

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: Contracts for Temporary Staff

Senator: Ludwig

Question reference number: QoN 354

Type of Question: Written

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

Number of Pages: 2

1. How much did the department/agency spend on temporary or contract staff since September 7th 2013?
2. How many temporary or contract staff were employed since September 7th 2013?
3. How many temporary or contract staff are currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. How much is budgeted in the 2014/15 year for contract staff?
6. What policies/criteria govern the appointment of Contract staff?
7. How is the use of contract staff consistent with a professional, independent public service?

Answer:

1. The Office spent \$19,565 on short term contract staff from 7 September 2013 to 31 May 2014.
2. Two people have been employed on short term contract since 7 September 2013.
3. Two short term contract staff are currently employed.

4. Nil.

5. The salaries budget does not have a separate allocation for contract staff.

6. All positions are reviewed on vacancy and short term contract staff are recruited to fill short term vacancies e.g. backfill for maternity leave.

7. The Office of the Official Secretary to the Governor-General is a Statutory Authority and does not fall under the APS Act. All employees of the Office are employed on contract with 5 years being the norm. Short term contract staff are recruited to fill short term vacancies and candidates undergo a selection process to ensure that high quality professional staff are recruited.