

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates – May 2014**  
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Extensions

**Senator:** Lundy

**Question reference number:** QoN 300

**Type of Question:** Written

**Date set by the committee for the return of answer:** 11 July 2014

**Number of Pages:** 7

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.
  
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
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.
- 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. Nil (to 31 May 2014).
- 2. N/A.

3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. Nil.
8. N/A.
9. Nil.
10. N/A.
11. Two.
12. Nil. The Office of the Official Secretary to the Governor-General is a statutory office which falls outside the APS and therefore does not require formal approval from the APSC to engage new employees. However, wherever possible, the Office seeks to comply with the spirit of the APSC directions.
13. N/A.
14. N/A.
15. N/A.
16. N/A.
17. Two.
18. Two, both at the GHO3 level, on short term contracts as part of backfilling arrangements. One, a female, is on a three month contract that started in April 2014 to backfill for an employee on maternity leave; she was identified through a previous internal selection process. The other, a male, is on a six month contract that started in January 2014 to backfill after the retirement of a former employee; he was identified through an internal selection process. Divulging further details of these employees could compromise their privacy because of the small size of the agency.

The Office of the Official Secretary to the Governor-General is a statutory office which falls outside the APS and therefore does not require formal approval from the APSC to engage

new employees. However, wherever possible, the Office seeks to comply with the spirit of the APSC directions.

19. Ten.

20. Nil. The Office of the Official Secretary to the Governor-General is a statutory office which falls outside the APS and therefore does not require formal approval from the APSC to engage new employees. However, wherever possible, the Office seeks to comply with the spirit of the APSC directions.

21. N/A.

22. N/A.

23. N/A.

24. N/A.

25. Ten, from 18 September 2013. The Office of the Official Secretary to the Governor-General is a statutory office which falls outside the APS and therefore does not require formal approval from the APSC to engage new employees. However, the APSC was consulted in relation to a number of these appointments.

26.

<b>Classification</b>	<b>Male</b>	<b>Female</b>	<b>Date commenced</b>
GHO1	1		Dec 2013
GHO3	1	4	Oct 2013
GHO4		1	Apr 2014
GHO6		1	Apr 2014
GHO7		1	Apr 2014
GHO8		1	Apr 2014

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The Office of the Official Secretary to the Governor-General is a statutory office which falls outside the APS and therefore does not require formal approval from the APSC to engage new employees. However, wherever possible, the Office seeks to comply with the spirit of the APSC directions.