

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION  
LEGISLATION COMMITTEE**

**2005-2006 ADDITIONAL SENATE ESTIMATES HEARING  
16 FEBRUARY 2006  
EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

**QUESTIONS ON NOTICE**

**Outcome:** Corporate

**Question Number:** W757-06

**Question:**

Senator Wong asked in writing:

At page 7 of the DEWR AWA handbook it is made clear that performance bonus arrangements operate on a different cycle and through a different agreement process to the AWA process.

- a) How many staff in DEWR are authorised to conduct performance bonus negotiations on behalf of the department?
- b) What training do they receive?
- c) Has every person who negotiates performance bonuses on DEWR's behalf undertaken this training?
- d) How much time on average does each of these negotiators spend negotiating performance bonuses each year? Please table a copy of any training documentation.
- e) How much time do staff spend negotiating performance bonuses each year?
- f) Are staff provided with work time to prepare their case for a performance bonus negotiation?
- g) What training do staff receive in negotiating performance bonuses? Please table a copy of any training documentation.

**Answer:**

- a) DEWR does not place restrictions on who is authorised to conduct performance assessments on behalf of the department.
- b) The relevant guidance to conducting performance assessments is given in the AWA Handbook, which is available to both managers and employees.
- c) As above.
- d) The time spent conducting performance assessments is not recorded.
- e) As above.
- f) Staff can prepare their performance assessment case during work time.
- g) As per b) and c) above.