

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: Hiring

Senator: Ludwig

Question reference number: QoN 308

Type of Question: Written

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

Number of Pages: 5

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

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.

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.

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: 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.

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.

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.

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: 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.
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: 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.
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: 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:

1. 13, of whom 11 are casuals, as at 31 May 2014.
2. 82.
3. Nil.

4. N/A.

5. N/A.

6. N/A.

7. Nil.

8. Nil.

9. Two.

10. 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.

11. N/A.

12. N/A.

13. 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.

14. Ten.

15. 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.

16. N/A.

17. N/A.

18. Ten, as per the table below.

Classification	Male	Female	Date commenced
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

Divulging further details of these employees could compromise their privacy because of the small size of the agency.

Selection processes were undertaken for all positions.

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.