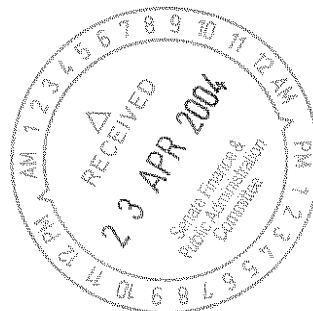




Australian Government
Department of Finance and Administration

Reference: 2004 February Estimates Hearings
Contact: Sean Giddings
Telephone: 02 6215 3590
e-mail: estimates@finance.gov.au



Mr Alistair Sands
Committee Secretary
Senate Standing Committee on Finance and Public Administration
Parliament House
CANBERRA ACT 2600

Dear Mr Sands

Response to Questions on Notice – February 2004 Hearings

I am pleased to provide to the Committee the Finance and Administration portfolio's responses to 22 questions on notice raised at the Senate Estimates Hearing on 17 February 2004. These are enclosed in both hard copy and compact disk.

In total, there were 179 questions taken on notice that were agreed between the Committee Secretariat and the Department of Finance and Administration and its agencies.

We are continuing to work on responses to the remaining Senate Estimates questions and will provide these to you as soon as possible.

Should you have any queries, please do not hesitate to contact Mr Sean Giddings on 6215 3590.

Yours sincerely

Ian McAuley
Branch Manager
Parliamentary and Corporate Support
2 / April 2004

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.1

Outcome 1, Output 1

Topic: Administered Programme Details

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Could you please provide a list of all administered programmes in the PSS Board, including:

- A description of the programme;
- Number of people directly receiving funds/assistance under the programme;
- A breakdown on those receiving funds/assistance under the programme by electorate;
- The policy objective of the programme;
- Whether the programme is ongoing;
- The Funding in each financial year of the forward estimates for the programme (with a breakdown of administered and departmental expenses), including:
 - How much funding was allocated for the programme;
 - How much is committed to the programme;
 - How much is unspent.
- Indication of whether an evaluation of the programme effectiveness has been conducted:
 - If so, when that evaluation occurred; and
 - If so, the conclusion of that evaluation.

Answer:

The PSS Board is not responsible for any administered programmes.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.2

Outcome 1, Output 1

Topic: Senior Executive Officer Numbers

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many Senior Executive Officers (or equivalent) were employed in the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board employs staff under contract, jointly with the CSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act. The number of equivalent Executives employed by the PSS and CSS Boards are as follows:

| | |
|---------|---|
| 2002-03 | 6 |
| 2003-04 | 8 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.3

Outcome 1, Output 1

Topic: Senior Base/Top Wages for APS Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the base and top (including performance pay) wages of APS 1, 2, 3, 4, 5, 6 (or equivalent), Executive Level 1 and 2 (or equivalent), and SES Band 1, Band 2 and Band 3 (or equivalent) in the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board employs staff under contract, jointly with the CSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act and the Boards, being only small organisations, do not have an equivalent structure.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.4

Outcome 1, Output 1

Topic: Senior Average SES Salaries

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the average salary for an SES (or equivalent) in the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board employs staff under contract, jointly with the CSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act. The PSS Board's share of the average salary (including superannuation components and accruing entitlements) of equivalent Executives employed by the is as follows:

2002-03: \$102,670

2003-04: \$103,025

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F30

Outcome 1, Output 1

Topic: Performance Assessment Mechanisms

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Carr asked:

1. For each agency within the Department, please provide full details of each of the performance assessment mechanisms linked to the pay outcomes or other financial reward of individual employees, including:
 - (a) What are the current process/es of performance assessment within the portfolio agency? If more than one, please provide details of each, and the employee category it applies to.
 - (b) For each of the performance assessment process/es identified in (a), please list the range of outcome results an employee can achieve from each of the performance assessment processes identified in (a);
 - (c) For each of the performance assessment process/es identified in (a), what pay or other financial change is linked to each outcome or result for the employee from the performance assessment [ie, the pay increase or one-off bonus or classification or level change];
 - (d) For each of the performance assessments identified in (a), what is the classification level of employees subject to this performance assessment (eg SES, EL1, EL2 or APS and equivalent);
 - (e) What is the principal industrial or other instrument governing each of the performance assessment mechanism/s (eg, the certified agreement or AWA);
 - (f) Does the performance assessment operate over a common cycle? Please provide the commencement and end dates of the most recent full cycle of each of the assessment process/es.

2. For each performance assessment mechanism described in (1), advise the number of male and the number of female employees at each possible outcome, by classification level for the most recent cycle (if the performance mechanism does not operate over a common cycle – aggregate outcomes using the 2002-03 financial year).

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Answer:

1. (a) All employees of the PSS and CSS Boards undergo an annual performance review. The review of the performance of the Chief Executive Officer, Chief Investment Officer and the Chief Business Operations Officer is undertaken by the Board. The reviews of staff performance are carried out by the relevant senior executive officer.

(b) & (c) The performance review process may lead to an employee's salary package being increased, to a bonus being paid, to a combination of salary package increase and bonus being paid, or may lead to no salary increase and no bonus.

(d) & (e) All PSS and CSS Board employees are on individual contracts of employment which involve a salary package (total cost to employer) and there are no classifications or equivalent.

(f) There is no common cycle – each employee's performance is reviewed on the anniversary of their commencement of employment.
2. The PSS and CSS Boards employ 6 male employees and 14 female employees. As described in 1(a) the same performance review process applies to all.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.5

Outcome 1, Output 1

Topic: Mobile Phones Issued to Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many staff had mobile phones issued by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date?

Answer:

The PSS Board does not issue mobile phones to staff. Rather, the Board's policy is to reimburse staff for the business usage of their personal mobile phones, where business usage may be calculated on an actual or percentage basis.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.6

Outcome 1, Output 1

Topic: Mobile Phones Bills

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total mobile phone bill for the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date?

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. As previously advised, the PSS Board does not issue mobile phones to staff. Rather, the Board's policy is to reimburse staff for the business usage of their personal mobile phones, where business usage may be calculated on an actual or percentage basis. The total amount reimbursed to staff for mobile phone usage was as follows:

| | |
|----------|---------|
| 2002-03: | \$666 |
| 2003-04: | \$1,020 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.7

Outcome 1, Output 1

Topic: SES Cars

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many SES (or equivalent) were issued with cars in the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04?

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The total number of Executives issued with cars was as follows:

| | |
|----------|-----|
| 2002-03: | Nil |
| 2003-04: | Nil |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.8

Outcome 1, Output 1

Topic: Management Retreats/Training

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Could you please list all 'management retreats/training' conducted by the PSS Board which were attended by employees in 2000-01, 2001-02, 2002-03, 2003-04 to date. For such meetings held off-site (from the PSS Board) could you please indicate:

- where (location and hotel) and when they were held;
- how much was spent in total;
- how much was spent on accommodation;
- how much was spent on food;
- how much was spent on alcohol/drinks; and
- how much was spent on transport.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board, in conjunction with the CSS Board, has held one management retreat which was attended by all staff. Details of that management retreat are as follows:

- (a) Berida Manor, Bowral NSW on 19 and 20 June 2003.
- (b) PSS Board's share of total cost was \$8,198.
- (c) PSS Board's share of accommodation costs was \$1,992.
- (d) PSS Board's share of food costs was \$1,904.
- (e) PSS Board's share of alcohol/drinks costs was \$307.
- (f) PSS Board's share of transport costs was \$724.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.9

Outcome 1, Output 1

Topic: Overseas Travel - Employees

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips were taken by employees in the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board employs staff under contract, jointly with the CSS Board. Overseas trips undertaken by employees and members of the PSS and CSS Boards were as follows:

| | |
|----------|---|
| 2002-03: | 5 |
| 2003-04: | 7 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.10

Outcome 1, Output 1

Topic: Overseas Travel - Employees

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What were the destinations of each of these overseas trips (F31.9).

Answer:

The destinations in respect of overseas trips undertaken by employees and members of the PSS and CSS Boards were as follows:

| | |
|----------|--|
| 2002-03: | USA – 2 trips, USA, UK & Ireland – 2 trips, UK & Europe – 1 trip. |
| 2003-04: | USA – 2 trips, USA & UK – 2 trips, UK & Europe – 1 trip, Japan – 2 trips. |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.11

Outcome 1, Output 1

Topic: Overseas Travel – Broken Down Costs

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of staff for by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

- With a breakdown on the cost of accommodation, allowances, food allowances and airflights.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board's share of the cost of overseas trips undertaken by employees and members of the PSS and CSS Boards were as follows:

| | | |
|------------------------------|-----------------|-----------------|
| | 2002-03 | 2003-04 |
| Accommodation | \$11,666 | \$8,878 |
| Meal & Incidentals Allowance | \$8,773 | \$9,851 |
| Airfares | \$22,675 | \$26,678 |
| Total Cost | \$43,114 | \$45,407 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.12

Outcome 1, Output 1

Topic: Domestic Travel

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of domestic trips of staff for by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

- With a breakdown on the cost of accommodation allowances, food allowances and airflights.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board's share of the cost of domestic trips undertaken by employees and members of the PSS and CSS Boards were as follows:

| | | |
|------------------------------|-----------------|-----------------|
| | 2002-03 | 2003-04 |
| Accommodation | \$20,468 | \$18,950 |
| Meal & Incidentals Allowance | \$8,712 | \$9,375 |
| Airfares | \$55,722 | \$54,725 |
| Total Cost | \$84,902 | \$83,050 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.13

Outcome 1, Output 1

Topic: Overseas Trips by Ministerial Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips of Ministerial Staff were paid for by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board has not paid for any overseas trips of Ministerial Staff over the periods 2002-03 and 2003-04.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.14

Outcome 1, Output 1

Topic: Cost of Overseas Travel – Ministerial Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of Ministerial Staff were paid for by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board has not paid for any overseas trips of Ministerial Staff over the periods 2002-03 and 2003-04.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.15

Outcome 1, Output 1

Topic: Advertising

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on advertising by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board has not paid for any advertising over the periods 2002-03 and 2003-04.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.16

Outcome 1, Output 1

Topic: Publications Re Electoral Breakdown Spend

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Did the PSS Board produce publications that provided electorate breakdowns on spending on government programmes in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board has not produced any publications during this period that provide electorate breakdowns on spending on government programmes during the periods 1996-97 to 2003-04.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.17

Outcome 1, Output 1

Topic: Advertising Re Electoral Breakdown Spend

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on advertising which provided electorate breakdowns on spending on government programmes within the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board has not undertaken any advertising during this period that provides electorate breakdowns on spending on government programmes during the periods 1996-97 to 2003-04. The amount spent by the PSS Board is therefore nil.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.18

Outcome 1, Output 1

Topic: Consultancies

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on consultancies by the PSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board generally enters into arrangements with consultants in conjunction with the CSS Board. The PSS Board's share of the cost of consultancies are as follows:

| | |
|----------|-------------|
| 2002-03: | \$1,028,351 |
| 2003-04: | \$416,270 |

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.19

Outcome 1, Output 1

Topic: Attitudinal Survey on Programmes and Results

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Did the PSS Board conduct any surveys of attitudes towards programmes run by their department in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The PSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The PSS Board is responsible for the administration of the Public Sector Superannuation Scheme (PSS). During 2002-03 and 2003-04, the PSS Board, in conjunction with the CSS Board and ComSuper, has conducted surveys of members of the PSS in respect of their satisfaction with communications and services.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.20

Outcome 1, Output 1

Topic: Which Programmes Surveyed

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

On what programmes administered by the PSS Board were surveys conducted.

Answer:

Refer to question F31.19. Surveys have been conducted in respect of PSS members satisfaction with communications and services provided by the PSS Board and ComSuper.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F41.21

Outcome 1, Output 1

Topic: Findings of Surveys

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What were the findings of these surveys.

Answer:

The PSS Board has conducted two separate surveys during 2002-03 and 2003-04 in respect of PSS member satisfaction with communications and services provided by the Board and ComSuper.

Results from the survey undertaken in 2002-03 can be found on the PSS website at the following address:

http://www.pss.gov.au/pss/news/ar_research.doc

In an additional survey undertaken at the end of January 2003, ORIMA Research Pty Ltd conducted cognitive testing interviews with 5 PSS and 5 CSS members to test the ease of navigating the 2002-2003 Annual Reports for Members.

Overall, participants were satisfied with the 'navigability' of their annual report pack. The main issue remains: getting members to read the reports. All participants indicated they did not have enough time and only read material that caught their attention and suggested they must know that information. The information also needs to be brief and easily accessible. Most participants preferred more personalised information, which is more likely to get their attention.

Almost all participants at least glanced at their Member Statement. Longer term members with larger stakes in their fund showed more interest in their statements.

100% of participants were able to navigate the report to find most of the important information with ease. Most were surprised by the relevance of a lot of the information they were asked to find. Some difficulties were experienced locating information that either did not have sub headings in the contents or the headings were not intuitive for those participants.