

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

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **ISD Staffing**

Question: **52**

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 each investigation 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) DPS regularly uses contractors to assist with delivery of ICT projects, and also 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 this division 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 this division.

As at 31 May 2017

Branch/Section	Ongoing		Non-Ongoing		Total Headcount
	Full Time	Part Time	Full Time	Casual	
	Headcount	Headcount	Headcount	Headcount	
Information Services Division	3.0	-	-	-	3.0
ISD Executive	3.0	-	-	-	3.0
PSL4	2.0	-	-	-	2.0
SES2	1.0	-	-	-	1.0
ICT Infrastructure and Services Branch	81.0	3.0	5.0	-	89.0
ICT Infrastructure and Services Executive	1.0	-	-	-	1.0
SES1	1.0	-	-	-	1.0
Applications and Platform Support	7.0	-	-	-	7.0
PSL6	3.0	-	-	-	3.0
PEL1	4.0	-	-	-	4.0
Broadcasting Infrastructure & Support	15.0	-	-	-	15.0
PSL2	2.0	-	-	-	2.0
PSL4	3.0	-	-	-	3.0
PSL5	6.0	-	-	-	6.0
PSL6	2.0	-	-	-	2.0
PEL1	2.0	-	-	-	2.0
ICT Infrastructure Operations	16.0	1.0	-	-	17.0
PSL4	1.0	-	-	-	1.0
PSL6	9.0	1.0	-	-	10.0
PEL1	5.0	-	-	-	5.0
PEL2	1.0	-	-	-	1.0
ICT Support Services	29.0	2.0	4.0	-	35.0
PSL4	10.0	-	4.0	-	14.0
PSL5	5.0	-	-	-	5.0
PSL6	10.0	-	-	-	10.0
PEL1	3.0	2.0	-	-	5.0
PEL2	1.0	-	-	-	1.0
IT Security	9.0	-	1.0	-	10.0
PSL4	-	-	1.0	-	1.0
PSL5	1.0	-	-	-	1.0
PSL6	5.0	-	-	-	5.0
PEL1	2.0	-	-	-	2.0
PEL2	1.0	-	-	-	1.0
Network & Broadcasting Communications	4.0	-	-	-	4.0
PSL6	2.0	-	-	-	2.0
PEL1	1.0	-	-	-	1.0
PEL2	1.0	-	-	-	1.0
Parliamentary Recording & Reporting Branch	66.0	36.0	-	19.0	121.0
Recording & Reporting Executive	1.0	1.0	-	-	2.0
PSL4	-	1.0	-	-	1.0
SES1	1.0	-	-	-	1.0
Audio Visual Services	34.0	-	-	6.0	40.0
PSL4	5.0	-	-	6.0	11.0
PSL4/5	10.0	-	-	-	10.0
PSL5	12.0	-	-	-	12.0
PSL6	5.0	-	-	-	5.0
PEL1	1.0	-	-	-	1.0
PEL2	1.0	-	-	-	1.0
Hansard	28.0	32.0	-	13.0	73.0
PSL3	-	-	-	6.0	6.0
PSL56	23.0	30.0	-	7.0	60.0
PSL5/6E	-	1.0	-	-	1.0
PSL6	1.0	-	-	-	1.0
PEL1	3.0	1.0	-	-	4.0
PEL2	1.0	-	-	-	1.0
Hansard Support Unit	3.0	3.0	-	-	6.0
PSL4	1.0	1.0	-	-	2.0
PSL5	2.0	2.0	-	-	4.0

Branch/Section	Ongoing		Non-Ongoing	Casual	Total Headcount
	Full Time	Part Time	Full Time		
	Headcount	Headcount	Headcount		
ICT Planning & Applications Branch	33.0	3.0	1.0	-	37.0
Planning & Applications Executive	1.0	-	1.0	-	2.0
PSL4	-	-	1.0	-	1.0
SES1	1.0	-	-	-	1.0
ICT Architecture Services	2.0	-	-	-	2.0
PEL1	1.0	-	-	-	1.0
PEL2	1.0	-	-	-	1.0
ICT Project Management	19.0	1.0	-	-	20.0
PSL4	4.0	-	-	-	4.0
PSL6	8.0	-	-	-	8.0
PEL1	4.0	1.0	-	-	5.0
PEL2	3.0	-	-	-	3.0
ICT Service Delivery and Support Unit	6.0	1.0	-	-	7.0
PSL3	1.0	-	-	-	1.0
PSL4	1.0	-	-	-	1.0
PSL5	1.0	-	-	-	1.0
PSL6	1.0	1.0	-	-	2.0
PEL1	2.0	-	-	-	2.0
Mobile and Web Applications	5.0	1.0	-	-	6.0
PSL4	1.0	-	-	-	1.0
PSL6	2.0	-	-	-	2.0
PEL1	1.0	1.0	-	-	2.0
PEL2	1.0	-	-	-	1.0
Division Total	183.0	42.0	6.0	19.0	250.0

Question: (c)

Ongoing Employee Commencements (Ons) and Separations (Offs)

Information Services Division

Section		2014-15		2015-16		2016-17 (to 31 May 2017)	
		Ons	Offs	Ons	Offs	Ons	Offs
Information Services Division	ICT Division Executive	1	-	-	-	-	1
ICT Infrastructure and Services	ICT Infrastructure and Services - Executive	-	1	2	-	-	-
	ICT Infrastructure Operations	-	1	-	2	3	5
	ICT Support Services	6	-	2	2	4	8
	IT Security	2	1	1	2	1	1
	IT Service Delivery	3	2	-	-	-	-
	Network & Broadcasting Communications	2	1	1	3	1	1
	Computing Services	4	1	-	-	-	-
ICT Planning & Applications	Planning & Applications - Executive	-	-	-	-	-	1
	ICT Architecture Services	-	-	1	-	-	1
	ICT Project Management	4	1	3	6	4	1
	Mobile and Web Applications	2	-	1	2	2	-
Parliamentary Recording & Reporting	Audio Visual Services	-	1	2	1	1	1
	Hansard	12	6	4	10	9	7
	Hansard Executive	2	2	1	1		2
Total		38	17	18	29	25	29

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).

Section names have been mapped to the DPS 2017 organisation structure. Some section names have changed (or no longer exist) over the reporting period but remain in this structure for information.

Question (d) : Reason for each departure

Ongoing
Employees

		Total
Information Services	Age Retirement	18
	Resignation	27
	Transfer to APS	17
	Promotion to APS	1
	Death	2
	Employment Terminated	1
	Incentive to Retire	1
	Voluntary Retrenchment	8
Total		75