

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates 26-27 May 2014

Prime Minister and Cabinet Portfolio

**Department/Agency:** Office of National Assessments

**Outcome/Program:** 1

**Topic:** Hiring

**Senator:** Senator Ludwig

**Question reference number:** 308

**Type of Question:** Written

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

**Number of pages:** 8

**Question:**

1. How many people are employed in your department on non-ongoing contracts?

**ONA Response:**

At 18 June 2014, ONA employs 8 non-ongoing staff members

**Question:**

2. How many people are employed in your department on ongoing contracts?

**ONA Response:**

At 18 June 2014, ONA employs 122 ongoing staff members

**Question:**

3. How many non-ongoing contracts has your department extended since the 2013 federal election?

**ONA Response:**

Nil

**Question**

4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?

**ONA Response:**

Nil

**Question:**

5. How many of these extensions were approved by the Public Service Commission?
  - a. 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.

**ONA Response:**

N/A

**Question:**

6. How many of these extensions were rejected by the Public Service Commission?

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- a. 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.

**ONA Response:**

Nil

**Question:**

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: 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.

**ONA Response:**

N/A

**Question:**

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: 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.

**ONA Response:**

Four non-ongoing contracts have expired without extension from 18 September 2013 to 18 June 2014. Details are as follows:

Employee 1

- 37
- Male
- Information and communications technology
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- ACT
- Commenced APS employment on 27 January 2011
- Specified term, position no longer required
- 21 October 2013 to 30 June 2014, contract ended under mutual agreement in March 2014

Employee 2

- 29
- Male
- Administration

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- Between 44,767.11 and \$56,814.07
- ONA Band 1C
- ACT
- Commenced APS employment on 3 December 2012
- Specified term, position no longer required
- 3 December 2012 to 2 December 2013

Employee 3

- 45
- Female
- Intelligence
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- ACT
- Commenced APS employment on 31 March 2011
- Specified term for three years
- 31 March 2011 to 30 March 2014

Employee 4

- 49
- Male
- Intelligence
- Between \$112,728.71 and \$134,416.99
- ONA Band 3
- ACT
- Commenced APS employment on 16 April 2007
- Specified term for three years
- 17 April 2011 to 16 April 2014

**Question:**

9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?

**ONA Response:**

Three employee have been engaged on new non-ongoing contracts since 18 September 2013

**Question:**

10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?

**ONA Response:**

Nil.

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**Question:**

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: 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.

**ONA Response:**

N/A

**Question:**

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: 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.

**ONA Response:**

N/A

**Question:**

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: 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.

**ONA Response:**

Three employees have been engaged on non-ongoing contracts without requiring the approval of the APSC since 18 September 2013. Details as follows:

Employee 1

- 45
- Female
- Intelligence
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- 3 months
- No
- Filling a critical role until the outcome of an approved recruitment process is known
- Under 12 months, APSC approval not required
- 31 March 2014 to 30 June 2014

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Employee 2

- 49
- Male
- Intelligence
- Between \$112,728.71 and \$134,416.99
- ACT
- ONA Band 3
- 3 months
- No
- Filling a critical role until the outcome of an approved recruitment process is known
- Under 12 months, APSC approval not required
- 14 April 2014 to 13 July 2014

Employee 3

- 37
- Male
- Information and communications technology
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- 5 months
- No
- Assist temporarily during increased work load
- Under 12 months, APSC approval not required
- 21 October 2013 to 30 June 2014, contract ended under mutual agreement in March 2014

**Question:**

14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?

**ONA Response:**

Five employees have been engaged on ongoing contracts by ONA since 18 September 2013.

**Question:**

15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?

**ONA Response:**

ONA has submitted nine requests to the Australian Public Service Commission for approval to commence recruitment since 18 September 2013.

**Question:**

16. How many of these new ongoing engagements were approved by the Public Service Commission? For every approved new engagement of an 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

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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.

**ONA Response:**

Nine submissions to the APSC have been approved.

- Two new engagements of ongoing employees have resulted from the APSC approval.
- One commencement was a temporary transfer from another APS agency
- Two positions were advertised on APS Jobs and ONA's website on 26 June 2014 as open to APS employees only and recruitment is yet to be finalised.
- Four people are progressing through the mandatory security clearance process or have not yet accepted offers of employment.

Engagement 1

- 31
- Male
- Information and knowledge management
- Between \$70,991.47 and 90,156.76
- ACT
- ONA Band 1A
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 24 January 2014

Engagement 2

- 28
- Female
- Intelligence
- Between \$57,349.18 and \$70,342.54
- ACT
- ONA Band 1B
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 20 February 2014

**Question:**

17. How many of these new ongoing employee applications were rejected by the Public Service Commission?

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

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Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.

**ONA Response:**

Nil

**Question:**

18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

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.

**ONA Response:**

Three employees have been engaged on ongoing contracts without requiring the approval of the Australian Public Service Commission. Details as follows:

Employee 1

- 30
- Female
- Administration
- ACT
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- Yes
- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 31 October 2013

Employee 2

- 27
- Female
- Intelligence
- ACT
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- Yes
- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 28 November 2013

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Employee 3

- 37
- Female
- Administration
- ACT
- Between \$57,349.18 and \$70,342.54
- ONA Band 1B
- Yes
- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 14 November 2013