

## Rodrigues, Mark (DPS)

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**From:** Grove, Russell (DPS)  
**Sent:** Tuesday, 1 May 2012 5:45 PM  
**To:** Rodrigues, Mark (DPS)  
**Subject:** FW: Comcare Bullying Prevention Audit - FEEDBACK ON REVISIT TODAY  
**Attachments:** 294674 DPS Surveillance Audit April 2012.doc

**Importance:** High

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**From:** Dawson, Bridie (DPS)  
**Sent:** Tuesday, 1 May 2012 4:37 PM  
**To:** Grove, Russell (DPS); Kenny, David (DPS); Sheppard, Karen (DPS)  
**Subject:** FW: Comcare Bullying Prevention Audit - FEEDBACK ON REVISIT TODAY  
**Importance:** High

Dear Russell, David and Karen

In preparation for tomorrow, I thought you would be interested in our meeting with Comcare today regarding bullying and harassment.

As you will see below we are progressing very well in accordance with the Action Plan with Comcare regarding bullying and harassment, the only slippage is the development of a strategy for high need complainants (which was a best practice recommendation rather than a risk recommendation) – the rest of the recommendations are progressing or have been completed.

We have also just received (hot off the press) our latest SafetyMap audit results – a notable achievement in the audit (page three) states *"a proactive and strategic approach adopted for prevention and management of bullying"*. A further comment in 3.9.1 – *"During this audit a focus on hazard identification, risk assessment and risk control processes in respect to Bullying and Harassment were reviewed and found that DPS had dealt with this potential hazard in a comprehensive and strategic manner"*.

The report is attached for you reading if interested.

Kind Regards

Bridie

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**Bridie Dawson I Director**  
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Department of Parliamentary Services

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**From:** Radburn, Scott (DPS)  
**Sent:** Tuesday, 1 May 2012 4:18 PM  
**To:** Dawson, Bridie (DPS)  
**Subject:** Comcare Bullying Prevention Audit - FEEDBACK ON REVISIT TODAY  
**Importance:** High

Bridie,

As advised, Comcare inspectors Russell Lee and Berenice Devlin conducted a revisit this afternoon to assess the department's progress against the Action Plan submitted to Comcare on 22 February 2012.

I spent around 3.5 hours providing evidence of our progress, including:

- training records for Work Health and Safety / Bullying and Harassment Prevention courses;
- various emails relating to training, Health on the Hill, the Comcare audit, the Bullying Prevention Risk Assessments, and eapdirect;
- a copy of our Staff Survey;
- our revised policy on The Prevention of Workplace Bullying and Harassment;
- a copy of our latest EAP report;
- the latest SafetyMAP audit report;
- copies of the WHS portion of the Secretary's Monthly Report; and
- information from our Portal, such as the DPS Consultation page, Health on the Hill program, and various Dispatch articles.

Russell and Berenice advised that they were pleased with our progress, and the clear commitment from senior management to deal with workplace bullying and harassment. Russell noted that some of the completion dates in our Action Plan had slipped slightly, but was not concerned about this because we could demonstrate significant progress.

Russell also noted that the department had been subjected to a significant amount of external scrutiny for an extended period (eg. the Senate Inquiry, Senate Estimates and incorrect press articles), and this would have impacted on our ability to achieve these completion dates.

Happy to discuss further.

Regards,

**Scott Radburn**

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