

Senate Finance and Public Administration Legislation Committee
Budget Estimates Hearing – May 2010
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: Staffing

Senator: RONALDSON

Question reference number: PM1

Type of Question: (*Hansard F&PA page 57, 24 May 2010*)

Date set by the committee for the return of answer: 9 July 2010

Number of Pages: 1

Answer:

In February 2010 the Office advertised in APSjobs (Gazette), SEEK and on the Office website for an Executive Administrative Assistant (EA to the Official Secretary). A total of twelve applications were received, of which four were shortlisted for interview by a selection panel. As a result of the selection process and referee reports, an offer of employment was made and the current incumbent commenced duty on 3 May 2010.

In September 2009, the Office advertised for an Assistant Speechwriter/Research Officer. A total of 26 applications was received. Due to internal reconsideration of how best to meet the needs of the Office going forward, the process was discontinued. In January 2010 the then Speechwriter indicated her wish to pursue other interests outside the Office and tendered her resignation effective 19 February 2010. The Office considered various approaches for staffing the speechwriting function, including engaging a panel of providers. However, the individual who had been undertaking contract speechwriting work for the Office indicated an interest in filling the role on a full time basis. As that individual was considered an outstanding candidate with all of the skills and experience required, and having only recently tested the market, an offer of full time employment under the Governor-General Act was made and accepted, with the incumbent commencing duty on 22 February 2010.