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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D20/338578

Ms Sarah Redden
A/g Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Redden

Senate Finance and Public Administration Legislation Committee Inquiry into the Department of Parliamentary Services (DPS)

As requested in the Committee's final report, please find attached the information sought prior to each Estimates hearing in response to recommendations 1, 3, 9 and 10:

- Recommendation 1: Update on the senior management structure, including an organisational chart ([Annex A](#))
- Recommendation 3: Update on the status of the Conservation Management Plan, the Design Principles and the Central Reference Document ([Annex B](#))
- Recommendation 9: Information on bullying and harassment complaints ([Annex C](#)), and
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex D](#)).

I would be grateful if you could provide these documents to the Committee.

Yours sincerely

Rob Stefanic
Secretary

1 October 2020

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Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services

Tabled October 2020

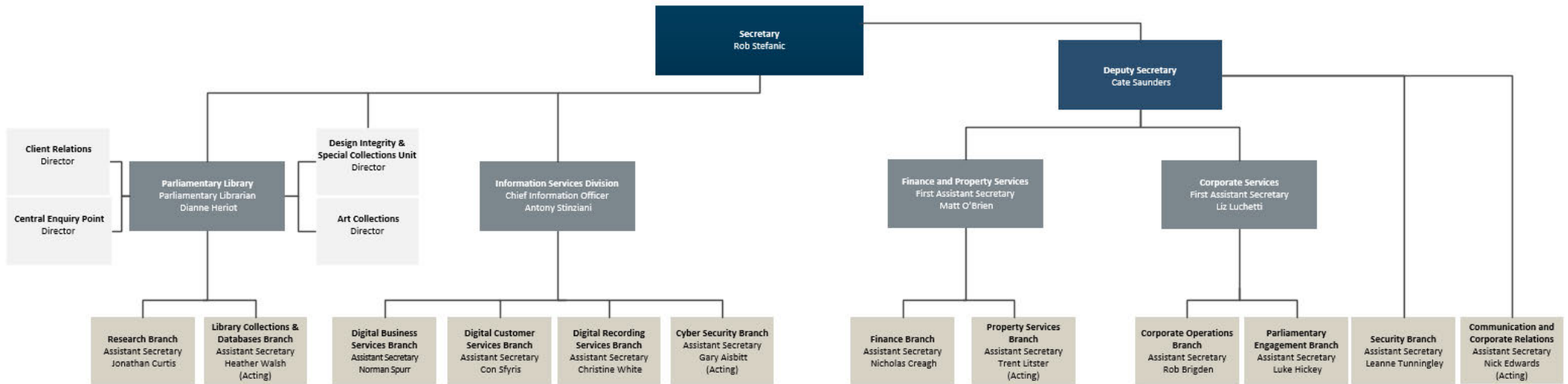
Recommendation 1: The Committee recommends that prior to each estimates hearing, DPS provide an update on the senior management structure of the department, including an organisational chart indicating changes to the personnel in senior executive staff positions.

Department's update prior to 2020-21 Budget Estimates:

Please see the attached organisational chart with notes that explain any changes to personnel in senior executive staff positions.



Organisation chart as at 22 September 2020



Notes:

- Ms Liz Luchetti commenced as First Assistant Secretary, Corporate Services Division on 28 August 2020.
- Mr Matt O'Brien commenced as First Assistant Secretary, Finance and Property Services on 15 April 2020.
- Mr Trent Lister commenced as A/g Assistant Secretary, Property Services Branch on 16 March 2020.
- Ms Heather Walsh commenced as A/g Assistant Library Collections and Databases Branch on 23 April 2020.
- Mr Gary Aisbitt commenced as A/g Assistant Secretary Cyber Security Branch on 21 September 2020.

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Recommendation 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.

Department's update prior to 2020-21 Budget Estimates:

Work on the Central Reference Document (CRD) continues.

- All 31 chapters of the 2004 draft have now been revised. These have been published in PDF on the DPS portal and are accessible by all users with access to the Parliamentary Computing Network. (Public access cannot be made available until the text is finalised and all copyright regarding images is agreed for external publication.)
- Ms Berg continues to work on new chapters or sections. Since the March hearing, two further chapters have been published on the DPS portal (one on the design intent of the Senate, House and Executive Entrances to Parliament House and the other on the design intent of the party rooms). A total of 37 revised draft chapters are now available on the Parliamentary Computing Network.
- Work on locating and digitising/preserving related archival material continues to be a focus of activity.
- There have been eight all-staff presentations on the CRD, the most recent of which was on the House of Representatives Chamber.

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Recommendation 9: 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:

- the number of new complaints recorded on the HR register since the previous estimates update was provided
- the status of each of the new complaints recorded on the HR register since the previous estimates update was provided
- the number of complaints withdrawn from the HR register and the reasons that the complaints were withdrawn, and
- the number of Harassment Contacts Officer in DPS

Department's update prior to 2020-21 Budget Estimates:

- There have been two new complaints of bullying and harassment recorded on the HR Register between 1 February 2020 and 31 August 2020.
- The two complaints have been withdrawn by the complainants.
- Two complaints of bullying and harassment have been withdrawn from the HR register since the previous estimates update was tabled in February 2020. Both complaints were withdrawn at the request of the complainants.
- There were 13 Harassment Contact Officers (HCOs) in DPS as at 31 August 2020.

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Recommendation 10: The Committee recommends that prior to each estimates hearing, DPS provide the Committee with the following information:

1. the total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors
2. the breakdown of the number of editors who are employed full-time, part-time and casual
3. the total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were sub-edited
4. where there has been a decision not to sub-edit turns, the reasons for that decision, and
5. an update on the work of the Hansard forum.

Department's update prior to 2020-21 Budget Estimates:

1. **The total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors:**

Hansard has 41 editing staff:

Editing Staff	41
Trained editors	37
Trainee editors	4

The four trainee editors are participating in Hansard's editor training program and:

- two have completed four of eight training units
- one has completed six of eight training units, and
- one has completed seven of eight training units.

2. **The breakdown of the number of editors who are employed full-time, part-time and casual:**

Editing Staff	Total	Trained	Trainee
Full-time	25	23	2
Part-time	16	14	2

Hansard has 10 casual editing staff to assist during times of increased workload:

Casual Editing Staff	10
Trained editors	2
Transcribers	8

3. 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:

Number of chamber turns transcribed between 17 February and 21 August 2020	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
5,731	5,731	100%

NB: The majority of chamber turns transcribed in the period were subedited on the day. Due to workload, subediting of some chamber turns was delayed and undertaken in the following non-sitting weeks.

Number of committee turns transcribed between 17 February and 21 August 2020	Number of committee turns subedited	Percentage of committee turns subedited
12,550	4,413	35%

4. Where there has been a decision not to subedit turns, the reasons for that decision:

All committee turns transcribed by trainee editors are subedited. Committee turns transcribed by trained editors are subedited when workload permits.

5. An update on the work of the Hansard forum:

The Hansard Community of Practice met in July 2020 and:

- shared and discussed revised work practices during COVID-19, and
- resolved proposed changes to the Hansard Usage and Editing Guide.

6. Additional information

An editor recruitment process has recently been completed with an additional six editing staff commencing with Hansard in September 2020.