

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Australian Electoral Commission

November Estimates Hearings 2003-04 – 4 November 2003

Question: 36A

Outcome Aggregated up across all Outcomes and Outputs

Topic: 2003 Management Advisory Committee Report

Hansard page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What has been the department's response to the MAC report to date?

Answer:

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

The report has been discussed at senior management level across the organisation. The AEC has done some preliminary work to compare its workforce profile with the broader APS profile, to identify high risk areas and to align State workforce planning initiatives of particular business areas with the broader issues of workforce planning at an organisational level. Work has commenced on a national workforce planning project, including improvements in reporting workforce data to managers, and identification of the skills needed now and in the future to achieve business outcomes. This will feed in to national learning and development plans and recruitment and retention programs.

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November Estimates Hearings 2003-04 – 4 November 2003

Question: 36B

Outcome Aggregated up across all Outcomes and Outputs

Topic: Management Advisory Committee Report

Hansard page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

Which issues identified in the MAC report have been identified as priority areas for the department?

Answer:

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

The AEC has a workforce profile that is more mature than the APS average.

Consequently the AEC is considering the full range of issues raised in the MAC report and the supporting guidance material from the APS Commission regarding the particular issues facing older workers.

Priority projects addressing areas such as knowledge management and developing and disseminating enhanced recruitment guidelines are designed to ensure the AEC safeguards future workforce capability.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Australian Electoral Commission

November Estimates Hearings 2003-04 – 4 November 2003

Question: 36C

Outcomes Aggregated up across all Outcomes and Outputs

Topic: 2003 Management Advisory Committee Report

Hansard page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What family friendly or work-life balance initiatives:

- a) exist in the department
- b) are available to staff through the certified agreement; or
- c) are contained in the certified agreement, but the granting of them in individual cases is discretionary on the part of the organisation

Answer:

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

The following family friendly or work-life balance initiatives are available to staff in the AEC:

- part-time
- the ability to purchase up to four weeks additional leave
- the shutdown of all offices between Christmas and New Year – employees were not required to utilise annual recreation leave or flexitime for their absence on working days during this period; this was offset by an increase in standard daily working hours from seven hours and 21 minutes to seven hours and 30 minutes
- provision of family room facilities in some larger offices
- reimbursement of costs associated with dependent care for staff members travelling on business
- access to home based work
- access to maternity and parental leave
- flexible work arrangements including flexitime.

These initiatives are available through the AEC Certified Agreement and are granted to individual employees at the discretion of the appropriate delegate/manager.

The following initiatives are available to all staff:

- access to a confidential, professional counselling service for employees and their families at no cost to them

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- provision of a childcare referral service for employees

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Australian Electoral Commission

November Estimates Hearings 2003-04 – 4 November 2003

Question: 36D

Outcomes Aggregated up across all Outcomes and Outputs

Topic: 2003 Management Advisory Committee Report

Hansard page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What family friendly or work-life balance initiatives has the department introduced in, or since, the implementation of the department's certified agreement?

Answer:

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

The following family friendly or work-life balance initiatives are available to staff in the AEC through the AEC Certified Agreement:

- part-time work
- the ability to purchase up to four weeks additional leave
- the shutdown of all offices between Christmas and New Year – employees were not required to utilise annual recreation leave or flexitime for their absence on working days during this period; this was offset by an increase in standard daily working hours from seven hours and 21 minutes to seven hours and 30 minutes
- provision of family room facilities in central office
- reimbursement of costs associated with dependent care for staff members travelling on business
- access to a confidential, professional counselling service for employees and their families at no cost to them
- provision of a childcare referral service for employees
- access to home based work
- access to maternity and parental leave
- flexible work arrangements including flexitime.