



Mr Tasman Larnach
Acting Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Mr Larnach

**Senate Supplementary Budget Estimates 2017–18
—Correction to Question on Notice No. 31**

I wish to clarify the answer to Question on Notice No. 31 from the 2017–18 Supplementary Budget Estimates hearing in October 2017 regarding *temporary staff labour hire – strategy, expenditure, engagement of recruitment agencies*.

An error in Table 3 has since been identified—namely, a sum of \$9,321 worth of placement fees attributable to the Parliamentary Library was inadvertently not included in the original response, due to a coding error. The Department apologises for this oversight.

I have attached an amended response to Question on Notice 31. I would be grateful if you could draw this correction to the Committee’s attention.

Yours sincerely

Rob Stefanic
Secretary

9 July 2018

Senate Finance and Public Administration Legislation Committee —Supplementary Budget Estimates Hearing— October 2017

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Temporary staff labour hire – strategy, expenditure, engagement
of recruitment agencies**

Question: **31**

Hansard Reference: **p 33, 23 October 2017**

Date set by the committee for the return of answer: 8 December 2017

Senator KITCHING: Mr Stefanic, I take it that you have responded to some questions on notice that relate to the dollar value of temporary personnel services. I can give you the QONs, if that helps—50, 104, 54 and 69. I've done you the good service of adding that up over an 11-month period. You've spent \$7,928,697 on temporary staffing. I was a little surprised that it was so high—on a monthly basis that is \$720,790. Can I ask what your strategy is to allow the department to spend just under \$8 million in an 11-month period on temporary staff, labour hire and recruitment services?

I notice Mr Creagh is here, I want to ask you questions about breaking down those figures. I'm happy for you to take this on notice: could I have a break down of taxpayer dollars spent on temporary staff and labour hire for each division, branch and subbranch for the entire department for the past two financial years and for what positions? A break down of taxpayer dollars spent on the engagement of recruitment agencies for each division, branch and subbranch for the entire department for the past two financial years? And the purpose of the engagement?

Answer

Temporary staff for the purposes of this Question on Notice has been defined as individuals engaged under contract through recruitment and other contract staff agencies.

DPS engages temporary staff:

- when there is an urgent need to fill positions that impact on business operations whilst recruitment activities are undertaken
- when specialists are required short-term for particular pieces of work or specific projects, or
- to manage the surges that occur in activity by APH Catering and Events during sitting weeks and special events.

Expenditure on recruitment agencies relates to placement fees and scribing services. Placement fees are payable when a temporary staff member contracted through a recruitment agency is a successful candidate in recruitment to an advertised DPS position. Scribe fees are paid for scribe services during recruitment processes.

Expenditure on temporary staff for 2016-2017 and 2015-2016 is at Table 1 and Table 2.

Expenditure on recruitment agencies for 2016-2017 and 2015-2016 is at Table 3 and Table 4.

Table 1: 2016-2017 Temporary staff expenditure

Division	Branch	Subbranch	Position/s	Amount \$
Building and Security	Capital Works	Project Coordination	Project manager/s	423,135
			Executive support	4,774
	Building Services	Maintenance Operations	Maintenance labour	83,967
			Electrical Services	Electrical labour
		Mechanical Services	Mechanical labour	550,598
		Building Fabric Services	Carpentry and painting labour	10,842
		Landscape Services	Landscape labour	17,576
		Building Information	Project manager	175,786
		Accommodation	Project manager	45,482
Total				1,434,193
Chief Operating Officer	Chief Finance Officer	Financial Accounting	Financial accounting	112,551
	People and Governance	HR Services and Strategy	Diversity advisor	9,602
		Communications	Communications officer	15,052
	Parliamentary Experience	Health and Recreation Centre	Yoga instructor	5,900
	Catering and Events	Catering and events staff	2,188,648	
Total				2,331,753
Information Services		Serv and Supp Unit	Administration support	12,825
	Parliamentary Recording & Reporting	Broadcasting	Network engineer	468,585
	Planning Applications	Architecture Services	ICT subject matter expert/s	307,210
		Project Management	Project manager/s	1,467,018
	Infrastructure and Services	Mobile and Web Applications	ICT project support	372,751
		Infrastructure Operations	ICT subject matter expert/s	605,034
		Security Operations	ICT subject matter expert/s	725,444
	Support Services	ICT support	399,396	
Total				4,358,262
TOTAL				8,124,209

Table 2: 2015-2016 Temporary staff expenditure

Division	Branch	Subbranch	Position/s	Amount \$
Building and Security	Building Services	Building Fabric Services	Fabrics labour	125,165
		Electrical Services	Electrical labour	186,218
		Landscape Services	Landscaping labour	41,298
		Maintenance Operations	Mechanical labour	9,350
		Mechanical Services	Mechanical labour	406,478
	Program Delivery	Project Co-ordination	Project manager/s	610,442
	Executive	Executive	Executive support	3,628
Total				1,382,579
Information Services	Infrastructure and Services	Executive	Executive support	81,380
		Infrastructure Operations	ICT Subject matter expert/s	532,995
		Security Operations	ICT Subject matter expert/s	269,573
		Support Services	ICT Support	112,309
			ICT Subject matter expert/s	15,234
			ICT project support	291,983
		Network and Broadcasting Communications	ICT Subject matter expert/s	309,760
	Planning and Applications	Security Policy	ICT Subject matter expert/s	398,576
		Strategy and Planning	ICT Subject matter expert/s	8,100
		Architecture Services	ICT Subject matter expert/s	161,239
		Project Management	Project manager/s	1,052,355
Executive	Service and Delivery	ICT support	43,592	
Total				3,277,097
Chief Operating Officer	Chief Finance Officer	Financial Accounting	Financial accounting	213,516
		Business Operations	Accounting services	193,179
	People and Governance	Governance and Business Management	Business services	22,568
		Legal Services	Legal services	2,232
		Executive	Business services	40,177
	Parliamentary Experience	Health and Recreation Centre	Yoga and gym instructors	18,639
Total				490,310
TOTAL				5,149,986

Table 3: 2016-2017 Recruitment agency expenditure

Division	Branch	Subbranch	Purpose of Engagement	
			Placement fee \$	Scribe fee \$
Building and Security	Building Services	Accommodation	-	1,586
		Building Fabric Services	8,121	-
		Landscape Services	3,487	-
		Mechanical Services	-	800
		Executive	-	3,375
	Security	Security Capability	10,792	-
		Security Operations	15,887	42,980
	Total		38,288	48,742
Office of the Secretary	Design Integrity	Design Integrity and Archives Unit	-	2,529
Information Services	Parliamentary Recording & Reporting	Hansard	-	22,766
		Enterprise Information Management	7,491	-
	Planning and Applications	Chief Technology Officer	5,377	-
	Total		12,868	22,766
Parliamentary Library	Collections & Database Management	Executive	-	3,102
		Law and Bills	9,231	-
	Research	Science, Technology, Environment & Resources	-	2,340
	Total		9,231	5,442
Chief Operating Officer	Chief Finance Officer	Financial Accounting & Operations	33,511	1,170
		Executive	-	2,735
	Parliamentary Experience	Catering and Events	-	17,261
		Contracts and Licences	-	1,103
		Health and Recreation Centre	3,917	1,666
		Visitor Experiences	-	5,800
	People and Governance	Communications	10,520	-
		HR Services and Strategy	31,244	10,363
		Legal Services	32,773	-
				111,965
	Total		172,352	119,577

Table 4: 2015-2016 Recruitment agency expenditure

Division	Branch	Subbranch	Purpose of Engagement	
			Placement fee \$	Scribe fee \$
Building and Security	Building Services	Building Fabric Services	3,959	-
		Security	-	1,116
	Security	Security Operations	18,624	16,647
		Program Delivery	-	1,777
	Total		22,582	19,540
Information Services	Information Services	Executive	-	3,677
	Parliamentary Recording & Reporting	Executive	-	1,070
	Strategy, Planning and Applications	Knowledge Management	14,983	1,692
	Total		14,983	6,439
Chief Operating Officer	Executive		-	203
		Parliamentary Experience	Contracts & Licences	7,852
	People and Governance	Communications	-	1,040
		Governance & Business Management	8,339	1,989
		HR Services & Strategy	34,593	5,113
		Legal Services	6,227	2,192
		Reform Implementation	3,347	-
	Total		60,358	10,536
Whole of Agency		HR - DPS Wide	-	1,259
	TOTAL		97,923	37,774