

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

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Library Staffing**

Question: **49**

Written: **Senator Kitching**

Date set by the committee for the return of answer: 7 July 2017

Please advise:

- (a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed;
- (b) whether contractors and labour hire is used, frequency and for what purpose;
- (c) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team;
- (d) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);
- (e) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period;
- (f) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for such investigations and the result of each investigation;
- (g) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim;
- (h) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and
- (i) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?

Answer

- (a) See **Attachment A**. Note: DPS workforce profile information was extracted from the DPS Payroll System on 20 June 2017. Figures include employees on long term leave.
- (b) The Parliamentary Library engages contract staff to fill short term requirements for example to cover temporary transfers and leave, or to provide extra coverage during peak periods such as Budget.
- (c) See **Attachment B**.

(d) See **Attachment B**.

(e) There have been no employees terminated in the Parliamentary Library in the 2016/17 year to date.

(f) There were no WHS investigations in 2014/15, 2015/16 or 2016/17 to date.

(g) There were no claims of bullying and harassment in 2014/15, 2015/16 or 2016/17 to date.

(h) Yes – for example offers of non-ongoing employment through the DPS Temporary Employment Register in 2014/15, 2015/16 and 2016/17.

(i) When DPS employees resign from the department, they can either complete an exit survey form or request a personal exit interview, as part of their employment separation process. The exit survey and exit interview are voluntary.

In the 2016-17 year to date there have been no personal exit interviews conducted for staff who resigned from the Parliamentary Library.

Parliamentary Librarian
As at 31 May 2017

	Ongoing		Non-Ongoing		Casual Headcount	Total Headcount
	Full Time	Part Time	Full Time	Part Time		
	Headcount	Headcount	Headcount	Headcount		
Office of the Parliamentary Librarian	7.0	1.0	1.0	1.0	-	10.0
Parliamentary Library Executive	2.0	1.0	1.0	-	-	4.0
Parliamentary Librarian	-	-	1.0	-	-	1.0
PSL4	1.0	1.0	-	-	-	2.0
PSL6	1.0	-	-	-	-	1.0
Client Relations & Publishing	5.0	-	-	1.0	-	6.0
PSL3	1.0	-	-	1.0	-	2.0
PSL5	3.0	-	-	-	-	3.0
PEL1	1.0	-	-	-	-	1.0
Collections & Databases Branch	38.0	5.0	10.0	-	-	53.0
Collections & Databases Executive	2.0	-	1.0	-	-	3.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	1.0	-	-	2.0
SES1	1.0	-	-	-	-	1.0
Central Enquiry Point	3.0	1.0	-	-	-	4.0
PSL3	1.0	1.0	-	-	-	2.0
PSL5	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
Collection Management	13.0	1.0	2.0	-	-	16.0
PSL2	1.0	-	-	-	-	1.0
PSL3	1.0	-	1.0	-	-	2.0
PSL4	4.0	-	-	-	-	4.0
PSL5	3.0	1.0	-	-	-	4.0
PSL6	2.0	-	1.0	-	-	3.0
PEL2	1.0	-	-	-	-	1.0
Database & Media Service	10.0	-	4.0	-	-	14.0
PSL1	2.0	-	-	-	-	2.0
PSL2	1.0	-	3.0	-	-	4.0
PSL3	1.0	-	-	-	-	1.0
PSL4	-	-	1.0	-	-	1.0
PSL5	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	2.0	-	-	-	-	2.0
PEL2	2.0	-	-	-	-	2.0
Electronic Media Monitoring Service	4.0	-	2.0	-	-	6.0
PSL3	2.0	-	2.0	-	-	4.0
PSL4	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
Library Databases	6.0	3.0	1.0	-	-	10.0
PSL4	2.0	1.0	-	-	-	3.0
PSL4/5	3.0	1.0	1.0	-	-	5.0
PSL5	1.0	-	-	-	-	1.0
PSL6	-	1.0	-	-	-	1.0

	Ongoing		Non-Ongoing		Casual Headcount	Total Headcount
	Full Time Headcount	Part Time Headcount	Full Time Headcount	Part Time Headcount		
	Research Branch	52.0	16.0	15.0	2.0	4.0
Research Branch Executive	1.0	-	-	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Economics	6.0	2.0	2.0	1.0	1.0	12.0
PSL4/5	-	-	-	1.0	-	1.0
PSL6	-	-	1.0	-	-	1.0
PEL1	5.0	2.0	1.0	-	1.0	9.0
PEL2	1.0	-	-	-	-	1.0
Foreign Affairs Defence	8.0	-	1.0	-	-	9.0
PSL4/5	-	-	1.0	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	6.0	-	-	-	-	6.0
PEL2	1.0	-	-	-	-	1.0
Law & Bills Digest	9.0	4.0	6.0	-	-	19.0
PSL2	-	1.0	1.0	-	-	2.0
PSL4 GRAD	-	-	1.0	-	-	1.0
PSL4/5	1.0	-	1.0	-	-	2.0
PSL6	-	1.0	-	-	-	1.0
PEL1	7.0	2.0	3.0	-	-	12.0
PEL2	1.0	-	-	-	-	1.0
Politics & Public Admin	7.0	2.0	1.0	-	-	10.0
PSL2	-	1.0	1.0	-	-	2.0
PSL6	2.0	-	-	-	-	2.0
PEL1	4.0	1.0	-	-	-	5.0
PEL2	1.0	-	-	-	-	1.0
Science Technology	3.0	2.0	2.0	-	-	7.0
PSL4/5	-	1.0	-	-	-	1.0
PSL4/5 GRAD	-	-	1.0	-	-	2.0
PSL6	-	-	1.0	-	-	1.0
PEL1	2.0	1.0	-	-	-	3.0
PEL2	1.0	-	-	-	-	1.0
Social Policy	10.0	5.0	2.0	-	2.0	19.0
PSL2	1.0	-	-	-	-	1.0
PSL5	-	-	2.0	-	-	2.0
PSL6	1.0	-	-	-	-	1.0
PEL1	6.0	5.0	-	-	2.0	13.0
PEL2	2.0	-	-	-	-	2.0
Statistics & Mapping	8.0	1.0	-	1.0	1.0	11.0
PSL2	-	-	-	1.0	-	1.0
PSL4/5	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	5.0	1.0	-	-	1.0	7.0
PEL2	1.0	-	-	-	-	1.0
Parliamentary Library Total	97.0	22.0	26.0	3.0	4.0	151.0

Question (c) **Ongoing Employee Commencements (Ons) and Separations (Offs)**
Parliamentary Library

Section	2014-15		2015-16		2016-17 (to 31 May 2017)	
	Ons	Offs	Ons	Offs	Ons	Offs
Parliamentary Library						
Parliamentary Librarian	-	1	-	1	2	1
Library Collections & Databases						
Collection Management	1	5	2	1	1	2
Database & Media Service	2	-	-	1	-	-
Collections & Databases	-	-	-	-	-	1
Research						
Economics	1	-	1	4	2	3
Foreign Affairs Defence	-	-	2	1	-	1
Law & Bills Digest	-	1	-	1	-	2
Politics and Public Administration	1	2	1	2	-	1
Science Technology	1	-	-	-	-	1
Social Policy	1	2	1	-	-	-
Statistics & Mapping	1	2	-	2	-	-
Total	8	13	7	13	5	12

Workforce statistics contained in the above table are based on information from DPS Payroll systems. Figures 2016-17 extracted on 20 June 2017 and may be subject to variation (e.g. if a payroll adjustment is made to an earlier period, such as late entry of higher duties).

Question (d) : Reason for each departure **Ongoing Employees**

Separation Type	Total
Parliamentary Library	
Age Retirement	12
Resignation	9
Transfer to APS	10
Invalidity Retirement	3
Transfer to Parl Service	1
Voluntary Retrenchment	3
Total	38