

OFFICIAL



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D2198061

Ms Sarah Redden
Acting 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), September 2015

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](#)). No further chapters on the Central Reference Document are proposed. With the Committee's consent, DPS proposes to close recommendation 3 for future reporting purposes.
- 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

7 May 2021

OFFICIAL

Senate Finance and Public Administration Legislation Committee Inquiry

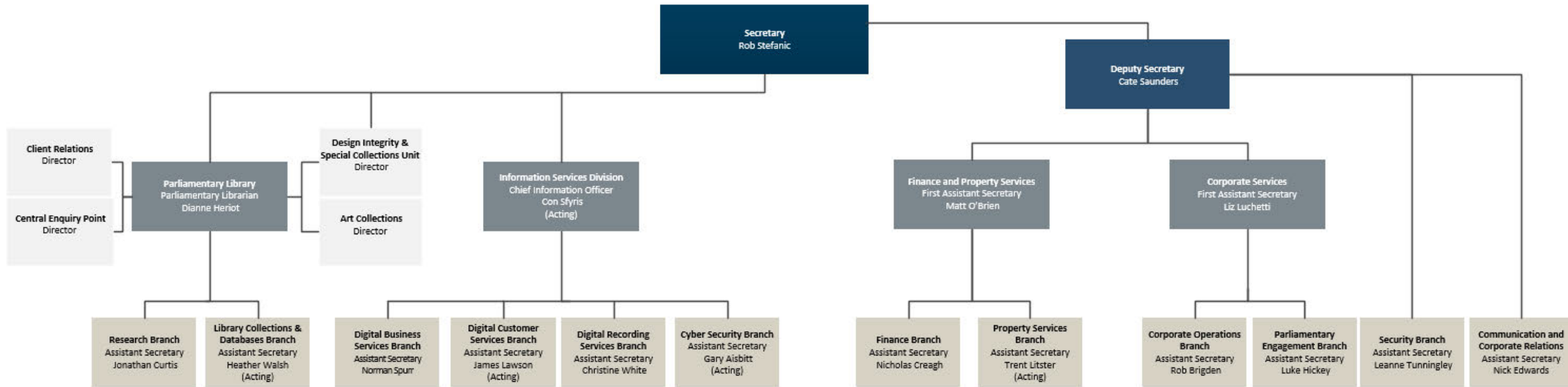
Department of Parliamentary Services (September 2015)

Tabled May 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 Budget Estimates:

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



Notes:

There have been no changes to the senior management structure or personnel in senior executive staff positions since the department provided the last update in February 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled May 2021

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 Budget Estimates:

Work on the Central Reference Document (CRD) nears completion.

- Since the March hearing, Ms Pamille Berg AO Hon FRAIA has settled the revised text for the chapters 9 (curved wall circulation areas and associated shop fitouts), 10 (the Architects' design intent for corridors, glazed links, nodes and staff lunchrooms) and 21 (design intent for the Parliament House furniture program).
- The Central Reference Document now comprises 39 chapters. No further chapters are proposed. Work will now focus on consolidation and production of a final set of e-publications.
- The three revised chapters (9, 10 and 21) are currently being edited for presentation purposes and will be made available to all users of the Parliamentary Computing Network during May 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled May 2021

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 Budget Estimates:

- There have been two new complaints of bullying and harassment recorded on the HR Register between 1 February and 31 March 2021.
- One of the complaints of bullying and harassment was resolved with management action, the other was not substantiated.
- No complaints have been withdrawn from the HR register since 1 February 2021.
- There are twenty (20) Harassment Contact Officers (HCOs) as at 31 March 2021. Training for new (and refresher training for returning) HCOs was held in February and April 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled May 2021

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 Budget Estimates:

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

Hansard has 39 editing staff:

Editing Staff	39
Trained editors	34
Trainee editors	5

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

- one has completed two of eight training units
- one has completed three of eight training units
- two have completed five of eight training units, and
- one has completed five 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	25	23	2
Part-time	14	11	3

Hansard has 13 casual editing staff to assist during times of increased workload:

Casual Editing Staff	13
Trained editors	4
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 23 January and 31 March 2021	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
4,426	4,426	100%

NB: The majority of chamber turns transcribed in the period were subedited on the day. All chamber turns will be subedited before proofs are made official.

Number of committee turns transcribed between 23 January and 31 March 2021	Approximate number of committee turns subedited	Approximate percentage of committee turns subedited
5,710	1,404	25%

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

Recruitment is being finalised for five new ongoing sessional editors.