

**Senate Finance and Public Administration Legislation Committee  
—Supplementary Budget Estimates Hearing—October 2015**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **PSS staffing**  
Question: **67**  
Written **Senator Bernardi**

**Date set by the committee for the return of answer: 4 December 2015**

1. Since 2010, have there been any changes in the number of PSS staff on duty during sitting weeks? Please provide figures for each year (from 2010 to 2015) of how many PSS staff have been on duty during sitting weeks.
2. How many full-time PSS vacancies have occurred since the start of 2013? How have these vacancies been filled? (i.e. with full-time or part-time or casual staff?)
3. I believe that new positions at PSL 3 are being made available. How does this impact on the current structure of PSS staff?
4. Have these PSL 3 positions been advertised? If so, when were PSS staff first informed about these jobs being advertised?
5. Are existing PSS staff being encouraged to apply for these PSL 3 positions or is the focus on filling PSL 3 positions with new people?
6. Please provide details about the different responsibilities, skill sets, tasks, duties for each of the PSLs (PSL 1, 2, 3, 4).
7. Have you received any feedback from staff about these PSL 3 changes? If so, please provide details of the nature of the feedback (e.g. positive, negative)
8. How long does it take to train a person up to PSL 3 duties?
9. Are the rosters for PSS staff being reviewed? If so, when will the rosters be finalised?
10. What is the cost to DPS of establishing these new PSL 3 positions? Please provide a breakdown of any costs per financial year.
  - a. If there are costs associated with this, will funds be taken from other areas of DPS? Please provide details.
11. What is the current level of staff at each PSL position?

**Answer**

1. The requirements for PSS staff both during a sitting and non-sitting period have increased over 2014–15. This is a direct result of increased security arrangements and an increased number of functions and events. To answer for the period prior to July 2014 or with more detail will take a significant period of time to collate and involve a significant diversion of resources.
2. Refer to 1 above.
3. The recruitment underway will see an increase in overall numbers to the PSS.

Following recruitment, the workforce is expected to comprise:

- PSL4 – Team Leader (FT) and sessional – up to 12
- PSL 3 – Full and Part Time and sessional – up to 50-70
- PSL1/2 – Full, Part Time and casual – up to 110 (noting DPS would have an increased number of casuals to support events)

4. Yes they were advertised on the Australian Government Jobs site on 8 October 2015. Additional advertising was also undertaken on Seek and Career One. As well as the final advice through an email that the roles were going ahead, PSS were also advised on 8 October 2015 through the PSS Daily Brief that the position had been advertised.
5. DPS is undertaking an open and merit based selection process which provides an opportunity for anyone to apply who believe they have commensurate skills and experiences to fill the identified roles.
6. Please find attached the selection criteria and duty statement for these roles. We encouraged staff to apply and provided both verbal and email updates to remind them when applications close.
7. Feedback from all PSS staff has been a combination of a number of factors, on the whole positive and certainly interested in the opportunities presented for development and new roles.

The main concerns raised were in relation to possible redundancies and the fitness requirements. Security Branch has discussed with the Workplace Consultative Committee (WCC) and staff that at the moment the key focus is increasing the size of the PSS in all areas, which means redundancies are not anticipated. The fitness requirements were explained as part of the health and safety of staff and to ensure that PSS officers are not requested to do anything in the course of their duties which they are unable to complete.

Some staff did raise questions regarding specialisation and their role if they chose not to apply for the new roles. These were answered based on the individual's concerns and DPS is also working closely with staff who still have questions regarding their careers.

8. The curriculum is currently in the development phase for the PSL 3 positions. The curriculum will consist of two streams:
  - Gap training: This course is aimed at candidates that are internally promoted from PSL1/2. It is anticipated that this training will take up to six weeks, allowing for training, assessment and on-the job consolidation.
  - Initial training: This course is aimed at candidates that have no prior or recent experience within the PSS. It is anticipated that this course will take up to 12 weeks.
9. As part of this new process a new Master Roster will be developed during Qtr 4 2015. This is currently the subject of consultation with the WCC and then will be consulted with all staff over 28 days as per the Enterprise Agreement. A new point roster will be created.
10. The costs will be met within the Security Branch Budget.

The cost of the structure is estimated at nearly \$13,850,950, which is a \$700,000 increase on current base costs but will deliver annual savings of over \$500,000 in overtime costs. Funding for the development of the PSS was approved in the 2014–15 DPS budget and has also been added to the Security Branch budget.

11.

<b>Level</b>	<b>Category</b>	<b>Floor</b>	<b>PSOR</b>	<b>LD</b>	<b>Total</b>
PSL 4	Full-Time	6	1	0	7
PSL4	Sessional	0	0	0	0
PSL3	Full-Time	0	10	0	10
PSL3	Sessional	0	0	0	0
PSL1/2	Full-Time	57	0	6	63
PSL1/2	Part-Time	0	0	0	0
PSL1/2	Sessional	36	0	0	36
PSL1/2	Casual	46	0	0	46
<b>Total</b>					<b>162</b>

## **Duty Statement**

**Classification:** Parliamentary Service Level 3

**Ongoing/Non ongoing:** Ongoing

**Position Number:** Various

**Local Title:** PSL3 - Senior Parliamentary Security Service Officer

**Branch:** Security

**Section:** Security

**Immediate supervisor:** Team Leader

**Security assessment:** Negative Vetting 1 (Confidential/Highly Protected/Secret)

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### **Role of the PSL3 Senior Parliamentary Security Service Officer**

As a member of Security Branch, Senior Parliamentary Security Service Officers (SPSSO) work collaboratively with team members and management to provide frontline operational security functions.

PSL3 SPSSOs are required apply departmental policies and procedures and show initiative whilst exercising sound judgement in undertaking a wide variety of security related tasks. They are also responsible for taking a lead role in responding to incidents at Australian Parliament House (APH) and guiding and supporting staff within their work environment.

### **Duties of the PSL3 Senior PSS Officer**

PSL3 SPSSOs will undertake duties in accordance with agreed standards for PSL3 employees. These duties will include, but are not limited to:

- Shows initiative and sound judgement in providing and supporting front-line operational security functions
- Exercising delegated powers and authorisations
- Providing initial response to incidents at APH including Person of Interest, protest activity, emergencies and first aid as directed
- Communicating effectively including negotiating to deescalate potential conflict situations
- Providing effective written documentation in support of operational duties
- Building and sustaining positive relationships with internal and external stakeholders
- Ability to work within a seven-day, 24 hour rotating roster

### **Conditions of engagement**

#### *Training competency requirements of PSL3 Senior PSS Officers*

PSL3 Senior PSS Officers must achieve and maintain competence in mandatory security assessments related to their employment. These functions include but are not limited to:

- Periodic Employment Functional Assessment (every 2 years);
- Physical assessment (annually);
- delegated powers and authorisations (annually);
- defensive tactics (annually);
- screening (annually);
- patrolling (annually);
- CPR (annually); and
- Provide first aid qualification (every 3 years).

### **PSL3 Senior PSS Officers required skill set**

All PSL3 PSS Officers are required to possess and display the following skill sets and personal attributes:

- Understands and complies with relevant legislative, policy/procedures and regulatory frameworks to meet Security Branch objectives

- Responds positively and flexibly to change
- Seeks improved ways to deliver work tasks and business practices
- Works collaboratively with team members and management
- Mentoring and coaching others
- Maintains accurate records and information to support security reporting requirements
- Recognises the value of individual differences and treats people with respect and courtesy
- Commitment to personal improvement; understanding and acting on constructive feedback
- Communicates clearly and succinctly both orally and in writing
- Takes responsibility for mistakes and learns from them
- Remains calm under pressure
- Ability to prioritise competing tasks to meet specified objectives
- Represents the Branch in a professional manner (including dress and bearing)
- Displays honesty and integrity
- Adheres to Parliamentary Service Values and Code of Conduct.

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 Duties representing highest function: All

### **Selection Criteria**

1. Perform a lead role in the delivery of front-line security operational functions.
2. Demonstrated ability to mentor and coach others in a small team environment to meet organisational objectives.
3. Demonstrates good judgement and the ability to operate under pressure whilst managing competing priorities.
4. Ability to maintain confidentiality and exercise discretion.
- 5 Demonstrate effective communication and interpersonal skills, including negotiating to deescalate potential conflict situations.
6. Produces clear and concise written documentation to support security reporting requirements.
7. Commitment to continuous improvement to meet security policies and procedures.
8. Eligibility and/or job specific requirements: Successful applicants must hold, or be able to obtain, and maintain a Negative Vetting 1 security clearance. This requires you to be an Australian Citizen and have a minimum 10 year checkable background.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## **Duty Statement**

**Classification:** Parliamentary Service Level 1/2

**Position Number:** tba

**Local Title:** PSL1/2 Parliamentary Security Officer

**Branch:** Security

**Section:** Security

**Immediate supervisor:** PSL4, Team Leaders

**Security assessment:** Negative Vetting 1 (Confidential/Highly Protected/Secret)

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Parliamentary Security Officers will undertake duties in accordance with agreed standards for PSL1/2 employees. These duties will include, but are not limited to:

1. Providing front-line and operational security functions in support of parliamentary business;
2. exercising delegated powers and authorisations;
3. responding to emergency situations;
4. providing first aid services; and
5. performing administrative services to support the security function

Competency requirements of PSL1/2 PS Officers;

Parliamentary Security Officers must achieve and maintain competence in mandatory security functions related to their employment. These functions include but are not limited to:

1. Defensive tactics,
2. X-ray screening,
3. First aid, and
4. First Attack Fire Fighting

Qualities required of Parliamentary Security Officers;

All Parliamentary Security Officers are required to possess and display the following personal attributes:

1. sound judgement, flexibility and the ability to operate under pressure,
2. be an effective communicator,
3. display sound client/customer service skills,
4. value team work and team cohesion,
5. display appropriate levels of tact, discretion and courtesy,
6. be self-motivated and demonstrate initiative,
7. be supportive of continuous improvement,
8. display honesty and integrity,
9. demonstrate reliability, and
10. have pride in appearance.

Physical requirements of Parliamentary Security Officers;

All Parliamentary Security Officers are required to achieve and maintain a level of physical competence relevant to PSL1/2 duties. Prior to engagement, the Parliamentary Security Pre-Employment Fitness Assessment will be used to determine initial suitability.

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Duties representing highest function: All

## **Selection Criteria**

1. Provide front-line operational support in a security-focussed environment.
2. Sound communication and interpersonal skills, and a demonstrated commitment to outstanding customer/client service.
3. Demonstrates sound judgement and the ability to operate under pressure.
4. Ability to maintain confidentiality and exercise discretion.
5. Demonstrated ability to remain flexible and positively contribute within a small team environment to meet organisational objectives.
6. Commitment to continuous improvement to meet security policies and procedures.
7. **Eligibility and/or job specific requirements:** Ability to work within a seven-day, 24 hour rotating roster; applicants must hold, or have the ability to obtain, a Negative Vetting 1 security clearance; and applicants are required to successfully complete a Pre-Employment Fitness Assessment (PEFA) prior to any offer of employment.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**