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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D21/181426

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 2015 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, 9 and 10:

- Recommendation 1: Update on the senior management structure, including an organisational chart ([Annex A](#))
- Recommendation 9: Information on bullying and harassment complaints ([Annex B](#)), and
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex C](#)).

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

Yours sincerely

Rob Stefanic
Secretary

11 October 2021

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Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

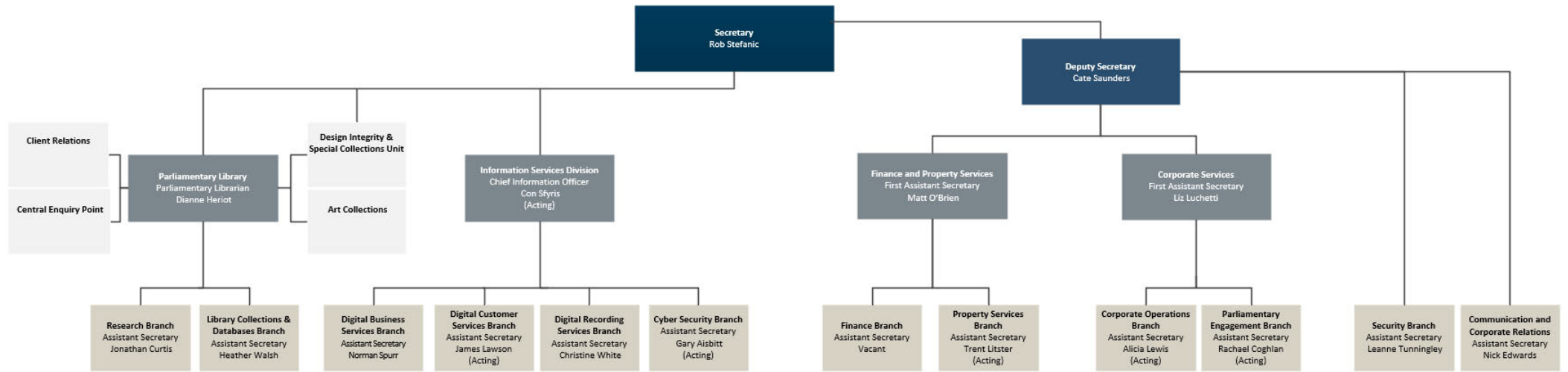
Tabled October 2021

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 2021-22 Supplementary Budget Estimates:

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

Organisation chart as at 5 October 2021



Notes:

- Ms Heather Walsh was appointed Assistant Secretary, Library Collections and Databases Branch on 23 August 2021
- Ms Lucy Byrnes commenced as A/g Assistant Secretary, Finance Branch on 23 August 2021
- Ms Alicia Lewis commenced as A/g Assistant Secretary, Corporate Operations Branch on 20 September 2021, and
- Ms Rachael Coghlan commenced as A/g Assistant Secretary, Parliamentary Engagement Branch on 27 September 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled October 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 2021-22 Supplementary Budget Estimates:

- There have been two new complaints of bullying and harassment recorded on the HR register between 31 March – 9 September 2021.
- Preliminary enquiries into both complaints found the behaviours to be reasonable management action and therefore not substantiated.
- No complaints have been withdrawn from the HR register since 31 March 2021.
- There are nineteen (19) Harassment Contact Officers (HCOs) as at 9 September 2021. Training for new (and refresher training for returning) HCOs was held on 10 and 11 February 2021 and 1 April 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled October 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 2021-22 Supplementary Budget Estimates:

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

Hansard has 44 editing staff:

| | |
|----------------------|-----------|
| Editing Staff | 44 |
| Trained editors | 34 |
| Trainee editors | 10 |

The 10 trainee editors are participating in Hansard's editor training program and:

- three have completed three of eight training units
- one has completed four of eight training units
- four have completed five of eight training units
- one has completed six of eight training units, and
- one has completed seven 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 | 19 | 11 | 8 |

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 1 April and 3 September 2021 | Approximate number of chamber turns subedited | Approximate percentage of chamber turns subedited |
|--|---|---|
| 6,807 | 6,807 | 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 1 April and 3 September 2021 | Approximate number of committee turns subedited | Approximate percentage of committee turns subedited |
|--|---|---|
| 13,572 | 3,459 | 25.5% |

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) did not meet during this period.

Work has continued on supporting Hansard's newer editors through the editor training program, and recruitment is being undertaken for new sessional editors.