

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Human Services and agencies

Additional Estimates 2005-2006, 14 February 2006

Question: HS32

Outcome 1, Output 1

Topic: Core Department – Departmental Secretary

Hansard Page/Written Question on Notice: Written

SENATOR EVANS asked on 14/2/2006:

Please provide:

- An outline of the Secretary's remuneration package (indicative salary, superannuation, Commonwealth-funded vehicle, bonuses etc);
- A full list of all performance bonuses paid to the Secretary of the Department of Human Services in the 2004-05 and 2005-06 (to date) financial years. For each payment, please indicate the date of payment, the value of payment and the reason for payment;
- The total cost of the Secretary's travel for the 2004-05 and 2005-06 (to date) financial years. Please provide a full breakdown of domestic and overseas travel, accommodation costs, food/drink costs and other expenditure. Please also provide a full list of all travel (domestic and international) undertaken by the Secretary since she commenced as Secretary of the Department of Human Services;
- The cost of the Secretary's Commonwealth-funded motor vehicle in both the 2004-05 and 2005-06 (to date) financial years;
- The number of staff working directly to the Secretary and their classifications and remuneration levels (eg personal assistants, personal advisers).

Answer:

- The remuneration and other conditions for secretaries are set out in the Determination made by the Prime Minister under section 61 of the *Public Service Act 1999*. The Determination, in its consolidated form, was first published in the PS Gazette in 2001 and amendments to the schedule have been routinely gazetted. It is attached for information.
- Under Part 3 of the Prime Minister's determination of secretaries' terms and other conditions (which is made following advice from the Remuneration Tribunal), a secretary is eligible each year for performance pay of either 5%, 10%, 15% or 20% of total remuneration for satisfactory, superior, outstanding or exemplary performance respectively. It has been the practice not to provide detailed/individual information on performance ratings and performance bonuses relating to secretaries.

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• **Travel**

04/05

Sum of Debit	Domestic/Overseas	
Type of cost	Domestic	Grand Total
Accommodation	312.58	312.58
Domestic	4198.7	4198.7
Food/Drink	0.00	0.00
Other	1060.34	1060.34
Grand Total	5571.62	5571.62

05/06

Sum of Debit	Domestic/Overseas		
Type of cost	Domestic	Overseas	Grand Total
Accommodation	1562.22	8224.29	9786.51
Flight	10963.21	15387.63	26350.84
Food/Drink	343.36		343.36
Other	2408.45		2408.45
Grand Total	15277.24	23611.92	38889.16

- The Secretary's domestic travel up to 31/03/06 has been from Canberra to:
 - Sydney - 9 occasions
 - Adelaide/Sydney/Melbourne/Albury - 1 occasion
 - Sydney/Brisbane – 1 occasion
 - Sydney/Dubbo – 1 occasion
 - Sydney/Melbourne – 1 occasion
 - Alice Springs/Sydney/Melbourne – 1 occasion
 - Alice Springs/Sydney – 1 occasion
- The Secretary's international travel has been from Canberra to:
 - Sydney/Paris/London/Armenia – 1 occasion.

- The costs of a secretary's vehicle are deducted from a secretary's total remuneration (Clauses 2.9.1 to 2.10.2 of the determination are relevant) so there should be no cost to the Commonwealth.
- The Prime Minister, in announcing the establishment of Human Services stated that the new department would ensure strong ministerial control with clear lines of responsibility through the Secretary. All agency heads therefore report to the Minister through the Secretary with the general managers of CRS Australia and Child Support Agency direct reports, as these are business units of the legal entity of the department. Remuneration details for all agency heads can be found in the relevant annual reports.

The Secretary also has executive support in the form of an Executive Assistant and an Executive Officer. The EA to the Secretary is an APS6 and the EO is an EL2. Remuneration details for these staff can be found in the DHS annual report.

This answer required 6 hours at a cost of \$300.00 to prepare.