

## Senate Community Affairs Legislation Committee

### SUPPLEMENTARY BUDGET ESTIMATES – 23-24 OCTOBER 2014 ANSWER TO QUESTION ON NOTICE

#### Department of Human Services

**Topic:** Staff Hiring

**Question reference number:** HS 85

**Senator:** Ludwig

**Type of question:** Written

**Date set by the committee for the return of answer:** 12 December 2014

**Number of pages:** 7

#### **Question:**

- a) How many people are employed in your department on non-ongoing contracts?
- b) How many people are employed in your department on ongoing contracts?
- c) How many non-ongoing contracts has your department extended since the 2013 federal election?
- d) How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
- e) How many of these extensions were approved by the Public Service Commission?
  - 1) 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.
- f) How many of these extensions were rejected by the Public Service Commission?
  - 1) 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.
- g) How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
  - 1) 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.

- h) How many non-ongoing contracts have expired without extension since the 2013 federal election?
  - 1) 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.
- i) How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
- j) How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
- k) How many of these new non-ongoing engagements were approved by the Public Service Commission?
  - 1) 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.
- l) How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
  - 1) 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.
- m) How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
  - 1) 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.
- n) How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
- o) How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
- p) How many of these new ongoing engagements were approved by the Public Service Commission?
  - 1) 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 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.
- q) How many of these new ongoing employee applications were rejected by the Public Service Commission?

- 1) 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.
- r) How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
  - 1) 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:**

- a) 2,416 as at 31 October 2014.
- b) The department has 31,763 ongoing staff as at 31 October 2014.
- c) 2,243 from 7 September 2013 to 31 October 2014.
- d) None, the approval to extend a non-ongoing employee rests with the Agency Head.
- e) None, the approval to extend a non-ongoing employee rests with the Agency Head.
  - 1) Not Applicable.
- f) None, the approval to extend a non-ongoing employee rests with the Agency Head.
  - 1) Not Applicable.
- g) Since 7 September 2013 to 31 October 2014, 2,243 non-ongoing contracts have been extended by the Secretary of the Department of Human Services. APSC approval was not required in these cases. All contract extensions were consistent with the APS Recruitment Guidelines.
  - 1) Details of the extensions are set out below:

<b>Age Grouping</b>	<b>Headcount Total</b>
15-24	453
25-34	852
35-44	476
45-54	323
55-64	125
65+	14

Female – 1,597

Male - 646

<b>APS Substantive Classification</b>	<b>Salary range (\$)</b>	<b>Headcount Total</b>
APS Trainee / Graduate / Cadet	25,800 - 62,493	1
APS 1	45,263 – 48,533	67
APS 2	50,580 – 54,588	91
APS 3	56,069 – 62,492	1,898
APS 4	62,493 – 69,239	126
APS 5	69,699 – 75,208	25
APS 6	77,154 – 89,217	28
Executive Level 1	96,504 – 106,935	7

<b>Job Description</b>	<b>Total</b>
Accounting and Finance	4
Administration	25
Communication and Marketing	7
Compliance and Regulation	1
Information and Communications Technology	3
Information and Knowledge Management	96
Intelligence	1
Monitoring and Audit	1
Project	2
Science and Health	33
Service Delivery	2,065
Strategic Policy Research Project and Programme	5

<b>Length of Service*</b>	<b>Total</b>
< 1 year	169
1 to < 3 years	1,943
3 to < 5 years	117
> 5 years	14

*\*This includes officers who transition from one non-ongoing position to another without a break.*

**Whether the extension was submitted to the Public Service Commission for approval:** Extensions were not submitted to the Public Service Commission for approval. Extensions were approved by the Agency Head in accordance with the APS Recruitment Guidelines.

**Length of extension and reasons why the extension was granted:** Contracts varied in length. To provide a breakdown by contract would be a significant amount of work and constitute an unnecessary diversion of resources.

**The reasons why the extension was granted without the approval of the Public Service Commission:** Extensions were not submitted to the Public Service Commission for approval and were approved by the Agency Head in accordance with the APS Recruitment Guidelines. Extensions were granted by the Agency Head for non-ongoing contracts deemed critical to the operation of the department.

**Relevant Dates:** The information regarding staff transfers relates to the period 7 September 2013 to 31 October 2014.

- h) 1,347 from 7 September 2013 to 31 October 2014. Details of the non-ongoing contract expirations without extension have been provided at Attachment A.
- i) 2,032, from 7 September 2013 to 31 October 2014.
- j) None, the approval to engage a new non-ongoing employee rests with the Agency Head.
- k) None, the approval to engage a new non-ongoing employee rests with the Agency Head.
  - 1) Not Applicable.
- l) None, the approval to engage a new non-ongoing employee rests with the Agency Head.
  - 1) Not Applicable.

m) From 7 September 2013 to 31 October 2014, 2,032 employees were approved by the agency head for a new non-ongoing engagement in the Department of Human Services in accordance with the APS Recruitment Guidelines.

1) Details of these non-ongoing engagements are set out below:

Age Grouping	Headcount Total
15-24	676
25-34	511
35-44	370
45-54	309
55-64	153
65+	13

Female – 1,449

Male - 583

APS Substantive Classification	Salary range (\$)	Headcount Total
APS 1	45,263 – 48,533	3
APS 2	50,580 – 54,588	70
APS 3	56,069 – 62,492	1,841
APS 4	62,493 – 69,239	75
APS 5	69,699 – 75,208	21
APS 6	77,154 – 89,217	14
Executive Level 1	96,504 – 106,935	6
Executive Level 2	111,677 – 132,809	2

Job Description	Total
Administration	30
Communication and Marketing	4
Compliance and Regulation	55
Information and Communications Technology	7
Information and Knowledge Management	1
Organisational Leadership	2
People	6
Science and Health	15
Service Delivery	1,909
Strategic Policy Research Project and Programme	3

**Length of non-ongoing contract:** New non-ongoing contracts have only been offered for a maximum of 12 months. Most contracts have been offered for less than 12 months.

**Reasons for engaging non-ongoing contracts:** These vacancies were deemed critical to the operation of the department by the Agency Head in accordance with the APS Recruitment Guidelines.

**Advertising:** These employees were engaged through the department's Temporary Employment Register or through a merit selection process advertised in the APS Employment Gazette.

**Reasons for engaging with Public Service Commission approval:** The approval to engage a new employee rests with the Agency Head not the APSC.

**Relevant Dates:** The information regarding staff transfers relates to the period 7 September 2013 to 31 October 2014.

- n) 418 from 7 September 2013 to 31 October 2014.
- o) None, the approval to engage a new ongoing employee rests with the Agency Head.
- p) None, the approval to engage a new ongoing employee rests with the Agency Head.  
1) Not Applicable.
- q) None, the approval to engage a new ongoing employee rests with the Agency Head.  
1) Not Applicable.
- r) Since 7 September 2013 to 31 October 2014, 418 employees were approved by the Agency Head for a new ongoing engagement in the Department of Human Services in accordance with the APS Recruitment Guidelines.  
1) Details of these engagements are set out below:

<b>Age Grouping</b>	<b>Headcount Total</b>
15-24	134
25-34	139
35-44	63
45-54	64
55-64	17
65+	1

Female – 276

Male - 142

<b>APS Substantive Classification</b>	<b>Salary range (\$)</b>	<b>Headcount Total</b>
APS Trainee / Graduate / Cadet	25,800 - 62,493	214
APS 3	56,069 – 62,492	18
APS 4	62,493 – 69,239	43
APS 5	69,699 – 75,208	36
APS 6	77,154 – 89,217	34
Executive Level 1	96,504 – 106,935	37
Executive Level 2	111,677 – 132,809	24
Senior Executive Level	150,000 – 196,000	12

<b>Job Description</b>	<b>Total</b>
Accounting and Finance	4
Administration	24
Communication and Marketing	3
Compliance and Regulation	104
Information and Communications Technology	136
Intelligence	1
Legal and Parliamentary	14
Monitoring and Audit	3
Organisational Leadership	13
People	15
Science and Health	12
Service Delivery	80
Strategic Policy Research Project and Programmes	9

***The length of their ongoing contract:*** Not applicable.

***Whether this position was advertised externally:*** These employees were engaged either through a Section 26 process or through a merit selection process advertised in the APS Employment Gazette.

***The reason for engaging this new employee:*** These vacancies were deemed critical to the operation of the department by the Agency Head in accordance with the APS Recruitment Guidelines.

***The reason for engaging this employee without the Public Service Commission's approval:*** APSC approval to engage was not required in these cases. All engagements were consistent with the APS Recruitment Guidelines.

***Relevant Dates:*** The information regarding staff transfers relates to the period 7 September 2013 to 31 October 2014.