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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D19/269548

Ms Ann Palmer
Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Palmer

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, 10 and 14:

- 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](#))
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex D](#)), and
- Recommendation 14: ([Annex E](#)) All Sandwalk recommendations have now been completed. As agreed by the committee, recommendation 14 is now closed.

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

Yours sincerely

Cate Saunders
Acting Secretary

4 October 2019

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Annex A

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services

Tabled October 2019

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.

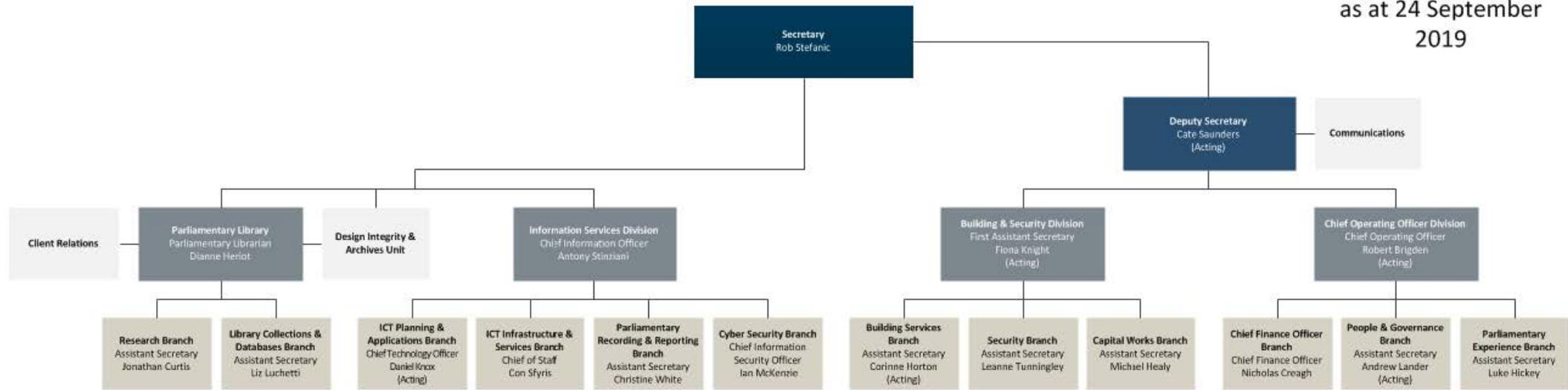
Department's update prior to 2019-20 Supplementary Budget Estimates:

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



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

Organisational Chart
as at 24 September
2019



Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services

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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 2019-20 Supplementary 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 form 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 has commenced work on new chapters or sections, one of which (on windows and window coverings) has recently been published on the DPS portal. Three other chapters are in the review stage, and a further three are being drafted.
- Work on locating and digitising/preserving related archival material continues to be a focus of activity.
- There have been seven all staff presentations on the CRD, the most recent of which was on the Senate 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 2019-20 Supplementary Budget Estimates:

- There has been one new complaint of bullying and harassment recorded on the HR Register since the previous estimates update was provided.
- The new complaint is being dealt with formally through a code of conduct investigation.
- No complaints of bullying and harassment withdrawn from the HR register since the previous estimates update was provided.
- There were 14 Harassment Contact Officers (HCOs) in DPS as at 31 July 2019.

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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 2019-20 Supplementary Budget Estimates:

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

As at September 2019, Hansard has 44 ongoing editing staff.

Ongoing Editing Staff	44
Trained editors	40
Trainee editors	4

Of the trainee editors, one is on long-term leave and the other three are participating in Hansard's editor training program with:

- one having completed three of the eight training units, and
- two having completed seven of the eight training units.

A recruitment process to engage a further 3 sessional part-time (working 39 weeks per year) trainee editors was completed in September 2019. The new trainee editors will commence with Hansard in early October 2019.

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

Ongoing Editing Staff	Total	Trained	Trainee
Full time	26	25	1
Part time	9	9	0
Sessional part-time (working 39 weeks per year)	8	5	3
Sessional part-time (working 25 weeks per year)	1	1	0

Hansard also has 11 casual editing staff to assist during times of increased workload.

Casual/non- ongoing Editing Staff	11
Trained editors (former Hansard editors)	2
Transcribers	9

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 8 March and 4 September 2019	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
3,265	3,265	100%

Number of committee turns transcribed between 8 March and 4 September 2019	Number of committee turns subedited	Percentage of committee turns subedited
4,458	2,746	62%

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

Chamber subediting – The majority of the chamber turns transcribed in the period were subedited on the day. Subediting of some chamber turns during April estimates and during July were delayed and undertaken in the following non-sitting weeks.

Committee subediting – Hansard ceased subediting of committee turns transcribed by trained editors in approximately September 2007; however, all committee turns transcribed by trainee editors continue to be subedited.

During this reporting period, as workload levels allowed, some of the committee turns transcribed by qualified editors were subedited. This additional subediting will help Hansard to identify areas for improvement in relation to committee transcript quality.

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

At its October 2018 meeting the Hansard Forum resolved to meet as part of the Hansard Community of Practice and report to Hansard section meetings.

During this reporting period, the Hansard Community of Practice met in March, twice in May and in September, and it:

- identified editing refresher workshops as a priority, and such workshops were conducted during the election period;
- determined approaches to verification and attribution of quotes included in Hansard;
- considered editing policy as an ongoing agenda item; and
- identified improvements in the use of captions as an input to transcription.

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Recommendation 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.

Department's update prior to 2019-20 Supplementary Budget Estimates: All Sandwalk recommendations have been completed. With reference to correspondence from the Committee Secretariat dated 15 February 2019, reporting on recommendations is now closed.