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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D20/416131

Ms Sarah Redden
Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Redden

Senate Finance and Public Administration Legislation Committee Inquiry into the Department of Parliamentary Services (DPS)

As requested in the Committee's final report, please find attached the information sought prior to each Estimates hearing in response to recommendations 1, 3, 9 and 10:

- Recommendation 1: Update on the senior management structure, including an organisational chart ([Annex A](#))
- Recommendation 3: Update on the status of the Conservation Management Plan, the Design Principles and the Central Reference Document ([Annex B](#))
- Recommendation 9: Information on bullying and harassment complaints ([Annex C](#)), and
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex D](#)).

I would be grateful if you could provide these documents to the Committee.

Yours sincerely

Rob Stefanic
Secretary

5 March 2021

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Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services

Tabled March 2021

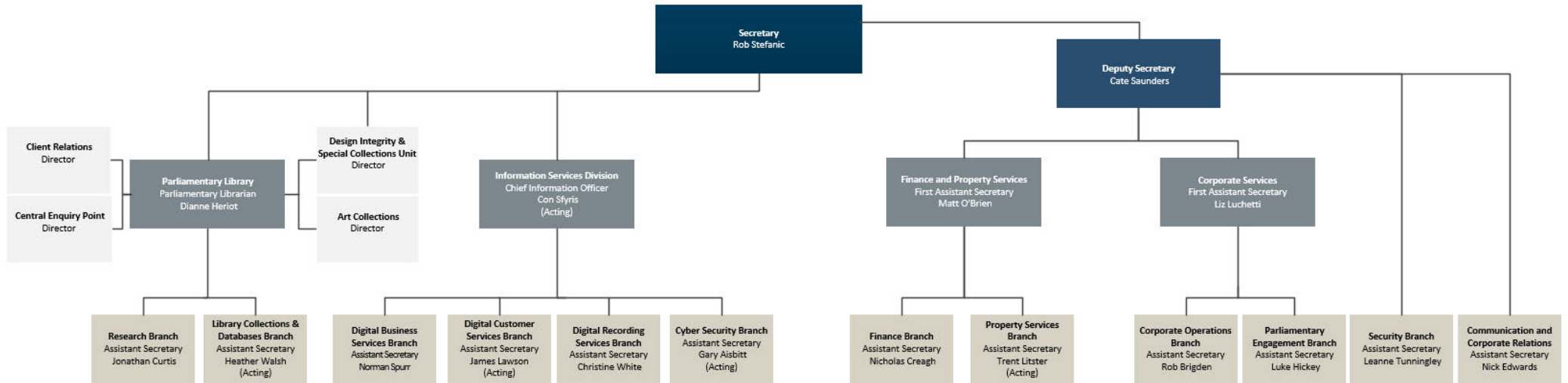
Recommendation 1: The Committee recommends that prior to each estimates hearing, DPS provide an update on the senior management structure of the department, including an organisational chart indicating changes to the personnel in senior executive staff positions.

Department's update prior to 2020-21 Additional Estimates:

Please see the attached organisational chart with notes that explain any changes to personnel in senior executive staff positions.



Organisation chart as at 4 February 2021



Notes:

- Mr Con Sfyris commenced as A/g Chief Information Officer on 18 January 2021.
- Mr James Lawson commenced as A/g Assistant Secretary, Digital Customer Services Branch on 21 December 2020.
- Mr Trent Lister commenced as A/g Assistant Secretary, Property Services Branch on 16 March 2020.
- Mr Nick Edwards was appointed Assistant Secretary, Communication and Corporate Relations Branch on 18 December 2020.
- Ms Heather Walsh commenced as A/g Assistant Secretary, Library Collections and Databases Branch on 23 April 2020.
- Mr Gary Aisbitt commenced as A/g Assistant Secretary Cyber Security Branch on 21 September 2020.

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Recommendation 3: The Committee recommends that prior to each estimates hearing, DPS provide the Committee with an update of the status of the Conservation Management Plan, the Design Principles and the Central Reference Document. These updates should continue to be provided until such time as all three documents are complete.

Department's update prior to 2020-21 Additional Estimates:

Work on the Central Reference Document (CRD) continues.

- All 31 chapters of the 2004 draft have now been revised. These have been published in PDF on the DPS portal and are accessible by all users with access to the Parliamentary Computing Network. (Public access cannot be made available until the text is finalised and all copyright regarding images is agreed for external publication.)
- Ms Berg continues to work on three new sections to chapters 9 (curved wall circulation areas and associated shop fit outs), 10 (corridors, nodes/lift lobbies, and associated attendant stations) and 21 (the Parliament House Furniture Program).
- Since the October hearing, two further chapters have been published on the DPS portal (one on the requirements for the conservation of energy and resources within Parliament House and the other on the design intent of the public displays). A total of 39 revised draft chapters are now available on the Parliamentary Computing Network. No further new chapters are proposed.
- Work on locating and digitising/preserving related archival material continues to be a focus of activity.
- There have been eight all-staff presentations on the CRD, the most recent of which was on the House of Representatives Chamber on 6 November 2019.

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Recommendation 9: The Committee recommends that, prior to each estimates hearing, DPS provide the Committee with the following information on the number of bullying and harassment complaints:

- the number of new complaints recorded on the HR register since the previous estimates update was provided
- the status of each of the new complaints recorded on the HR register since the previous estimates update was provided
- the number of complaints withdrawn from the HR register and the reasons that the complaints were withdrawn, and
- the number of Harassment Contacts Officer in DPS

Department's update prior to 2020-21 Additional Estimates:

- There have been two new complaints of bullying and harassment recorded on the HR Register between 31 August 2020 and 31 January 2021.
- Both of the complaints of bullying and harassment were resolved with management action.
- No complaints have been withdrawn from the HR register since 31 August 2020.
- Harassment Contact Officers (HCOs) training for new (and refresher training for returning) HCOs was held on 10-11 February 2021. 15 of the 20 selected HCOs attended the training and training for the remaining 5 is scheduled for the week commencing 29 March 2021.

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Recommendation 10: The Committee recommends that prior to each estimates hearing, DPS provide the Committee with the following information:

1. the total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors
2. the breakdown of the number of editors who are employed full-time, part-time and casual
3. the total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were sub-edited
4. where there has been a decision not to sub-edit turns, the reasons for that decision, and
5. an update on the work of the Hansard forum.

Department's update prior to 2020-21 Additional Estimates:

1. **The total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors:**

Hansard has 45 editing staff:

Editing Staff	45
Trained editors	38
Trainee editors	7

The seven trainee editors are participating in Hansard's editor training program and:

- one has completed none of eight training units
- two have completed one of eight training units
- one has completed three of eight training units
- two have completed five of eight training units, and
- one has completed six of eight training units.

2. The breakdown of the number of editors who are employed full-time, part-time and casual:

Editing Staff	Total	Trained	Trainee
Full-time	23	22	1
Part-time	22	15	7

Hansard has 8 casual editing staff to assist during times of increased workload:

Casual Editing Staff	8
Trained editors	2
Transcribers	6

3. The total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were subedited:

Number of chamber turns transcribed between 22 August 2020 and 22 January 2021	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
7,650	7,650	100%

NB: The majority of chamber turns transcribed in the period were subedited on the day. Due to workload, subediting of some chamber turns was delayed and undertaken in the following non-sitting weeks.

Number of committee turns transcribed between 22 August 2020 and 22 January 2021	Approximate number of committee turns subedited	Approximate percentage of committee turns subedited
12,828	1,824	14%

4. Where there has been a decision not to subedit turns, the reasons for that decision:

All committee turns transcribed by trainee editors are subedited. Committee turns transcribed by trained editors are subedited when workload permits.

5. An update on the work of the Hansard forum:

The Hansard Community of Practice (COP) last met on 11 February 2021. The COP discussed editing and operational matters including:

- chamber editing during COVID restrictions
- changes to procedural text in the new Parliamentary Information Management System, and
- tips around the use of captions as a first strike in editing.

Additional information

Five new ongoing editing staff commenced with Hansard between September and November 2020, and a further recruitment for ongoing editing staff commenced in January 2021. Recruitment of an additional two casual editors and seven casual transcribers is also underway.