

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38A

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many employees are employed as a non-ongoing employee in each year of the previous 6 years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

The following table provides the number of MOP(S) Act non-ongoing employees as at the date indicated in the first column.

Date	Total Number of non-ongoing/temporary MOP(S) Act employees as at specified date
1-Jul-98	161
1-Jul-99	116
3-Jul-00	120
2-Jul-01	130
1-Jul-02	109
1-Jul-03	198

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38B

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What percentage of total agency employees are non-ongoing employees for each of these years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

The following table provides the percentage of MOP(S) Act non-ongoing employees as at the date indicated in the first column.

Date	Percentage of non-ongoing/temporary MOP(S) Act employees as at specified date
1-Jul-98	12.3%
1-Jul-99	9.0%
3-Jul-00	9.2%
2-Jul-01	9.7%
1-Jul-02	8.3%
1-Jul-03	13.9%

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38C

**Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators,
Members and their Staff**

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many of these have been employed for more than 1 year as a non-ongoing employee?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

The following table provides the number of MOP(S) Act non-ongoing employees employed for more than 1 year as at the date indicated in the first column. The employee's length of service as at the date indicated has been calculated using the date each employee last commenced continuous service under the MOP(S) Act.

Date	Number of non-ongoing/ temporary employees employed more than 1 year as at specified date
1-Jul-98	9
1-Jul-99	10
3-Jul-00	15
2-Jul-01	15
1-Jul-02	11
1-Jul-03	21

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38D

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many of these have been employed for more than 2 years as a non-ongoing employee?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

The following table provides the number of MOP(S) Act non-ongoing employees employed for more than 2 years as at the date indicated in the first column. The employee's length of service as at the date indicated has been calculated using the date each employee last commenced continuous service under the MOP(S) Act.

Date	Number of non-ongoing/ temporary employees employed more than 2 years as at specified date
1-Jul-98	2
1-Jul-99	4
3-Jul-00	5
2-Jul-01	5
1-Jul-02	8
1-Jul-03	7

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38E

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many of these have been employed for more than 3 years as a non-ongoing employee?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

The following table provides the number of MOP(S) Act non-ongoing employees employed for more than 3 years as at the date indicated in the first column. The employee's length of service as at the date indicated has been calculated using the date each employee last commenced continuous service under the MOP(S) Act.

Date	Number of non-ongoing/ temporary employees employed more than 3 years as at specified date
1-Jul-98	1
1-Jul-99	1
3-Jul-00	3
2-Jul-01	4
1-Jul-02	4
1-Jul-03	6

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38F

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many employees were employed on fixed-term contracts, in each year of the previous 6 years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

Date	Total Number of non-ongoing MOP(S) Act employees employed as "specified period/task" as at specified date (see Notes below)
1-Jul-98	not available - see note 2 below
1-Jul-99	98
3-Jul-00	90
2-Jul-01	88
1-Jul-02	78
1-Jul-03	117

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

The following information is provided in relation to the figures in the table above:

1. Staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) are not employed under "fixed-term contracts".
2. Prior to the introduction of the first MOP(S) Act staff Certified Agreement (CA) on 1 June 1999, staff were employed as either permanent or temporary.
3. Under the first and second CA (from 1 June 1999 to 19 August 2003), MOP(S) Act staff were employed as full time, part time, casual or employment for a specified period/task. In the majority of cases, there is little difference between "casual" and "specified period/task" employment - both types of employment agreement could vary in duration from less than a day to up to 12 months per engagement. Staff were often employed as a casual one day, the following day as specified period/task (or as both on the same day) - depending on availability of funds from the Relief Budget (for electorate staff) and/or vacant positions - this also means that during one period of non-ongoing employment, the basis of employment could change, sometimes more than once - and in these cases it is often not possible to identify the basis for employment on the "snapshot day".

Consequently, for the dates 1 July 1999, 3 July 2000, 2 July 2001, 1 July 2002 and 1 July 2003, the number of employees employed under a "specified period/task" employment agreement has been calculated by subtracting the number of employees with classification "Casual Electorate Officer" from the total number of non-ongoing employees.

4. Under the third CA (from 20 August 2003), staff are employed on either ongoing or non-ongoing employment agreements (with funding for the employment being based on either vacant positions or the Relief Budget). The maximum period of each engagement for non-ongoing employment is now less than 6 months.
5. Non-ongoing employees may include those who are not employed under the Certified Agreement (namely, SES equivalent staff and Consultants). Such staff are included in the numbers above for "specified period/task" employees.

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38G

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What percentage of the total number of employees is this for each of these years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

Please also refer to the information provided regarding non-ongoing employment in the answer Question 38F in relation to MOP(S) Act staff employment.

Questions 38G and 38H appear to ask for the same information, consequently two calculations have been provided in the table below as follows:

1. the number of "specified period/task" employees as a percentage of total ongoing and non-ongoing employees; and
2. the number of "specified period/task" employees as a percentage of total non-ongoing employees.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Date	Percentage of total MOP(S) Act employees employed as "specified period/task" MOP(S) Act employees as at specified date	Percentage of total <i>non-ongoing</i> MOP(S) Act employees employed as "specified period/task" MOP(S) Act employees as at specified date
1-Jul-98	n/a	n/a
1-Jul-99	7.6%	84.5%
3-Jul-00	6.9%	75.0%
2-Jul-01	6.6%	67.7%
1-Jul-02	5.9%	71.6%
1-Jul-03	8.2%	59.1%

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Question: 38H

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

What was the percentage of total employees for contract employees, for each year of the previous 6 years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

Please also refer to the information provided regarding non-ongoing employment in the answer Question 38F in relation to MOP(S) Act staff employment.

Questions 38G and 38H appear to ask for the same information, consequently two calculations have been provided in the table below as follows:

1. the number of "specified period/task" employees as a percentage of total ongoing and non-ongoing employees; and
2. the number of "specified period/task" employees as a percentage of total non-ongoing employees.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Date	Percentage of total MOP(S) Act employees employed as "specified period/task" MOP(S) Act employees as at specified date	Percentage of total <i>non-ongoing</i> MOP(S) Act employees employed as "specified period/task" MOP(S) Act employees as at specified date
1-Jul-98	n/a	n/a
1-Jul-99	7.6%	84.5%
3-Jul-00	6.9%	75.0%
2-Jul-01	6.6%	67.7%
1-Jul-02	5.9%	71.6%
1-Jul-03	8.2%	59.1%

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 -- 4 November 2003

Question: 38I

Outcome 3 Efficiently Functioning Parliament, Output 3.1 Services to Senators, Members and their Staff

Topic: Non-ongoing MOP(S) Employees

Hansard Page: N/A

Written Question on Notice: 4 November 2003

Senator Carr asked:

How many employees were employed on fixed term contracts at each classification level, for each year of the past six years?

Answer:

Due to limitations of the current Human Resource Management Information System used to administer the entitlements of staff employed the *Members of Parliament (Staff) Act 1984* (MOP(S) Act), the information sought has been extracted as at the first working day of each financial year.

Please refer also to the information provided regarding non-ongoing employment in answer to Question 38F. As a consequence of notes 1 and 2 against Question 38F, a response cannot be provided for 1 July 1998 and 1 July 1999.

The following tables provide the number of MOP(S) Act non-ongoing "specified period/task" employees at each classification as at the date indicated at the beginning of each table.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

3 July 2000:

Classification	Number of non-ongoing MOP(S) Act employees employed as "specified period/task" as at specified date
Asst Adviser	4
Adviser 2	1
Consultants	2
Executive Asst 1	6
Executive Asst 2	1
Executive Asst/Office Manager	1
Electorate Officer A	34
Electorate Officer B	30
Electorate Officer C	3
Media Adviser	1
Personal Secretary	1
Secretary/Administrative Asst 1	2
Senior Adviser (SES)	1
Secretary/Administrative Asst	3
Total	90

2 July 2001:

Classification	Number of non-ongoing MOP(S) Act employees employed as "specified period/task" as at specified date
Asst Adviser	3
Adviser 2	1
Adviser	1
Consultant	1
Executive Asst 1	3
Executive Asst 2	1
Electorate Officer A	29
Electorate Officer B	38
Electorate Officer C	7
Media Adviser (SES)	1
Secretary/Administrative Asst 1	2
Secretary/Administrative Asst	1
Total	88

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

1 July 2002:

Classification	Number of non-ongoing MOP(S) Act employees employed as "specified period/task" as at specified date
Asst Adviser	1
Adviser 2	1
Adviser	1
Consultant	2
Executive Asst 1	1
Executive Asst/Office Manager	1
Electorate Officer A	38
Electorate Officer B	22
Electorate Officer C	7
Secretary/Administrative Asst 1	2
Secretary/Administrative Asst 2	1
Secretary/Administrative Asst	1
Total	78

1 July 2003:

Classification	Number of non-ongoing MOP(S) Act employees employed as "specified period/task" as at specified date
Asst Adviser	3
Clerk to Whip	1
Consultant	1
Executive Asst 1	1
Executive Asst 3	1
Executive Asst/Office Manager	1
Electorate Officer A	50
Electorate Officer B	41
Electorate Officer C	9
Secretary/Administrative Asst 1	3
Senior Adviser	1
Secretary/Administrative Asst	5
Total	117

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

November Estimates Hearings 2003-04 – 4 November 2003

Date: 4 December 2003

Cleared by (SES): Jan Mason

Group/Branch: M&PS/Service Centre

Contact Officer: Carolyn Hughes

Telephone No: 6215 3711