

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Extensions

Senator: Lundy

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Type of question: Written

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Question:

1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended?
2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval?
3. How many of these extensions were approved by the Australian Public Service Commission (APSC)?
4. For every approved extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their APS classification level.
 - e. Their wage.
 - f. Where they are located.
 - g. Their length of continuous employment at the APS.
 - h. The length of the approved extension.
 - i. The reason why the extension was submitted.
 - j. The reason why the extension was approved by the APSC.
 - k. Please provide all relevant dates.
5. How many of these extensions were rejected by the APSC?
6. For every rejected extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where they were located.
 - f. Their length of continuous employment at the APS.
 - g. The length of the extension sought by the department/agency.
 - h. The reason why the extension was submitted.
 - i. The reason why the extension was rejected by the APSC.
 - j. Please provide all relevant dates.

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7. Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval?
8. For every unapproved extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Their position's APS level classification.
 - f. Where they were located.
 - g. Their length of continuous employment at the APS.
 - h. The length of the extension granted by the department/agency.
 - i. The reason why the extension was granted.
 - j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval?
 - k. The reasons why the extension was granted without the APSC's approval.
 - l. Please provide all relevant dates.
9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension?
10. For every non-ongoing contract that has expired without extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Their position's APS level classification.
 - f. Where they were located.
 - g. Their length of continuous employment at the APS.
 - h. The reason why the extension was not sought for their position.
 - i. Please provide all relevant dates.
11. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts?
12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval?
13. How many of these new non-ongoing engagements were approved by the APSC?
14. For every approved new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason given by the APSC for approving this engagement.
 - k. Please provide all relevant dates

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15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
16. For every rejected new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason given by the APSC for rejecting this engagement.
 - k. Please provide all relevant dates
17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
18. For every unapproved new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason for engaging this employee without the APSC's approval.
 - k. Please provide all relevant dates
19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts?
20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval?
21. How many of these new ongoing engagements were approved by the Public Service Commission?
22. For every approved new engagement of a ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.

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- j. The reason provided by APSC for approving this engagement.
 - k. Please provide all relevant dates.
23. How many of these new ongoing employee applications were rejected by the Public Service Commission?
24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details:
- a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason provided by APSC for approving this engagement.
 - k. Please provide all relevant dates.
25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:
- a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason for engaging this employee without the APSC permission.
 - k. Please provide all relevant dates.

Answer:

1. Excluding irregular/intermittent contracts, there have been 14 contract extensions that have taken effect post 18 September 2013. These contract extensions apply to 9 employees.
2. Of these extensions, 8 were submitted to the Australian Public Service Commissioner for approval under the interim recruitment arrangements. These extensions applied to 6 employees.
3. All extensions submitted to the Australian Public Service Commissioner were approved.
4. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, questions 4(a)–4(k) has answers based on the full dataset rather than individual employees.
 - a. Employee age ranges from 21-63.
 - b. 63% of employees whose contract was extended are female, 37% are male.

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- c. The contract extensions apply across a range of positions, including administration, policy, learning and development, and project management.
- d. The classification of each employee range between APS1 to EL1.
- e. In accordance with appendix 1 of the Enterprise Agreement the salary range for the classifications mentioned at (d) is \$41,224-\$107,707.
- f. All employees were located in the ACT.
- g. Length of continuous employment in the APS was between 0-6 years.
- h. Three extensions were between 2-3 months, five were between 6-12 months.
- i. Each business case is unique to the business area and individual skill set of the employees. The extensions are usually to fill temporary absences of staff, high workloads or to retain vital skills and experience.
- j. The extensions were approved based on the business case put forward by the business area.
- k. Refer table 1.

Table 1: Relevant dates for contract extensions (approved by Commissioner)

Start of Extension	End of Extension	Date Submitted to Commissioner	Date Approved by Commissioner
30/11/2013	30/05/2014	submitted pre-recruitment arrangements	28/11/2014
30/11/2013	30/05/2014	submitted pre-recruitment arrangements	28/11/2014
1/02/2014	31/03/2014	11/12/2013	16/12/2014
1/04/2014	23/06/2014	17/01/2014	23/01/2014
17/04/2014	18/10/2014	17/01/2014	23/01/2014
31/05/2014	25/08/2014	22/05/2014	23/05/2014
30/06/2014	30/06/2015	21/03/2014	26/03/2014
1/07/2014	30/12/2014	22/05/2014	23/05/2014

- 5. Refer question 3.
- 6. n/a
- 7. Excluding irregular/intermittent contracts, there have been 6 contract extensions that have taken effect post 18 September 2013, but were not approved by the Australian Public Service Commissioner as these were approved prior to the commencement of the interim recruitment arrangements.
- 8. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, questions 8(a)–8(l) has answers based on the full dataset rather than individual employees.
 - a. Employee age ranges from 26-63.
 - b. 83% of employees whose contract was extended are female, 17% are male.
 - c. The contract extensions apply across a range of positions, including administration, policy and learning and development.
 - d. As per the classifications specified at 8(e), the corresponding salary range set out appendix 1 of the Commission’s Enterprise Agreement is \$60,428-\$107,707.
 - e. The classification of each employee range between APS4 to EL1.

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- f. Five employees were located in the ACT, one was located in QLD.
- g. Length of continuous employment in the APS was between 0-6 years.
- h. Three extensions were between 2-3 months, three were between 6-12 months.
- i. As these extension requests were submitted and approved prior to the introduction of the interim recruitment arrangements, HR does not have a record of the reason for the request or approval.
- j. Refer question 7.
- k. Refer question 8(i).
- l. Refer table 2.

Table 2: Relevant dates for contract extensions (not approved by Commissioner)

Start of Extension	End of Extension
28/09/2013	31/03/2014
19/10/2013	20/12/2013
1/11/2013	31/01/2014
11/11/2013	31/12/2013
1/01/2014	30/06/2014
1/01/2014	30/06/2014

- 9. 9 non-ongoing contracts expired since 18 September 2013 and were not extended under the interim recruitment arrangements.
- 10. Due to the small number of employees to which this question applies and given the requirements under the *Privacy Act 1998*, questions 10(a)–10(i) have been answered based on the full dataset rather than individual employees.
 - a. Employee age ranges between 23-60.
 - b. Of those contracts that expired, 78% of employees are female, 22% are male.
 - c. These employees filled a range of positions including, administration, policy, learning and development and event management.
 - d. As per the classifications specified at 10(e), the corresponding salary range set out appendix 1 of the Commission’s Enterprise Agreement is \$60,428-\$132,471.
 - e. The classification of each employee ranged from APS4 – EL2.
 - f. All employees were located in the ACT.
 - g. 0-2 years 67% of employees had a length of APS service between 0-2 years, 22% between 2-3 years, and 11% with greater than 30 years service.
 - h. Reasons for the contract not being extended included, the position was filled on an ongoing basis, the employee chose to end their contract early, the project was completed, or further extensions were not permitted under legislation.
 - i. 22% of contracts ended in October 2013, 11% in November 2013, 56% in December 2013 and 11% in February 2014.
- 11. Since 18 September 2013, 12 employees (excluding irregular/intermittent employees) have been engaged on a non-ongoing contract with the Australian Public Service Commission.
- 12. Five of these engagements were submitted to the Australian Public Service Commissioner for approval.
- 13. All engagements submitted to the Australian Public Service Commissioner were approved.

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14. Due to the small number of employees to which this question applies and given the requirements under the *Privacy Act 1998*, questions 14(a)–14(k) have been answered based on the full dataset rather than individual employees.
- a. The age range is between 24-58.
 - b. 80% of employees are female, 20% are male.
 - c. The position description for each engagement includes administration support, project manager and assistant director.
 - d. As per the classifications specified at 14(f), the corresponding salary range set out appendix 1 of the Commission’s Enterprise Agreement is \$41,224-\$107,707.
 - e. All positions are located in the ACT.
 - f. The classification range is APS1-EL1.
 - g. The length of all five contracts were between 6-12 months.
 - h. None of these positions were advertised externally.
 - i. The main reason provided to engage the employee was to manage a temporary workload increase in a team and to fill a position with skilled and experienced personnel.
 - j. The engagements were approved based on the business case put forward by the business area.
 - k. Refer table 3.

Table 3: Relevant dates for non-ongoing contract engagements (approved by Commissioner)

Start date	Finish Date	Date Submitted to Commissioner	Date approved by Commissioner
12/12/2013	11/12/2014	11/12/2013	16/12/2014
1/01/2014	30/06/2014	submitted pre-recruitment arrangements	11/12/2013
1/01/2014	30/06/2014	11/12/2013	16/12/2014
25/03/2014	26/09/2014	17/01/2014	23/01/2014
1/04/2014	31/03/2015	17/01/2014	23/01/2014

15. Refer question 13.
16. n/a
17. Excluding irregular/intermittent contracts, there have been 7 non-ongoing engagements that have taken effect post 18 September 2013, but were not approved by the Australian Public Service Commissioner as these were approved prior to the commencement of the interim recruitment arrangements.
18. Due to the small number of employees to which this question applies and given the requirements under the *Privacy Act 1998*, questions 18(a)–18(k) have been answered based on the full dataset rather than individual employees.
- a. The age range is between 26-57.
 - b. 43% of employees are female, 57% are male.
 - c. The position description for each engagement includes administration support, project manager and director.
 - d. As per the classifications specified at 18(f), the corresponding salary range set out appendix 1 of the Commission’s Enterprise Agreement is \$60,428-\$132,471.

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- e. All positions are located in the ACT.
- f. The classification range is APS4-EL2.
- g. The length of each contract ranged from 1 month to 18 months.
- h. Two of these positions were engagements from a finalised selection process that was open to all eligible members of the community.
- i. As these engagement requests were submitted and approved prior to the introduction of the interim recruitment arrangements, HR does not have a record of the reason for the request or approval.
- j. Refer question 18(i).
- k. Refer table 4.

Table 4: Relevant dates for non-ongoing engagements (not approved by Commissioner)

Start date	Finish Date
23/09/2013	18/10/2013
23/09/2013	31/12/2013
1/10/2013	31/12/2013
8/10/2013	13/03/2015
14/10/2013	10/04/2015
12/11/2013	9/12/2013
26/05/2014	31/07/2014

- 19. Since 18 September 2013, 7 employees commenced in the Commission on an ongoing contract.
- 20. None of these contracts were submitted to the Public Service Commissioner for approval as all contracts were approved prior to the commencement of the interim recruitment arrangements.
- 21. n/a
- 22. n/a
- 23. n/a
- 24. n/a
- 25. Refer question 19.
- 26. Due to the small number of employees to which this question applies and given the requirements under the *Privacy Act 1998*, questions 26(a)–26(k) have been answered based on the full dataset rather than individual employees.
 - a. The age range is between 21-43.
 - b. All employees are female.
 - c. Each employee performs different duties depending on the reason for engagement, but are primarily in administrative positions.
 - d. All positions are located in the ACT.
 - e. As per the classification specified at 26(f), the corresponding salary range set out appendix 1 of the Commission’s Enterprise Agreement is \$60,428-\$65,042.
 - f. All employees were engaged at the APS4 classification.
 - g. As these are ongoing contracts there is no specified length of employment.

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- h. In accordance with the Public Service Act 1999 and associated legislation, all ongoing engagements went through a competitive selection process that was open to all eligible members of the community.
- i. As these engagement requests were submitted and approved prior to the introduction of the interim recruitment arrangements, HR does not have a record of the reason for the request or approval.
- j. Refer question 26(i).
- k. 71% of these contracts commenced in October 2013, 29% commenced in January 2014.