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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D20/70485

Ms Ann Palmer
Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Palmer

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

17 February 2020

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Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services

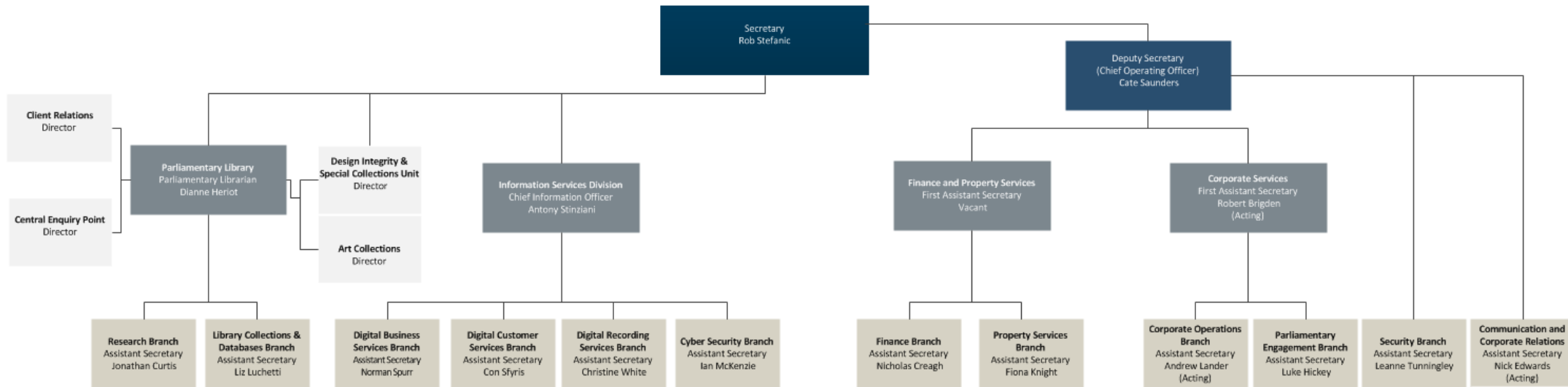
Tabled March 2020

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 2019-20 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 17 February 2020



Notes:

The Secretary announced a realignment of DPS' structure on 2 December 2019, which came into effect on 2 January 2020. The new structure better positions DPS to continue to deliver high quality support services to the parliament.

The realignment established the following new function:

- Communications and Corporate Relations, Mr Nick Edwards, Assistant Secretary (Acting)

The following Branches now report directly to Ms Cate Saunders, Deputy Secretary who was permanently appointed to the role on 7 February 2020:

- Security Branch
- Communications and Corporate Relations

The following Divisions have been renamed:

- Finance and Property Services Division, DPS is recruiting for the First Assistant Secretary position
- Corporate Services Division, Mr Robert Brigden, First Assistant Secretary (Acting)

The following Branches have been renamed:

- Digital Recording Services Branch, Ms Christine White, Assistant Secretary
- Digital Services Branch, Mr Con Sfyris, Assistant Secretary
- Digital Business Services Branch, Mr Norman Spurr, Assistant Secretary
- Finance Branch, Mr Nicolas Creagh, Assistant Secretary
- Property Services Branch, Ms Fiona Knight, Assistant Secretary
- Corporate Operations Branch, Mr Andrew Lander, Assistant Secretary (Acting),
- Parliamentary Engagement Branch, Mr Luke Hickey, Assistant Secretary

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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 2019-20 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 new chapters or sections. Since the October hearings, two further chapters have been published on the DPS portal (one on references to Griffin's design for Canberra within the design intent of Parliament House and the other on symbolism within the design intent of Parliament House.) A third chapter (on the design intent of the party rooms) is in the review stage.
- 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.

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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 2019-20 Additional Estimates:

- There have been four new complaints of bullying and harassment recorded on the HR Register since the previous estimates update was tabled in October 2019.
- Preliminary enquiries determined that two complaints were unfounded, one complaint was resolved informally at the local level with assistance from HR and a preliminary enquiry into one complaint is ongoing.
- No complaints of bullying and harassment have been withdrawn from the HR register since the previous estimates update was tabled in October 2019.
- There were 14 Harassment Contact Officers (HCOs) in DPS as at 31 December 2019.

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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 2019-20 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	41
Trainee editors	4

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

- one has completed three of eight training units
 - three have completed four 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 – ongoing	26	26	0
Part time – ongoing	9	9	0
Sessional part-time (working 39 weeks per year) – ongoing	8	5	3
Sessional part-time (working 39 weeks per year) – non-ongoing	1	0	1
Sessional part-time (working 25 weeks per year)	1	1	0

Hansard also has 12 casual editing staff to assist during times of increased workload.

Casual/non-ongoing Editing Staff	12
Trained editors (former Hansard editors)	3
Transcribers	9

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 5 September 2019 and 31 January 2020	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
6,470	6,470	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 September 2019 and 31 January 2020	Number of committee turns subedited	Percentage of committee turns subedited
8,497	2,390	28%

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 qualified editors are subedited when workload permits.

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

The Hansard Community of Practice met in December 2019 and:

- endorsed a number changes to the Hansard Usage and Editing Guide
- shared information on use of technology to assist in transcribing interstate committees
- agreed on work practices to assist the timely flow of draft speeches to parliamentarians (pinks and greens).