



PARLIAMENT OF AUSTRALIA

**PRESIDENT OF THE SENATE**  
SENATOR THE HONOURABLE STEPHEN PARRY

**Response to the Finance and Public Administration Legislation Committee  
Inquiry into the Department of Parliamentary Services (tabled 17 September 2015)**

Rec. No.	Recommendation	Response
1.	The committee recommends that prior to each estimates hearing, DPS provide an update on the senior management structure of the department, including an organisational chart indicating changes to the personnel in senior executive staff positions.	Agreed
2.	The committee recommends that DPS dedicate the necessary resources to have the final Conservation Management Plan and the Design Principles completed by 30 October 2015 and take the necessary steps to have the Central Reference Document completed by 30 September 2017.	<p>Agreed, noting that the deadline of 30 October 2015 for completion of the Conservation Management Plan and the Design Principles will not be met.</p> <p><u>Design Principles</u> – DPS is working to have these finalised ASAP and no later than the end of 2015.</p> <p><u>Conservation Management Plan</u> – DPS is working closely with the Expert Advisory Panel (EAP) appointed to advise on this process and the consultants engaged to prepare the CMP. A two day work shop is planned for the third week of October with EAP members and the consultants to resolve all outstanding issues. This will enable the CMP to be finalised by late 2015/early 2016.</p> <p><u>Central Reference Document</u> – DPS has had initial discussions with the preferred provider, who has indicated they would not be available to commence work on the project until next financial year. It has previously been estimated that completion of the CRD would take a minimum of two years.</p>

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3.	The committee recommends that prior to each estimates hearing, DPS provide the committee with an update of the status of the Conservation Management Plan, the Design Principles and the Central Reference Document. These updates should continue to be provided until such time as all three documents are complete.	Agreed
4.	The committee recommends that DPS perform a stocktake of all assets in all areas of Parliament House once every three years.	Agreed. DPS will brief the Presiding Officers on the cost implications and access issues associated with a full stocktake every three years.
5.	The committee recommends that the Australian National Audit Office undertake a follow-up audit of DPS' contract management in 2016.	Agreed The ANAO has included in the <i>Audit Work Program July 2015</i> ( <a href="http://www.anao.gov.au/About-Us/~media/Files/Audit%20Work%20Programs/AWP-July-2015-web.pdf">http://www.anao.gov.au/About-Us/~media/Files/Audit%20Work%20Programs/AWP-July-2015-web.pdf</a> - page 105) the 'Managing Assets and Contracts at Parliament House: Follow-up Audit'. This audit will 'examine DPS' implementation of the recommendations in the ANAO audit report in the context of its transformation process'. This audit is likely to occur in the first half of 2016.
6.	The committee recommends that DPS conduct an internal audit of contracts put in place in 2015 and provide a copy of the audit report to the committee by 1 February 2016.	Agreed. A Procurement Health Check audit, to be undertaken in quarter 2 of 2015-16, was added to the DPS Internal Audit Work Program at the March 2015 meeting of the DPS Audit Committee. The scope of this audit has been agreed and the audit report is scheduled to be considered by the Audit Committee at its December meeting. DPS will provide the report to the Committee after it has been considered by the DPS Audit Committee.

Rec. No.	Recommendation	Response
7.	<p>The committee recommends that DPS provide the following information on bullying and harassment complaints to the committee by 1 October 2015:</p> <ul style="list-style-type: none"> <li>▪ the number of complaints recorded on the HR register for the 2014-15 financial year;</li> <li>▪ the number of complaints recorded on the HR register for the 2014-15 financial year which have been resolved and the nature of that resolution;</li> <li>▪ the number of complaints recorded on the HR register for the 2014-15 financial year which have been escalated for investigation and the outcome of that investigation;</li> <li>▪ the current number of Harassment Contact Officers in DPS (as at 30 September 2015).</li> </ul>	Agreed
8.	<p>In providing the information on bullying and harassment in Recommendation 7, DPS should identify the three areas of DPS where the most complaints of bullying and harassment have been received and whether a pre-emptive investigation has been conducted in relation to any of those areas.</p>	Agreed
9.	<p>The committee recommends that, prior to each estimates hearing, DPS provide the committee with the following information on the number of bullying and harassment complaints:</p> <ul style="list-style-type: none"> <li>▪ the number of new complaints recorded on the HR register since the previous estimates update was provided;</li> <li>▪ the status of each of the new complaints recorded on the HR register since the previous estimates update was provided;</li> <li>▪ the number of complaints withdrawn from the HR register and the reasons that the complaints were withdrawn; and</li> <li>▪ the number of Harassment Contact Officers in DPS.</li> </ul>	Agreed

Rec. No.	Recommendation	Response
10.	<p>The committee recommends that prior to each estimates hearing, DPS provide the committee with the following information:</p> <ul style="list-style-type: none"> <li>▪ the total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors;</li> <li>▪ the breakdown of the number of editors who are employed full-time, part-time and casual;</li> <li>▪ the total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were subedited;</li> <li>▪ where there has been a decision not to subedit turns, the reasons for that decision; and</li> <li>▪ an update on the work of the Hansard forum.</li> </ul>	Agreed
11.	<p>The committee recommends that DPS provide the committee with the evaluation of the trial of the full day shifts by 1 October 2015.</p>	Agreed, noting that the deadline of 1 October 2015 has not been met.
12.	<p>The committee reiterates its recommendation for the funding and administration of the Department of Parliamentary Services to be overseen by the Senate Appropriations, Staffing and Security Committee and the House Appropriations and Administration Committee meeting jointly for that purpose, and that standing orders be amended as necessary.</p>	Noted
13.	<p>The committee recommends that DPS provide the committee with the revised and updated policy on the use of Parliament House facilities for functions and events once that policy is completed.</p>	<p>Agreed.</p> <p>Work is underway on revising this policy and it will be considered by the Presiding Officers in late October 2015.</p> <p>Once approved, the policy will be provided to the Committee.</p>

Rec. No.	Recommendation	Response
14.	The committee recommends that DPS provide the committee with a list of the recommendations that it intends to implement from the Sandwalk review and, prior to each estimates hearing, provide the committee with an update on the implementation of those recommendations.	<p>Agreed</p> <p>Of the 24 recommendations:</p> <ul style="list-style-type: none"> <li>• two were not accepted</li> <li>• nine have been completed</li> <li>• 12 are in progress, and</li> <li>• consideration of one recommendation has been deferred pending consideration of any recommendations arising from the inquiry by the Joint Standing Committee on Electoral Matters into <i>A matter arising from the 2013-14 Annual Report of the Australian Electoral Commission, namely the delivery of electoral education.</i></li> </ul>

14 October 2015