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PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D22/28780

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

Dear Ms Redden

**Senate Finance and Public Administration Legislation Committee 2015 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, 9 and 10:

- Recommendation 1: Update on the senior management structure, including an organisational chart ([Annex A](#))
- Recommendation 9: Information on bullying and harassment complaints ([Annex B](#)), and
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex C](#)).

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

Yours sincerely

Rob Stefanic  
Secretary

17 March 2022

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**Senate Finance and Public Administration Legislation Committee Inquiry**

**Department of Parliamentary Services (September 2015)**

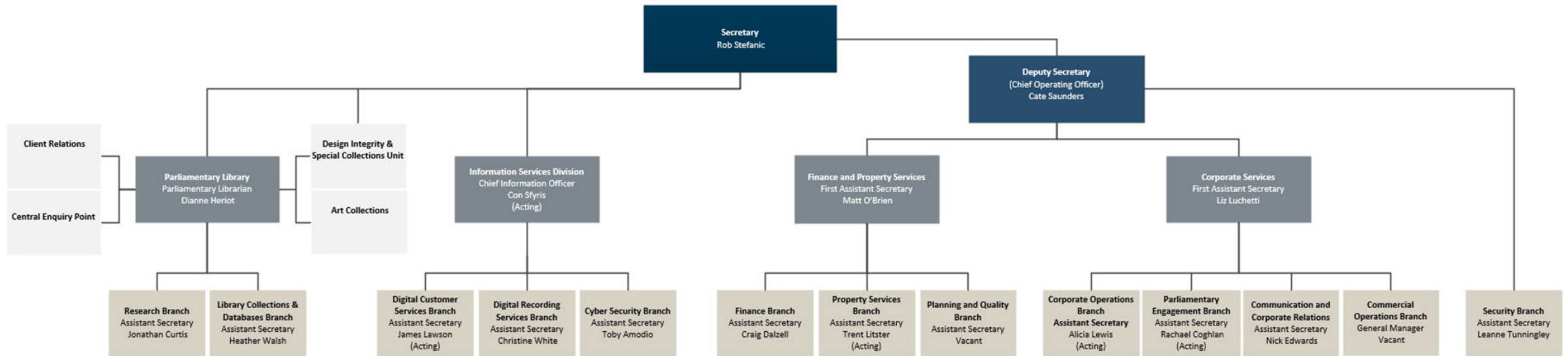
**Tabled March 2022**

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**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 2022-23 Budget Estimates:**

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



**Notes:**

- Craig Dalzell commenced as Assistant Secretary Finance Branch on 7 February 2022.

**Senate Finance and Public Administration Legislation Committee Inquiry**

**Department of Parliamentary Services (September 2015)**

**Tabled March 2022**

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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 2022-23 Budget Estimates:**

- There have been 2 new complaints of bullying and harassment recorded on the HR Register between 31 December 2021 and 28 February 2022.
- One of the complaints of bullying and harassment was not substantiated and preliminary investigations are underway for one complaint.
- No complaints have been withdrawn from the HR register since 31 December 2021.
- There are seventeen (17) Harassment Contact Officers (HCOs) as at 28 February 2022.

## Senate Finance and Public Administration Legislation Committee Inquiry

## Department of Parliamentary Services (September 2015)

Tabled March 2022

**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 2021-22 Budget Estimates:**

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

Hansard has 43 editing staff:

<b>Editing Staff</b>	<b>43</b>
Trained editors	32
Trainee editors	11

The 11 current trainee editors are participating in Hansard's editor training program and:

- two have completed one of eight training units,
- three have completed four of eight training units,
- four have completed five of eight training units,
- one has completed seven of eight training units, and
- one has completed eight of the eight training units and is pending progression into the Hansard editor PSL5-6 broadband.

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

Editing Staff	Total	Trained	Trainee
Full-time	27	22	5
Part-time	16	10	6

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

Casual Editing Staff	10
Trained editors	5
Transcribers	5

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:

Approximate number of chamber turns transcribed between 1 January and 25 February 2022	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
1509	1509	100%

Approximate number of committee turns transcribed between 1 January and 25 February 2022	Approximate number of committee turns subedited	Approximate percentage of committee turns subedited
3657	941	25.73%

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 Forum did not meet between 1 January and 25 February 2022 due to the holiday period and parliamentary sittings. The Hansard Forum met on 1 March 2022 as part of the Hansard Community of Practice.