

**FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE**  
**ESTIMATES HEARING, 25 MAY 2009**  
**QUESTIONS ON NOTICE**  
**ANSWERS BY THE DEPARTMENT OF THE SENATE**

**F&PA6**

**SENATOR BERNARDI**—Have you updated a list of the positions within the Department of the Senate and the various levels they are employed at?

**Mr Evans**—We could provide you with a list for that. I think it is specified in the annual report. The annual report for this current financial year has not come out yet of course. But we can provide you with an updated list of staff at the various levels.

**Senator BERNARDI**—If you would not mind, ahead of the annual report, that would be great.

**Mr Hallett**—We could do that as at, say, today's date and then of course the annual report will be as at June 30. We could provide that.

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**Departmental staffing as at 25 May 2009**

The department currently employs 186 operative staff.

This figure is broken down by classification, employment category and participation in **Tables 1** and **2** below.

**Table 3** shows the comparison between the actual number of employees and the full-time equivalent (FTE) staffing level (to 25 May 2009).

**Attachment A** lists all positions within the department as at 25 May 2009.

**Note:** The figures do not include 7 inoperative staff who are either on temporary transfer to other departments, or who are on long-term paid and/or unpaid leave pending retirement.

**Table 1 - Staff numbers, by classification and employment category**

<b>Classification</b>	<b>Ongoing</b>	<b>Non-ongoing</b>	<b>Total</b>
Clerk of the Senate	1	-	1
SES Band 2	1	-	1
SES Band 1	4	-	4
PE 2	23	2	25
PE 1	21	3	24
APS 6	27	14	41
APS 5	4	-	4
APS 4	32	3	35
APS 3	22	13	35
APS 1/2	10	6	16
<b>Total</b>	<b>145</b>	<b>41</b>	<b>186</b>

**Table 2 - Staff numbers, by classification and participation**

<b>Classification</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Total</b>
Clerk of the Senate	1	-	1
SES Band 2	1	-	1
SES Band 1	4	-	4
PE 2	25	-	25
PE 1	17	7	24
APS 6	29	12	41
APS 5	4	-	4
APS 4	28	7	35
APS 3	26	9	35
APS 1/2	12	4	16
<b>Total</b>	<b>147</b>	<b>39</b>	<b>186</b>

**Table 3 - Employees and FTE – by Office**

<b>Program</b>	<b>No. of employees</b>	<b>FTE (as at 25/5/09)</b>
Clerk's Office	4	4
Table Office	17	18*
Procedure Office	41	34
Committee Office	70	62
Black Rod's Office	54	46
<b>Total</b>	<b>186</b>	<b>164</b>

\* Table Office FTE higher than current staff numbers as a consequence of a long-term backfilling arrangement during the year.

Attachment A

Office/Section	Position Number	Classification	Position Title
<b>Clerk's Office</b>	1	CLK	Clerk of the Senate
	67	APS4	Executive Assistant (Clerk)
	2	SES2	Deputy Clerk of the Senate
	10	APS4	Executive Assistant (Dep Clk)
<b>Table Office</b>	3	SES1	Clerk-Assistant (Table)
	15	APS6	Programming Officer
	170	APS4	Executive Assistant (Table)
	42	PEL2	Director, Journals & Notice Papers
	134	APS6	Statistics Officer
	14	APS6	Journals Officer
	19	APS6	Notice Paper Officer
	22	APS3	Questions Officer
	43	PEL2	Director, Leg & Documents
	16	APS6	Legislation Officer
	20	APS4	Assistant Legislation Officer
	78	APS2	Indexing Officer
	17	APS6	Documents Officer
	18	APS4	Inquiries Supervisor
	21	APS3	Document Store Supervisor
	23	APS3	Assistant Documents Officer
	76	APS2	Inquiries Officer
<b>Procedure Office</b>	4	SES1	Clerk-Assistant (Procedure)
	187	PEL2	Executive Legislation Officer
	171	APS4	Executive Assistant (CA Proc)
	41	PEL2	Director, Research
	249	PEL1	Assistant Director - Research
	28	APS6	Research Officer (Procedure)
	332	APS6	Research Officer (Procedure)
	197	APS4	Program Coordinator
	29	APS4	Assistant Research Officer
	178	APS3	Resource Centre Co-ordinator
	95	APS3	Administrative Assistant
	958		Supernumerary
	13	PEL1	Assistant Director, BDU
	111	APS6	Senior Research Officer
	181	APS6	Senior Research Officer
	278	APS6	Senior Research Officer
	44	APS6	Senior Research Officer
	169	APS4	Assistant Research Officer
	48	PEL2	Director, PEO
	49	PEL1	Education Manager
	200	APS6	Parliamentary Educator
	211	APS6	Parliamentary Educator
	250	APS6	Parliamentary Educator
279	APS6	Parliamentary Educator	
281	APS6	Parliamentary Educator	
53	APS6	Project Manager (Video Prod)	
55	APS6	Project Manager	

<b>Office/Section</b>	<b>Position Number</b>	<b>Classification</b>	<b>Position Title</b>
	58	APS6	Project Manager
	99	APS6	Publishing Manager
	333	APS5	Publishing Developer
	59	APS4	Publishing Officer
	75	APS4	Office Manager
	247	APS3	Education Centre Co-ordinator
	960		Supernumerary
	961	APS6	Parliamentary Educators Pool
	961	APS6	Parliamentary Educators Pool
	961	APS6	Parliamentary Educators Pool
	961	APS6	Parliamentary Educators Pool
	961	APS6	Parliamentary Educators Pool
	961	APS6	Parliamentary Educators Pool
	25	PEL2	Committee Secretary (R&O)
	27	APS6	Senior Research Officer (R&O)
	30	APS3	Administrative Assistant (R&O)
	26	PEL2	Committee Secretary (Scrutiny)
	31	APS4	Legislative Research Officer
<b>Committee Office</b>	5	SES1	Clerk-Assistant (Committee)
	93	APS4	Executive Assistant (CA Ctee)
	32	PEL2	Senior Clerk of Committees
	64	APS4	Research Officer (Snr Clerk)
	87	APS4	Administrative Officer
	113	APS2	Committee Resource Officer
	175	APS2	Archiving Officer*
	36	PEL2	Committee Secretary (CA)
	274	PEL1	Principal Research Officer
	56	APS6	Senior Research Officer
	252	APS4	Research Officer
	88	APS3	Executive Assistant
	274	PEL1	Principal Research Officer
	33	PEL2	Committee Secretary (Econ)
	272	PEL1	Principal Research Officer
	54	APS6	Senior Research Officer
	251	APS4	Research Officer
	92	APS3	Executive Assistant
	971		Supernumerary
	39	PEL2	Committee Secretary (EE&WR)
	194	PEL1	Principal Research Officer
	143	APS6	Senior Research Officer
	283	APS4	Research Officer
	86	APS3	Executive Assistant
	38	PEL2	Committee Secretary (E,C&A)
	270	PEL1	Principal Research Officer
	119	APS6	Senior Research Officer
	293	APS4	Research Officer
	105	APS3	Executive Assistant
	968		Supernumerary
	35	PEL2	Committee Secretary (F&PA)
	51	PEL1	Principal Research Officer
	70	APS6	Senior Research Officer
	295	APS4	Research Officer

<b>Office/Section</b>	<b>Position Number</b>	<b>Classification</b>	<b>Position Title</b>
	401	APS3	Executive Assistant
	969		Supernumerary
	969		Supernumerary
	46	PEL2	Committee Secretary (FAD&T)
	269	PEL1	Principal Research Officer
	69	APS6	Senior Research Officer
	284	APS4	Research Officer
	400	APS3	Executive Assistant
	45	PEL2	Committee Secretary (L&C)
	275	PEL1	Principal Research Officer
	52	APS6	Senior Research Officer
	294	APS4	Research Officer
	50	APS3	Executive Assistant
	972		Supernumerary
	972		Supernumerary
	34	PEL2	Committee Secretary (RRA&T)
	142	PEL1	Principal Research Officer
	73	APS6	Senior Research Officer
	296	APS4	Research Officer
	85	APS3	Executive Assistant
	973		Supernumerary
	37	PEL2	Committee Secretary (ACC&NT)
	183	PEL1	Principal Research Officer
	57	APS6	Senior Research Officer
	91	APS3	Executive Assistant
	47	PEL2	Committee Secretary (C&FS)
	103	PEL1	Principal Research Officer
	66	APS6	Senior Research Officer
	144	APS3	Executive Assistant
	62	PEL2	Committee Secretary (Select)
	271	PEL1	Principal Research Officer
	158	APS6	Senior Research Officer
	90	APS3	Executive Assistant
	40	PEL2	Committee Secretary (Select)
	81	APS6	Senior Research Officer
	11	PEL2	Committee Secretary (Select)
	176	APS3	Executive Assistant
	941	APS3	Supernumerary
	941		Supernumerary
	338	PEL2	Committee Secretary (Select)
	944		Supernumerary
	273	PEL1	Principal Research Officer
	184	APS3	Executive Assistant
<b>Black Rod's Office</b>	100	SES1	Usher of the Black Rod
	327	APS4	Aust Parl Service Level 4
	299	PEL1	Assistant Director - Info Serv
	104	APS6	IT Coordinator
	182	APS6	Web Administrator
	179	APS4	Web Publisher
	329	APS4	IT Support Officer
	987		Supernumerary
	101	PEL2	Deputy Usher of the Black Rod

Office/Section	Position Number	Classification	Position Title
	60	PEL1	Asst Director Senators Service
	116	APS6	Office Services Manager
	852	APS6	Furniture Replacement Officer
	122	APS4	Asst Mgr, Assets & Procurement
	189	APS4	Assistant Manager (Support)
	109	APS3	Procurement & Assets Officer
	248	APS3	Supervisor, Support Services
	856	APS3	Transport Officer
	857	APS3	Transport Officer
	117	APS2	General Serv Support Officer
	198	APS2	Stores & Support Officer
	206	APS2	General Support Officer (Comm)
	989		Supernumerary
	989		Supernumerary
	997		Supernumerary
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	994	APS1	Office Service Sessionals
	245	APS6	Mngr Printing & Delivery Serv
	190	APS4	Assistant Manager, Printing
	186	APS3	Production Supervisor
	217	APS3	Delivery Services Supervisor
	110	APS2	Reprographic Operator
	177	APS1	Delivery Services Officer
	210	APS1	Delivery Services Officer
	212	APS1	Delivery Services Officer
	106	APS4	Chamber Supervisor
	993	APS3	Chamber Attendants (sessional)
	993	APS3	Chamber Attendants (sessional)
	993	APS3	Chamber Attendants (sessional)
	993	APS3	Chamber Attendants (sessional)
	321	PEL2	Director, HRM
	180	PEL1	Assistant Director - HRM
	160	APS6	Recruitment / OH&S Manager
	322	APS5	Personnel Officer
	323	APS5	Personnel Officer
	108	APS3	Recruitment Officer
	65	PEL1	Assistant Director - HRM
	82	APS3	Records Officer
	159	PEL2	Chief Finance Officer
	161	PEL1	Financial Accountant
	246	PEL1	Systems and Mngt Accountant
	164	APS5	Finance Officer
	166	APS3	Accounts Officer
	168	APS3	Accounts Officer

\* Position to be made redundant at 29/5/2009

**Note:** The number of positions will not match the number of people in the department. Some employees carry out two functions (eg. Director, Parliamentary Education Office is also the secretary for the Men's Health Committee). Employees on leave may have their positions back filled resulting in 'supernumerary' positions being created. Those on secondment to the department are generally not provided with a position number/title as they are not made through the department's payroll system. Finally, multiple people may be in the same position (eg. sessional chamber attendants, sessional Office Service staff). This table shows the additional staff utilised to support committees.

## **F&PA10**

**Senator JACINTA COLLINS**—I will just go back to the issue Senator Parry was asking you about, to flesh out a bit more detail on that answer. When did the archiving project you are referring to commence?

**Mr Elliott**—The archiving project commenced in about the mid-nineties. I would have to get the exact date for you.

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An archiving project for old Senate committee records commenced in 1996. The current phase of the archiving project which has just concluded was commenced in early 2001.

Following the passage of the *Archives (Records of the Parliament) Regulations* in 1995, the department commenced a preliminary assessment of its committee records which had not been archived. Because of the pace with which Senate committees operate, at the end of an inquiry, when the usual administrative routine is to collate, sort and archive documentation, it was more common in Senate committee secretariats for staff to immediately commence administrative work on the next inquiry. This left a lot of material which had not been catalogued and not been sent to the National Archives of Australia. This was the first project commenced in 1996.

In early 2001, following representations from National Archives, a significant amount of material which had already been sent to National Archives over many years, but which had not been catalogued fully, was returned to the Department of the Senate for review and file sentencing in accordance with the new records disposal authorities which had been established following the 1995 regulations. It is this latter project which has just been completed.



## **F&PA11**

**Senator JACINTA COLLINS**—You have assured me at this stage that at least you did go right across the parliament. At first you said: ‘being a small department’, and, as Mr Evans was highlighting earlier, we do go across departments to bring on staff to select committees and other matters. If that option was exhausted, I am a bit happier.

**Mr Hallett**—They were offered assistance to consider alternative positions within the Parliamentary Service. But I will take on notice exactly what we did do and I will come back to you with that.

**Senator JACINTA COLLINS**—Thank you. I would appreciate that.

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Through the department’s annual workforce planning exercise, it was identified in January 2009 that a Committee Office archiving project was nearing completion after 8 years.

Two employees were directly involved in the completion of the project. Both employees were ongoing departmental staff employees who previously worked in other areas of the department prior to commencing work on this project.

Both employees were employed at the APS 2 level. One employee also performed chamber duties (at the APS 3 level) during sitting weeks.

Both employees were offered the opportunity to participate in an independent assessment of their skills to help identify alternative employment options. Both employees rejected this offer. Both employees were offered assistance with writing job applications and interview skills. One employee accepted this offer and enrolled into relevant training. Both employees were offered assistance from HR staff in reviewing their applications and resumes. Both employees did not pursue this invitation.

On 13 February 2009 the HR Directors from the three parliamentary departments met. The potentially excess employees, and options for their redeployment in the other parliamentary departments, was one of the matters discussed. It was noted that vacancies within the Department of the House of Representatives and the Department of Parliamentary Services are advertised in the department’s internal newsletter and are therefore available to all Senate employees. It was also noted that chamber duties in the House of Representatives are generally delivered by non-ongoing, sessional APS 2 employees. Redeployment of the one excess departmental employee with relevant skills in chamber duties, if that option was available, would have resulted in a loss of ongoing employment for the employee and a reduction in classification.

At individual meetings held on 17 February 2009, the employees were asked what options they would like the department to pursue in regards to their employment. The department investigated these options on behalf of the employees. Neither employee requested the department to pursue alternate employment opportunities in other parliamentary departments.

At that discussion, it was noted that one employee advised the department of a medical condition which made redeployment within the Senate department difficult. Additionally, because of the very limited skills sets of the employees, together with the highly demanding

skills required to serve Senators in the majority of departmental positions, alternative placement options for the officers were very limited.

On 13 March 2009, after the completion of a review of positions at the APS 2 classification level within the department, individual discussions were had with the employees. They were informed that they were excess to the departments needs. The employees were provided with information in relation to their options with regard to voluntary redundancies and were offered up to \$400 each to seek independent financial assistance to aid in informed decision making.

On 18 and 23 March 2009 the employees were formally advised that they were excess and were invited to accept a voluntary redundancy. An estimate of their individual entitlements was provided.

On 14 and 16 April 2009 the employees informed the department about their decisions in relation to the offer of a voluntary redundancy. One employee accepted a voluntary redundancy. The other employee elected to be retained for a 13 month period as set out in the department's terms and conditions of employment. This employee then agreed to leave the department two months into the retention period and have the remaining retention period paid out.

The employees ceased employment with the department on 22 May 2009 and 29 May 2009.

The department consulted the Community and Public Sector Union (CPSU) on this matter.