

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

ComSuper

February Estimates Hearings 2003-04 – 17 February 2004

Question: F30

Outcome ComSuper

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).

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Answer:

1.

- a.(i) All ComSuper employees are subject to a formal performance assessment process. APS 1 to EL 2 employees participate in the ComSuper People Management Programme as part of the ComSuper Workplace Agreement.
- (ii) EL1 and EL2 employees are also subject to additional performance assessment as part of their individual AWAs.
- (iii) SES employees are subject to annual performance assessment as part of their individual AWAs.
- b.(i) For APS 1- EL 2 employees participating in the People Management Programme annual salary increments cannot be paid unless performance is assessed as satisfactory. Underperformance action can be taken where performance is assessed as unsatisfactory;
- (ii) For EL 1 and EL 2 employees with individual AWAs, different levels of performance bonuses are available for superior or exceptional performance.
- (iii) For SES employees, a performance bonus is payable where performance is assessed as being superior.
- c.(i) For APS 1- EL 2 employees participating in the People Management Programme, depending on level, up to four annual salary increments;
- (ii) For EL 1 and EL 2 employees with individual AWAs, performance lump sum bonuses of 5%, 7.5%, 10%, 12.5% or 15% of annual salary are available for superior or exceptional performance.

Performance assessment will not normally alter an employee's classification or level.

- (iii) For SES employees, a lump sum performance bonus of up to 10% is payable.
- d.(i) APS 1 to EL 2 employees;
- (ii) EL1 – EL2 ;
- (iii) SES Band 1.
- e. APS 1 to EL2 employees are currently covered by the ComSuper Workplace Agreement 2003-2005. In addition, EL1, EL2 and SES employees are covered by individual AWAs.

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- f. Performance assessments operate on different cycles.

For APS 1 to EL2 employees covered by the Workplace Agreement, the cycle is over a 6 month period the most recent being for the period 1 July 2003 to 31 December 2003.

AWA performance assessment cycle for EL1 and EL2 is for 6 months with the last period being 1 July 2003 to 31 December 2003.

AWA performance assessment for SES employees is on an annual basis on the anniversary of the individuals AWA. The most recent cycle was completed in October 2003.

2. Certified Agreement

APS 1 to EL2: 192 female and 128 male employees were assessed as satisfactory; no employees were assessed as unsatisfactory.

AWAs

EL1

male: 6 employees received a 5% performance bonus;
20 employees received a 10% performance bonus;
female: 2 employees received a 5% performance bonus;
9 employees received a 10% performance bonus;

EL2

male : no employees received a 5% performance bonus;
8 employees received a 10% performance bonus;
female: 1 employee received a 5% performance bonus; and
2 employees received a 10% performance bonus.

SES

4 male and 1 female employee received performance bonuses of 10 % of salary.

The outcomes above are aggregated in respect of the 2002-2003 financial year. Different bonus levels, referred to in paragraph (c) (ii) above, apply to EL1 and EL2 employees with effect from 1 July 2003.