and Analysis	3
Customer Advice and Support	62
Design	1
Evaluation	1
Executive Support	4
Facilities and Property	7
General Administrative Support	20
General Finance and Travel	2
General Media	1
Graphic Design / Illustration	1
Health and Allied Health Professionals	14
Human Resource Professional	8
ICT Service Delivery	2
Investigation	3
IT Business Management	1
Lawyer / Legal Adviser	7

Legal and Court Officer	1
Management and Planning	6
Ministerial / Cabinet and Parliamentary Liaison	3
Not recorded	8
Occupational Health and Safety	1
Organisational Design	3
Procurement and Contracting	3
Professional Accounting	2
Program Delivery	11
Programme	1
Project	11
Public Relations and Stakeholder Management	5
Records and Knowledge	1
Regulation / Compliance	3
Research	1
Risk	1
Service Support	5
Solutions Development	18
Solutions Implementation	2
Strategic Policy	2

The length of their ongoing contract: These staff are ongoing employees.

Whether this position was advertised externally: These employees were engaged either through a Section 26 process or through a merit selection process advertised in the APS Employment Gazette.

The reason for engaging this new employee: These vacancies were deemed critical to the operation of the department by the Agency Head in accordance with the APS Recruitment Guidelines.

The reason for engaging this employee without the Public Service Commission's approval: APSC approval to engage was not required in these cases. All engagements were consistent with the APS Recruitment Guidelines.

Month	Total
September 2013	7
October 2013	19
November 2013	3
December 2013	1
January 2014	125
February 2014	3
March 2014	4
April 2014	5
May 2014	67