

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Australian Electoral Commission

February Estimates Hearings 2003-04 – 17 February 2004

Question: F30

Outcome: Aggregated across all outcomes and outputs

Topic: Performance Assessment

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Kim Carr asked:

1. (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 outcomes results an employee can achieve from each of the performance assessment processes 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 or equivalent);
 - (e) What is the principal industrial or other instrument governing each of the performance assessment mechanism/s (eg the certified agreement or AWA); and
 - (f) Does the performance assessment operate over a common cycle? Please provide the commencement and end dates of the most recent 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 2002-2003 financial year).

Answer:

The answer provided to me by the Australian Electoral Commission is as follows;

1. (a) There is a common Performance Management Program (PMP) that applies to all staff employed under the *Public Service Act 1999* from APS1 to Executive Level classifications. This program is hereinafter known as the AEC Performance Management Program.

There is another program that applies to the AEC equivalent senior executives, i.e. the statutory appointees and senior executives employed in the AEC under the *Commonwealth Electoral Act 1918*. This program is hereinafter known as the AEC Senior Executive Performance Appraisal Program.

- (b) The range of outcome results that a PS Act employee can achieve from the AEC Performance Management Program is a rating on a three-point scale of: not yet competent, competent and commendable.

The range of outcome results that an employee can achieve from the AEC Senior Executive Performance Appraisal Program is a rating on a four-point scale of: unsatisfactory, competent, superior and outstanding.

- (c) Under the AEC Performance Management Program a rating of competent or commendable provides an employee with access to the next point in the salary range applicable to their classification. A rating of not yet competent means that the employee does not advance to the next salary point in the range for their classification.

Under the AEC Senior Executive Performance Appraisal Program, salary advancement and performance pay for AEC senior executives is determined by the Electoral Commissioner in line with the AEC senior executive performance appraisal guidelines and based on the rating achieved through the appraisal process.

- (d) The classification level of employees subject to the AEC Performance Management Program is APS 1 to EL2.

The AEC Senior Executive Performance Appraisal Program covers statutory appointees designated as Principal Executive Officers under the *Remuneration Tribunal Act 1973* and employed under the *Commonwealth Electoral Act 1918*, and senior executives employed under the *Commonwealth Electoral Act 1918*.

- (e) The AEC Performance Management Program is governed by the AEC Certified Agreement 2001-2003 and Australian Workplace Agreements.

The AEC Senior Executive Performance Appraisal Program is governed by Australian Workplace Agreements and Remuneration Tribunal Determination 1999/15.

(f) The AEC Performance Management Program operates from 1 July to 30 June. The AEC Senior Executive Performance Appraisal Program operates from 1 July to 30 June.

2. The outcomes of the 2002/2003 AEC Performance Management Program are not available by gender.

The outcomes of the 2002/2003 AEC Senior Executive Performance Appraisal Program are not available by gender.