

## 1. Question (p.56)

**Senator PATERSON:** Okay. Well I will be interested to have that when it is available.

But again, it sounds like it is broadly consistent. 18-19 was not a COVID year. So the CPSU's evidence that it was different because these years were COVID years does not appear to be true.

Chair, noting the statement that you read out at the beginning of the hearing about the consequences for giving false or misleading evidence to a committee, I want to flat that I think this might need follow up from the committee for a subsequent explanation from the CPSU. Because it appears to me that false evidence has been given to the committee. And I treat that as a very serious matter. And I do not think we can conduct an inquiry like this if witnesses are giving false evidence to us and we cannot rely upon it.

**THE CHAIR:** Okay, we will look back at the evidence after today and move forward from there ... (indistinct) ... [11.40.11].

**Ms Saunders:** Thank you.

**Senator KITCHING:** Just on—yeah, just on the stats, could I ask how long in let us say the 2018/202019-2020/2021 and are you reporting these incidents on a calendar year or a financial year? So I am right to say 20—all of calendar—

**Ms Saunders:** No, they are financial year.

**Senator KITCHING:** They are financial years.

**Ms Saunders:** Yes.

**Senator KITCHING:** So, can I get 2017-18, 2018-19, 2019-20, 2020-21? Nearly. Nearly done.

**Ms Saunders:** Yes. I know Ms Luchetti has that, so I will grab it for you.

**Senator KITCHING:** Just on the—firstly the number.

**Ms Saunders:** Yes.

**Senator KITCHING:** But also, the time it takes to finalise the code of conduct inquiries.

**Ms Saunders:** Yes, we can

## Answer

Financial Year	Matters referred	Formal Investigations
2017-18	4	3
2018-19	12	7
2019-20	12	7
2020-21	4	3
Total	32	20

Of the 20 matters formally investigated, the following table provides a breakdown of the time taken for each matter:

Financial Year referred to HR	Case Number	Time to completion in days
2017-18	Case 1	169
2017-18	Case 2	183
2017-18	Case 3	102
2018-19	Case 4	388
2018-19	Case 5	241
2018-19	Case 6	197
2018-19	Case 7	225
2018-19	Case 8	190
2018-19	Case 9	91

2018-19	Case 10	148
2019-20	Case 11	164
2019-20	Case 12	176
2019-20	Case 13	114
2019-20	Case 14	127
2019-20	Case 15	50
2019-20	Case 16	209
2019-20	Case 17	25
2020-21	Case 18	61
2020-21	Case 19	244
2020-21	Case 20	In progress

## 2. Question (p.58)

**Senator KITCHING:** Yes. I know. Yes.

**Ms Saunders:** —with mediation.

**Senator KITCHING:** So with the investigators, where do they come from? I mean, do you have a firm you use?

**Ms Saunders:** A variety. No, there is a variety. So there is a panel that we access as all other agencies do.

**Senator KITCHING:** And you—is there a contract notice for that or can you give me the panel, the names, just on notice? I do not need it now.

**Ms Saunders:** Yes. We can provide it.

### Answer

Some investigations have been undertaken by external legal service providers, engaged under the Whole of Australian Government Legal Services Panel (SON3622041). One provider used to undertake investigations was engaged under the Department of Agriculture Investigation Panel (SON3370416). Other providers used to undertake investigations have been engaged directly under a limited tender as the cost of the investigation was less than \$10,000.

## 3. Question (p.58)

**Senator KITCHING:** Just on the—do you piggy-back off another agency's panel?

**Mr Brigden:** That is correct, yes.

**Senator KITCHING:** Which agency?

**Mr Brigden:** I have a feeling it is the Australian Tax Office Panel, but I would have to confirm that.

**Senator KITCHING:** Yes, just if you—that would be great. In terms of their codes of conduct, the formal, I think, parts of them. Or the formal investigations that have occurred since 202017-18, how many—how many incidents or how many of those have the person being investigated have asked for an—for an extension to time periods? Is it all of them?

**Ms Saunders:** We will have to get that to you on notice, Senator

### Answer

Refer to the answer to question 2. Of the 20 formal investigations that have occurred since 2017-18, 9 employees asked for extensions during the code of conduct process (some multiple extensions) and the extensions were granted by DPS.

#### 4. Question (p.61)

**Ms Saunders:** I am sorry, Senator, there is one case—the one that Mr Stefanic was referring to that I believe started in 2018 and it was not finally concluded through Fair Work Action until either late 2019 or early 2020 and that involved extensive periods of time where the investigation was extended because that particular person was requesting that from the Department and we accepted that—

**Senator KITCHING:** No, I understand all that. So maybe in that instance, you are able to give me the time from the start to initiation of Fair Work proceedings.

**Ms Saunders:** We—I think we can get that today

#### Answer

The employee was advised of the suspected breach of the code of conduct on 3 September 2018 and the final determination of sanction was made on 26 September 2019. The employee lodged an application for remedy with the Fair Work Commission on 17 October 2019 and the matter settled through conciliation.

#### 5. Question (p.62)

**Senator KITCHING:** What is the typical advertising period? Do you have—so do you have, firstly, a policy around advertising positions?

**Ms Saunders:** We have a recruitment policy.

**Senator KITCHING:** Are you able to table that?

**Ms Saunders:** Yes, we can get that for you.

**Senator KITCHING:** Thank you

#### Answer

The Department's Human Resources policies are accessible to all parliamentary network users

#### 6. Question (p. 65)

**Senator KITCHING:** No, okay. Could I get any of—could I get the advertisements or where for example, Mr Stefanic or Ms Saunders that you were on a panel? Is that possible? I do not want to—I do not want to overload you, so if it is too much work, I am not going to ask for it. But if you could give me a sample—

**Ms Saunders:** No, we can—

**Mr Stefanic:** The advertisements for the roles?

**Senator KITCHING:** Sorry?

**Mr Stefanic:** The advertisements of the roles? For the roles is what you are after?

**Senator KITCHING:** Yes, for the director of ...(indistinct)... [11.55.44] and events director. How many weeks that was advertised for? How many weeks Ms Tunningley's position was advertised for? And the advertisement. And I would also be interested in— were there other—did other— so let us take for example the head of catering. Were there—did you have many applicants for that role.

#### Answer

Samples are at **Attachment A**.

## 7. Question (p. 66)

**Senator KITCHING:** Thank you. I am going to ask you about—thank you. And thank you for taking those things on notice. Could I ask you just about employee debts. So where—I am just trying to find my questions. So where people have—where is a—where an employee has been on long-term sick leave and the employee is sick, the leave balances go into the negative. Is it true the Department is chasing an employee for a debt of—in excess of \$100,000?

**Ms Saunders:** I Senator KITCHING: Thank you. I am going to ask you about—thank you. And thank you for taking those things on notice. Could I ask you just about employee debts. So where—I am just trying to find my questions. So where people have—where is a— where an employee has been on long-term sick leave and the employee is sick, the leave balances go into the negative. Is it true the Department is chasing an employee for a debt of—in excess of \$100,000? Ms Saunders: I do not know the exact number. Ms Luchetti has the details of that. Senator KITCHING: Yes, no, that is okay. No, sorry, I think I said Ms Luchetti at Estimates but are you Luchetti? Ms Luchetti: No, that is correct. Senator KITCHING: It is, good. Yes. C-H. Yes. Ms Luchetti: Yes, no, it is a 'K'—that is correct, Senator. Senator KITCHING: I am not sure Hansard's—how Hansard is going to represent the 'K', but— Ms Luchetti: Yes. Okay. But yes, that is correct. It was—Estimates but are you Luchetti?

**Ms Luchetti:** No, that is correct.

**Senator KITCHING:** It is, good. Yes. C-H. Yes.

**Ms Luchetti:** Yes, no, it is a 'K'—that is correct, Senator.

**Senator KITCHING:** I am not sure Hansard's—how Hansard is going to represent the 'K', but—

**Ms Luchetti:** Yes. Okay. But yes, that is correct. It was—

**Senator KITCHING:** Yes, I was going to ask you about it. So how—do you communicate with the employee—do you say, look, you know, you are taking leave, you are now in a negative balance. Do you do that—I mean, I can imagine that if you are accruing a \$100,000 approximately debt, I mean, that is sort of—do you warn them that there is, I do not know, \$5000, \$10,000—how do you do that?

**Ms Luchetti:** Yes. There had been communication early on with this employee's sick leave with the HR and with payroll and then the communication on both sides, just petered off. There was requests probably in the last seven or eight months where we have been working really closely with this employee and we have reached a resolution that both parties are very happy with.

**Senator KITCHING:** So I do not want to go into the details of the resolution, but how long did it take them to accrue a \$100,000 debt?

**Ms Luchetti:** It was close to about 18 months.

**Senator KITCHING:** So how many times did you communicate with the employee?

**Ms Luchetti:** We have a timeline that I do not have here. But there was—I would say at least half a dozen or so times or more, then that we can get the exact details.

**Senator KITCHING:** And could I get the dates of the communications?

**Ms Luchetti:** Certainly.

## Answer

DPS communicated with the employee in relation to a graduated return to work plan on the following occasions:

Date
16/11/18
04/02/19



<b>11/02/19</b>
<b>15/02/19</b>
<b>27/02/19</b>
<b>09/04/19</b>
<b>17/04/19</b>
<b>21/05/19</b>
<b>19/06/19</b>
<b>01/10/20</b>
<b>03/09/20</b>
<b>04/09/20</b>
<b>24/09/20</b>
<b>06/11/20</b>

DPS communicated with the employee about the debt on 28 occasions and has entered into an agreement on the repayment. The dates of the communications are set out below:

<b>Date</b>
<b>20/11/20</b>
<b>23/12/20</b>
<b>24/12/20 to 11/01/21</b>
<b>04/02/21</b>
<b>05/02/21</b>
<b>09/02/21</b>
<b>26/02/21</b>
<b>01/03/21</b>
<b>08/03/21</b>
<b>10/03/21</b>
<b>17/03 /21</b>
<b>01/04/21</b>
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<b>26/05/21</b>
<b>28/05/21</b>
<b>28/05/21</b>
<b>07/06/21</b>
<b>16/06/21</b>
<b>16/06/21</b>
<b>17/06/21</b>
<b>21/06/21</b>
<b>21/06/21</b>
<b>21/06/21</b>

## 8. Question (p.66)

**Senator KITCHING:** Can I get on notice, a breakdown of employee debts incurred? The reason for the debt, the communication surrounding the debt, so how many times you communicated with people and the amounts over the past four years, four financial years.

**Ms Luchetti:** Yes.

**Ms Saunders:** Sorry, Senator, can I just clarify. Are you asking for instances where staff members have been overpaid and the Department has been seeking recovery of—

**Senator KITCHING:** Yes

### Answer

- The information requested is at **Attachment B**.
- More detailed information regarding the reasons for the overpayment occurring could identify staff members.

## 9. Question (p.67-68)

**Senator KITCHING:** So—yes. And I think we discussed this in estimates a couple of years ago. Yes. Yes. Could I get a full break down of all unauthorised payroll deductions taken—that have been taken without consultation? So that might be a very small number.

**Ms Saunders:** Senator, I think that might already be on the—

**Senator KITCHING:** No.

**Ms Saunders:** —public record. So—

**Senator KITCHING:** Can you update it?

**Ms Saunders:** —if it is, I will refer to that.

**Senator KITCHING:** Oh, great.

**Ms Saunders:** But if you would like anything since then—

**Senator KITCHING:** Since—

**Ms Saunders:** — since the—that period—

**Senator KITCHING:** Well, I would like that period because I think the discussion we had was around the systems and I did ask you about unauthorised—so where you have taken money out of an employee's bank account

**Ms Saunders:** And we talked about the difference between automatic retrospective system—

**Senator KITCHING:** Yes.

**Ms Saunders:** —recovery and overpayment that required a different debt recovery process. Yes.

**Senator KITCHING:** Yes. So can I get, say, the last two financial years of that? Of where there is an unauthorised—

**Ms Saunders:** So it ceased back when I provided evidence last, it was—all of those issues were corrected so I am happy to establish that that is the case.

**Senator KITCHING:** Yes, and could I then get that year because I cannot even remember. It was 18—was it 18 or 19? Or something?

**Ms Saunders:** Yes, it was—I think it occurred in 2017. We were discussing the 2018. Yes

### Answer

- Nil. There have been no unauthorised debt recovery actions from overpayments.

#### 10. Question (p.72)

**Ms Saunders:** Not certain. I—we have extensive consultation. There is so many opportunities for consultation to occur. Each branch including security branch has its own work force consolidative committee. The terms of reference that were amended, that the CPSU referred to had an extensive process of consultation in and of itself which I guess culminated in the CPSU and the—so the CPSU official and delegate both saying that they needed no more changes made to that document and that there was adequate—the assessment presentation on that committee. That committee meets regularly but CPSU's invited to each of those meetings, but has certainly not been to all of them. We have a peak consultative forum and I just wanted to state that the CPSU has not asked for any items to be added to the agenda of that peak consultative forum for the last 12 months other than the most recent meeting that was only a matter of weeks ago where they established that—orally, that they would like some matters to be raised in the next meeting. So we—we are just not getting feedback from

**Senator PATERSON:** I would be interested in what proportion of those meetings that CPSU are invited to that they choose to attend and—

**Ms Saunders:** All of them.

**Senator PATERSON:** I know they are invited to all of them, but what—how often do they attend?

**Ms Saunders:** Yes, we will provide that.

**Senator PATERSON:** Okay. Thank you. Thanks, Chair

#### Answer

##### CPSU Meeting attendance at the PSS Workplace Consultative Committee forums:

Meeting Date	CPSU in Attendance
5 September 2019	Yes
7 November 2019	Yes
20 February 2020	Yes
14 October 2020	No
17 December 2020	Yes
1 March 2021	No
30 April 2021	No
9 June 2021	No

##### CPSU Meeting attendance at the DPS Workplace Consultative Committee forum

Meeting date	CPSU attendance
13 March 2019	Yes
12 June 2019	Yes
25 September 2019	Yes
11 December 2019	No
18 March 2020	No
3 July 2020	Yes
23 September 2020	No
17 December 2020	Yes
10 March 2021	Yes

#### 11. Question (pp.74-75)

**Senator KITCHING:** Just quickly. Last year I asked you a question on notice. It was a question on notice 1823, dated 12 August 2020. Which sort of exposed that the Department had not necessarily always appeared to the commonwealth procurement rule. So it was that question on notice. So just on notice, how have procedures been revised to ensure the Department complies with the requirements of CPRs at all times? Is the Department aiming for 100 per cent compliance and could I get an updated figure for the 1920 financial year and an explanation for each contract reported over 42 days. Why they were reported late, especially since the Department on your evidence, Mr Stefanic, has a specialist procurement unit.

**Mr Stefanic:** I can take those on notice.

#### Answer

42 days AusTender reporting requirements are set under Commonwealth Procurement Rules (CPRs) 7.16. There were 36 instances of non-compliance during 2019-20 financial year due to administrative oversight.

Financial Year	Within 42 days	Over 42 days	Percentage non-compliance	Total Contracts
2019-20	314	36	10.29%	350
2020-21 (as at 21 June 2021)	375	32	7.86%	407

There were 6 instances of non-compliance with other requirements under CPRs for the 2019-20 financial year.

ANAO's Australian Government Procurement Contract Reporting Update 2019-20 indicated that 17 per cent of publications in 2018-19 was longer than the prescribed 42 days. DPS outcome for 2019-20 and the current year is better than the Commonwealth average for 2018-19 with a improving trend.

DPS has implemented process and system enhancements aimed resolving known administrative oversights and has achieved significant improvements. Ongoing education continues to be a core aspect of DPS' compliance activities.

#### 12. Question (p.77)

**Senator KITCHING:** Yes, but you asked—yes, yes. Are you able to provide a copy of all library staff emails from year between January 2020 and today on notice? Just in relation—

**Dr Heriot:** I beg your pardon?

**Senator KITCHING:** Sorry, only the ones—all of the library. So from you, the library staff emails between January 2020—let us say all of 2020 from you to staff in relation to working from home arrangements during the pandemic.

**Dr Heriot:** I can. I would note that the majority of communications around working from home would have been centralised from DPS because library staff are DPS staff

**Dr Heriot:** —and they follow the central thing. I would also—

**Senator KITCHING:** Did you communicate with library staff, then, at all last year?

**Dr Heriot:** I communicated with library staff last year. I cannot remember, I am sorry, if I communicated on this issue. And I cannot remember if I did communicate on that issue, whether it might have been intrinsic to a person's personal situation.

**Senator KITCHING:** Yes.

**Dr Heriot:** So I will have to take it on notice.

**Senator KITCHING:** Yes. Yes, no, no. I am not asking you to provide it now. But yes. So any emails from you or any communication from you—let us not narrow it—from you to all library staff in relation to working from home arrangements during 2020. Thank you.

### Answer

The main vehicle for email communications from the Parliamentary Librarian to all staff is the 'Library update'. In the period January 2020 to 18 June 2021, seventeen Library updates were sent (**Attachment C**). Note that the names and other identifying information of non-SES staff have been redacted for privacy reasons. Calendars setting out section meeting schedules have also been removed.

To ensure consistency of messaging for all DPS staff, COVID related information, including that related to working from home arrangements, was provided by the regular all staff emails from the DPS COVID task force. In the period January 2020 to 18 June 2021, 54 DPS COVID updates were sent.

### 13. Question (p.79)

**Senator KITCHING:** Yes. Yes. So in terms of the—you did not—were there any online meetings last year? All staff meetings online?

**Dr Heriot:** No, there were not all staff meetings online.

**Senator KITCHING:** So then 2019 was the last one? So the last quarter of 2019? Was it in October, November, or December?

**Dr Heriot:** I would have to take that on notice.

**Senator KITCHING:** Yes, no, that is fine. Take it

### Answer

Library all staff meetings are generally timed to coincide with meetings of the Parliamentary Joint Committee on the Parliamentary Library. The last all staff meeting was held in July 2019 (the proposed October 2019 meeting did not proceed). The last all staff gathering in 2019 was the Christmas event.

In 2020 and 2021 to date, all staff gatherings were not possible due to COVID restrictions. An all staff meeting scheduled for 17 March 2020 was cancelled.

During the period in 2020, when the majority of staff were working from home, weekly online meetings were held with SES and directors, who in turn had weekly online section meetings.

### 14. Question (p.80)

**Senator KITCHING:** And how often were they?

**Dr Heriot:** Around fortnightly, I think.

**Senator KITCHING:** Could you just take on notice—just let me know if it was every fortnight? And you have not had an all staff meeting this year, is that correct?

**Dr Heriot:** Not as yet. We have not been able to

**Senator KITCHING:** Not as yet. But you are going to in July or August or—

**Dr Heriot:** Well, we will schedule one shortly and that will work into the booking systems.

**Senator KITCHING:** Okay. But you have been sending out emails fortnightly this year as well?

**Dr Heriot:** No. Probably—I will have to take on notice.

#### Answer

Refer to answers to questions 12 and 13

#### 15. Question (p.81)

**Senator KITCHING:** And I am going to put some question—look, I will just ask you one—do you, on notice just tell me, who are the direct reports? And are there—so Mr Curtis, you are a direct report? Okay. So could you just name those people?

**Dr Heriot:** I certainly—

**Senator KITCHING:** Yes.

**Dr Heriot:** I—perhaps, some of them are not SES, so I prefer to name their positions—

**Senator KITCHING:** Okay if they are—

**Dr Heriot:** —if that is all right?

**Senator KITCHING:** Yes. If they are APS? Yes, thank you.

**Dr Heriot:** Absolutely. I am happy to do that

#### Answer

Staff reporting directly to the Parliamentary Librarian are (as at 22 June 2021)

1. Assistant Secretary Research (Jonathan Curtis)
2. A/g Assistant Secretary Library Collections and Databases (Heather Walsh)
3. Director Client services
4. Director Central Enquiry Point
5. Executive Officer Design Integrity and Special Collections
6. Executive Assistant
7. Director Art Collections



## 16. Questions (p.82)

**Senator KITCHING:** Yes, yes. How are client requests allocated? So when it comes in, how does it—it is decided that it is going to a particular person?

What is the prescribed timeframe from when a client request arrives to when it is allocated to a researcher? So is it immediately or is it a week?

If clarification is required, or a client calls to extend a revisory request, that forms part of the original request, as you said, yes. Thank you.

How is RefTracker utilised? How are client requests and research jobs recorded into RefTracker?

Can you assure me this happens 100 per cent of the time?

If, for example, two clients make exactly the same request on a topic three months apart, how is already researched information shared to ensure efficiency between researches?

In the 19-20 DPS Annual Report, you reported that 302 research publications were released.

How many research publications were drafted and not released? I would like the same figures for 18-19 and 17-18.

Dr Heriot—

**Dr Heriot:** I am sorry, can I just—

**Senator KITCHING:** Yes.

**Dr Heriot:** —clarify that, Senator? When you say they were drafted and not released do you mean working progress drafted or complete and not released—

**Senator KITCHING:** Complete—I would like both

## Answers

Parliamentary Library publications are subject to clearance and review processes to ensure that, as set out in the *Parliamentary Service Act 1999* they are impartial and maintain the highest standards of scholarship and integrity (s. 38B(2)). These processes vary across publication types, as set out in a series of Library Governance Papers.<sup>1</sup>

As flagged in evidence, this answer does not include research papers that are ‘works in progress’ at various stages of drafting, quality control or clearance. Draft research publications are routinely returned to the author for corrections or further refinement etc. as part of the quality control process. This may be done by the peer reviewer, the section head, or the SES officer (Assistant Secretary Research Branch) who authorises publication.

Some publications are prepared with specific deadlines and are not published if they are not ready by that time: for example, a Bills digest is not generally published if not ready before a Bill has passed in both Chambers, and Budget review articles are similarly time critical. In some cases, the work can be used in other later publications.

In relation to works that were completed and not released, the Library does not specifically track this, but it happens rarely. In the period 2018–2020, an estimated six publications did not proceed. In one instance the author had left the Library and could not do the significant work required to bring it to a publishable standard.

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<sup>1</sup> [Governance Paper 5.12 - Parliamentary Library research publications](#); [Governance Paper 5.13 - Preparing and publishing Bills Digest](#); [Governance Paper 5.16 - Parliamentary Library Blog, Flagpost](#).

## 17. Question (p.84)

**Senator KITCHING:** Can I ask one clarifying question? In terms of—could you give me the dates for—and the numbers of general expertise versus specialist expertise? And whether that is—the specialist expertise has decreased more in the last few years?

**Dr Heriot:** I am not sure that I can. Because it is a slight—it is a complex question.

For example, we will employ—for example, an expert in education. But because we cannot have an expert in every area that we get questions on from the parliament, because they have asked, everyone who is an expert in one area develops expertise in other areas so they can answer the whole raft of questions that we get.

So this has always sort of been a feature that we have sort of particular deep expertise and more generalist to manage that.

The other factor that goes—and I am sorry, I do not want to sound unwilling to answer your question. I am just giving you some context

## Answer

Specialist knowledge is essential to answer the increasingly complex questions the Library receives; as well as to support the work of the necessarily more generalist committee staff with inquiry work.

As noted in evidence, the question is difficult to answer in the terms stated and depends on how specialisation is understood. All Library researchers are specialists in that they require qualifications and experience in the discipline relevant to the specialist sections in which they work (for example, all researchers in the Law and Bills Digest section must have qualifications in law). Researchers cannot therefore readily move between sections. Decisions regarding the position requirements individual recruitments are a matter for Research Branch directors in consultation with the Assistant Secretary Research Branch.

The degree of sub-specialisation within a discipline varies across sections. Most senior researchers specialise in specific subjects and these are listed in the subject content list on the Library intranet.

# Job Title: Executive Officer to the Secretary

## Who we are looking for?

The Department of Parliamentary Services (DPS) is recruiting for an Executive Officer to the Secretary.

The Department of Parliamentary Services (DPS) supports the functions of the Australian Parliament and the work of parliamentarians through the provision of professional services, advice and facilities, the ongoing maintenance of Australian Parliament House; and makes the building, and the important activity that takes place within it, accessible.

The Executive Officer to the Secretary provides a range of high level executive, secretariat, and project support services to the Secretary including providing strategic advice, managing communications and implementing strategies to support the achievement of the organisation's strategic and operational objectives.

We are looking for a high performing individual with a track record of success as an Executive Officer or in a similar fast-paced operating environment. You will have proven ability to establish successful working relationships with a range of stakeholders and be flexible at balancing conflicting priorities.

To succeed in the role, you will be adept at anticipating and responding to contentious issues, managing ambiguity and providing accurate advice in a politically complex environment often within tight timeframes, while maintaining confidentiality and exercising diplomacy.

## Eligibility and/or Job Specific Requirements

The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance.

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

## How to apply

Please upload a one page response (no more than 500 words) describing how your skills, knowledge and experience make you the best person for this job, based on the duties and selection criteria outlined below.

Your application is a chance to tell us why you are the right person for the job. We want to know why you want to work at DPS, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

## Closing Date

Applications must be submitted by **11:30pm AEDT, Monday 13 January 2020**.

## Salary

Currently, the salary range for this position is \$120,335 - \$138,087

Salary can be negotiated, however this will be dependent upon the successful candidates experience, skills and knowledge.

## Duty Statement

Classification:	PEL 2
Employment Type:	Ongoing
Local Title:	Executive Officer to the Secretary
Immediate supervisor:	Secretary
Security assessment:	Negative Vetting 1 (Confidential/Highly Protected/Secret)

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Under limited direction, undertake duties in accordance with the agreed standards for a Parliamentary Executive Level 2. The duties may include, but are not limited to, some or all of the following:

1. Prepare, manage and review the provision of high level communications and correspondence including briefings, reports, submissions and notes to ensure the completeness, accuracy, and timeliness of written information
2. Act as the Executive point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines
3. Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation and the parliament
4. Research and prepare strategic advice, information and reports on diverse, complex and politically sensitive matters to facilitate informed decision making
5. Lead and/or contribute to projects to support the achievement of organisation level strategic and operational objectives
6. Provide secretariat services to high-level committees and meetings chaired by the Secretary

Duties representing highest function: All

## Selection Criteria

1. Experience leading and delivering responsive executive services in a similar operating environment, including providing secretariat services to high level committees.
2. High-level written and verbal communication skills.
3. Demonstrated ability to develop successful working relationships with a range of stakeholders, to balance conflicting priorities with a customer-focused approach.
4. Demonstrated ability to manage ambiguity and provide accurate advice in a complex environment often within tight timeframes, while maintaining confidentiality and exercising diplomacy.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## Contact Person

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Email: Rob.Stefanic@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available here).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### **Australian Citizenship**

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### **Redundancy**

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

### **Advice to Applicants**

Your application is a chance to tell us why you are the right person for the job. We want to know why you want to work at DPS, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

If you are unfamiliar with applying for APS jobs, the Australian Public Service Commission's fact sheet on applying for jobs may be useful: [Applying for an APS Job: Cracking the Code](#)

Some of DPS's selection criteria are generic and are based on the Australian Public Service Commission's Integrated Leadership System (ILS). Applicants will be expected to demonstrate how they would apply these skills to the requirements of the job as described. The Australian Public Service Commission's ILS Leadership Pathway identifies and describes leadership capabilities at all classification levels

# Job Title: SES Band 1 - Assistant Secretary, People and Governance Branch

## Who we are looking for?

The Department of Parliamentary Services (DPS) is recruiting for an SES Band 1 - Assistant Secretary, People and Governance Branch.

DPS supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. DPS has over 1000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

With a vision to provide strategic, high quality, customer centred services to the Department and the Parliament; we are recruiting for the role of Assistant Secretary, People and Governance Branch. The role reports to the Chief Operating Officer (COO) and is responsible for strategically shaping, driving and delivering effective people, governance and legal services for the Department. This role is crucial in providing organisational leadership to a Branch of approximately 50 employees, and as a member of the DPS SES Team, contributing to the overall strategic, planning, operational capacity and accountability of DPS. Sections currently reporting to the Assistant Secretary, People and Governance Branch include HR Services & Strategy, Risk, Audit, Planning and Performance Reporting and Legal Services.

## Role overview

The People and Governance Branch provides people, governance and strategic advice services. This ensures that DPS complies with its responsibilities under the Parliamentary Service Act 1999, the Public Governance, Performance and Accountability Act 2013 and a range of other legislative obligations. The branch provides legal services, risk management and audit, business continuity, planning and performance reporting, and HR services. The Assistant Secretary People and Governance is responsible for strategically shaping, driving and delivering high quality and effective people and governance services. The Assistant Secretary People and Governance:

- manages delivery of responsive and professional people, governance and legal advice services for the Department;
- fosters in People and Governance Branch, and through its services across DPS, an organisational culture of collaboration and consultation;
- supports continuous improvement through innovation, customer-centred services and cultural capabilities; and
- has a strong understanding and focus on accountability.

## Eligibility and/or Job Specific Requirements

- Experience managing diverse issues and effectively leading the delivery of corporate services.
- A strong understanding of the Commonwealth governance, legislation and HR frameworks.
- Relevant legal qualifications, and/or experience providing complex legal advice.
- The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS
- your relevant skills career history and achievements, and



- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by **11:30pm AEST, Sunday 13 January 2019**

## Salary

Currently, the salary range for this position is Salary subject to negotiation

## Duty Statement

Classification:	SES Band 1
Employment Type:	Ongoing
Position No.:	137315
Local Title:	SES Band 1 - Assistant Secretary, People and Governance Branch

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Branch:	People & Governance
Immediate supervisor:	Chief Operating Officer
Security assessment:	Negative Vetting 2 (Top Secret)

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Key responsibilities in accordance with agreed standards for SES Band 1 include, but not limited to:

The Assistant Secretary People and Governance is responsible for strategically shaping, driving and delivering high quality and effective people and governance services. The Assistant Secretary People and Governance:

- manages delivery of responsive and professional people, governance and legal advice services for the Department;
- fosters in People and Governance Branch, and through its services across DPS, an organisational culture of collaboration and consultation;
- supports continuous improvement through innovation, customer-centred services and cultural capabilities; and
- has a strong understanding and focus on accountability.

Reporting to the COO, the Assistant Secretary People and Governance Branch is a member of the DPS SES team and appears with the Secretary at Senate Estimates hearings.

### Duties include:

- Lead and manage the work of the Branch, and work with other branches and stakeholders, to deliver DPS' priorities and projects, consistent with agreed timeframes and budget
- Provide strategic and technical advice to the Chief Operating Officer, the Secretary, DPS Senior Executive and other internal and external stakeholders in relation to the work of the Branch
- Ensure governance and legislative frameworks are adhered to and best practices are adopted in delivery of projects and services by the Branch
- Develop and maintain a framework in the Department that ensures fully compliant governance, sound business planning, effective risk management, sound business continuity arrangements, continuous improvement and coordinated service delivery
- As Head of Internal Audit, ensure that the operation of and compliance with governance and legislative frameworks and practices are appropriately monitored and reported on
- Maximise the capacity and capability of people in the Branch, and the Department, to meet the current and future needs to deliver on its objectives
- Represent the organisation in public forums and in inter departmental meetings.

## Selection Criteria

### Shapes Strategic Thinking:

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgment, intelligence and common-sense

### Achieve Results:

- Builds organisational capability and responsiveness
- Marshal's professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

### Cultivates productive working relationships:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### Exemplifies personal drive and integrity:

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### Communicates with influence:

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

### Eligibility requirements:

- Experience managing complex issues and effectively leading the delivery of corporate services.
- A strong understanding of the Commonwealth governance, legislation, and HR frameworks.
- Relevant legal qualifications, and/or experience providing complex legal advice
- The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## Contact Person

Name: DPS Recruitment  
Phone Number: 02 6277 5200  
Email: DPS.Recruitment@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values our diverse workforce and in return offers great benefits to employees. This includes a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available [here](#)). If you think this role sounds like you and you'd like to work with a collegiate and high performing team, then DPS welcomes your application

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of

conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### **Australian Citizenship**

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### **Redundancy**

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

### **Advice to Applicants**

Your application is a chance to tell us why you are the right person for the job. We want to know why you want to work at DPS, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

If you are unfamiliar with applying for APS jobs, the Australian Public Service Commission's fact sheet on applying for jobs will be useful: Fact Sheet 4 - Applying for APS Jobs

Some of DPS's selection criteria are generic and are based on the Australian Public Service Commission's Integrated Leadership System (ILS). Applicants will be expected to demonstrate how they would apply these skills to the requirements of the job as described. The Australian Public Service Commission's ILS Leadership Pathway identifies and describes leadership capabilities at all classification levels (<http://www.apsc.gov.au/working-in-the-aps/ils>)



PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES



# **SES Band 1 – Assistant Secretary, People and Governance Branch**

Job Pack

# SES Band 1 – Assistant Secretary, People and Governance Branch

## Who we are looking for?

The Department of Parliamentary Services (DPS) is recruiting for an SES Band 1 - Assistant Secretary, People and Governance Branch.

DPS supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. DPS has over 1000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

With a vision to provide strategic, high quality, customer centred services to the Department and the Parliament; we are recruiting for the role of Assistant Secretary, People and Governance Branch.

The role reports to the Chief Operating Officer (COO) and is responsible for strategically shaping, driving and delivering effective people, governance and legal services for the Department. This role is crucial in providing organisational leadership to a Branch of approximately 50 employees, and as a member of the DPS SES Team, contributing to the overall strategic, planning, operational capacity and accountability of DPS.

Sections currently reporting to the Assistant Secretary, People and Governance Branch include HR Services & Strategy, Risk, Audit, Planning and Performance Reporting and Legal Services.

Interested applicants will need to demonstrate a proven experience in leading a large, complex and diverse operation and driving change within a client-centred service environment. Experience managing complex and diverse issues, a strong focus of accountability and the ability to deal with ambiguity and change are critical to this role.

### Role overview

The People and Governance Branch provides people, governance and strategic advice services. This ensures that DPS complies with its responsibilities under the *Parliamentary Service Act 1999*, the *Public Governance, Performance and Accountability Act 2013* and a range of other legislative obligations. The branch provides legal services, risk management and audit, business continuity, planning and performance reporting, and HR services.

The Assistant Secretary People and Governance is responsible for strategically shaping, driving and delivering high quality and effective people and governance services. The Assistant Secretary People and Governance:

- manages delivery of responsive and professional people, governance and legal advice services for the Department;
- fosters in People and Governance Branch, and through its services across DPS, an organisational culture of collaboration and consultation;
- supports continuous improvement through innovation, customer-centred services and cultural capabilities; and

- has a strong understanding and focus on accountability.

Reporting to the COO, the Assistant Secretary People and Governance Branch is a member of the DPS SES Team and appears with the Secretary at Senate Estimates hearings.

### **Eligibility and/or Job Specific Requirements**

- Experience managing diverse issues and effectively leading the delivery of corporate services.
- A strong understanding of the Commonwealth governance, legislation and HR frameworks.
- Relevant legal qualifications, and/or experience providing complex legal advice.
- The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

*DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.*

### **How to apply**

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

### **Closing Date**

Applications must be submitted by **11:30pm AEST, 13 January 2019**.

### **Remuneration**

Conditions of employment and rates of pay for Senior Executive Service (SES) employees are specified in a Determination made under Section 24 of the Parliamentary Service Act 1999, which will be negotiated with the successful candidate.



## Duty Statement

Classification:	Senior Executive Service Band 1
Position No.:	137315
Local Title:	Assistant Secretary, People and Governance Branch
Division:	Chief Operating Officer Division
Branch:	People and Governance
Immediate supervisor:	Chief Operating Officer
Security assessment:	Negative Vetting 2

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Key responsibilities in accordance with agreed standards for SES Band 1 include, but not limited to:

The Assistant Secretary People and Governance is responsible for strategically shaping, driving and delivering high quality and effective people and governance services. The Assistant Secretary People and Governance:

- manages delivery of responsive and professional people, governance and legal advice services for the Department;
- fosters in People and Governance Branch, and through its services across DPS, an organisational culture of collaboration and consultation;
- supports continuous improvement through innovation, customer-centred services and cultural capabilities; and
- has a strong understanding and focus on accountability.

Reporting to the COO, the Assistant Secretary People and Governance Branch is a member of the DPS SES Team and appears with the Secretary at Senate Estimates hearings.

Duties include:

- Lead and manage the work of the Branch, and work with other Branches and stakeholders, to deliver DPS' priorities and projects, consistent with agreed timeframes and budget
- Provide strategic and technical advice to the Chief Operating Officer, the Secretary, DPS Executive Team and other internal and external stakeholders in relation to the work of the Branch
- Ensure governance and legislative frameworks are adhered to and best practices are adopted in delivery of projects and services by the Branch
- Develop and maintain a framework in the Department that ensures fully compliant governance, sound business planning, effective risk management, sound business continuity arrangements, continuous improvement and coordinated service delivery focus
- As Head of Internal Audit, ensure that the operation of and compliance with governance and legislative frameworks and practices are appropriately monitored and reported on
- Maximise the capacity and capability of people in the Branch, and the Department, to meet the current and future needs to deliver on its objectives
- Represent the organisation in public forums and in inter departmental meetings.

## Selection Criteria

### Shapes Strategic Thinking:

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgment, intelligence and common-sense

### Achieve Results:

- Builds organisational capability and responsiveness
- Marshal's professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

### Cultivates productive working relationships:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### Exemplifies personal drive and integrity:

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### Communicates with influence:

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

### Eligibility requirements:

- Experience managing complex issues and effectively leading the delivery of corporate services.
- A strong understanding of the Commonwealth governance, legislation, and HR frameworks.
- Relevant legal qualifications, and/or experience providing legal advice
- The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## Contact Person

Name: Cate Saunders  
Phone Number: 02 6277 5501  
Email: Cate.Saunders@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values our diverse workforce and in return offers great benefits to employees. This includes a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available [here](#)).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

## Australian Citizenship

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

## Redundancy

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

# Job Title: SES Band 2 - First Assistant Secretary, Corporate Services

## Who we are looking for?

The Department of Parliamentary Services (DPS) is hiring for the position of First Assistant Secretary (SES Band 2) – Corporate Services Division.

DPS supports Australia's Parliament through innovative, unified and client-focussed services. The Department delivers a broad range of services and experience that enable engagement with the parliamentary process and is a custodian for Australian Parliament House which is a significant destination for citizens and international visitors alike.

The Corporate Services Division provides a diverse range of services which include corporate, administrative and strategic functions across the Department. These services include all aspects of risk, governance, legal, human resources and public facing visitor engagement such as catering and events at Australian Parliament House.

As part of the Department's Executive Leadership Team and managing a division of approximately 150 employees, you will contribute to the overall strategic planning, operations and accountability of the Department.

## Your key responsibilities will include:

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects.
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders.
- as a member of the DPS Executive Committee, contributing to the overall strategic, planning, operational capacity and accountability of DPS.
- ensuring that DPS complies with its responsibilities under the Parliamentary Service Act 1999, the Public Governance, Performance and Accountability Act 2013 and a range of other legislative obligations.
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

To be successful in this challenging and critical role within the Department, you will have proven experience in leading a complex and diverse operation and driving change within a client-centred service environment. Experience managing complex issues, a strong focus of accountability and the ability to apply judgement to deal with ambiguity and change are critical to this role.

You will also have superior leadership capabilities with a calm and proactive attitude, as well as outstanding leadership, interpersonal and relationship building skills. A working knowledge of government and parliament is also an advantage.

## Eligibility and/or Job Specific Requirements

### Essential

- Demonstrated strong judgement and experience in managing complex, diverse and politically sensitive issues.
- Experience in leading the delivery of a broad range of effective corporate and related services.
- A strong focus on accountability, a good understanding of Commonwealth human resources and governance frameworks

## Desirable

- Experience managing legal teams is desirable.
- Strong business acumen to drive strategy of a food and beverage business (approximately \$10M turnover)
- Working knowledge of government and parliamentary democracy

The successful candidate will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

*Applications are welcome from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.*

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS in context of the job specific requirements
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by **11:30pm AEST, Monday 13 July 2020.**

## Salary

A highly attractive salary, which will be negotiated with the successful candidate, is on offer. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.

## Duty Statement

Classification:	SES Band 2
Employment Type:	Ongoing
Position No.:	131362
Local Title:	SES Band 2 - First Assistant Secretary, Corporate Services

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Branch:	N/A
Section:	No Selection
Immediate supervisor:	Deputy Secretary
Security assessment:	Negative Vetting 2 (Top Secret)

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### Key responsibilities in accordance with agreed standards for SES Band 2 include, but not limited to:

The Corporate Services Division's vision is to provide high quality, customer focused, responsive, integrated and accountable services to the Department of Parliamentary Services (DPS) and the Parliament.

The FASCS is responsible for strategically shaping, driving and delivering high quality and effective corporate services to the Department and visitor and catering and event services that support the Parliament. The FASCS

fosters, across the Department, a culture that strives for professional customer focused service, increased capability, forward planning, effective delivery, legislative compliance and accountability.

Reporting to the Deputy Secretary the FASCS oversees two branches which are the Corporate Operations Branch and the Parliamentary Engagement Branch.

**Duties include:**

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects.
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders.
- as a member of the DPS Executive Committee, contributing to the overall strategic, planning, operational capacity and accountability of DPS.
- ensuring that DPS complies with its responsibilities under the Parliamentary Service Act 1999, the Public Governance, Performance and Accountability Act 2013 and a range of other legislative obligations.
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.
- Maximise the capacity and capability of people in the Division to meet the current and future needs to deliver on its objectives.
- Represent the organisation in public forums and in inter departmental meetings.
- As a member of the DPS SES Team, appear with the Secretary at Senate Estimates hearings.

**Selection Criteria****Experience and Qualifications****Essential**

- Demonstrated strong judgment and experience in managing complex, diverse and politically sensitive issues.
- Experience in leading the delivery of a broad range of effective corporate and related services.
- A strong focus on accountability, a good understanding of Commonwealth human resources and governance frameworks

**Desirable**

- Experience with managing in-house legal teams is desirable.
- Strong business acumen to drive strategy of a substantial food and beverage business (approximately \$10M turnover).
- A good understanding of the role of the Commonwealth Parliament and the operation of APH

**Personal Attributes**

- Willingness and ability to work both at hands-on and strategic levels, demonstrating judgement, intelligence and common-sense as well as calmness under pressure
- Achieves results through the building of organisational capability; driving change; and ensuring quality delivery on time and on budget



- Cultivates and maintains productive working relationships with internal and external stakeholders
- Outstanding communication skills with the ability to deliver orally and in writing to a broad range of stakeholders
- Well-developed analytical skills

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## Contact Person

Name: Catherine Zeman  
Phone Number: 02 6277 2884  
Email: catherine.zeman@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available here).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### Australian Citizenship

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### Redundancy

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.



PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES



**SES Band 2**  
**First Assistant Secretary,**  
**Corporate Services**  
Job Pack

# SES Band 2 – First Assistant Secretary, Corporate Services

## Who we are looking for?

The Department of Parliamentary Services (DPS) is hiring for the position of First Assistant Secretary (SES Band 2) – Corporate Services Division.

DPS supports Australia's Parliament through innovative, unified and client-focussed services. The Department delivers a broad range of services and experience that enable engagement with the parliamentary process and is a custodian for Australian Parliament House which is a significant destination for citizens and international visitors alike.

The Corporate Services Division provides a diverse range of services which include corporate, administrative and strategic functions across the Department. These services include all aspects of risk, governance, legal, human resources and public facing visitor engagement such as catering and events at Australian Parliament House.

As part of the Department's Executive Leadership Team and managing a division of over 150 (check number) employees, you will contribute to the overall strategic planning, operations and accountability of the Department.

### **Your key responsibilities will include:**

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects.
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders.
- as a member of the DPS Executive Committee, contributing to the overall strategic, planning, operational capacity and accountability of DPS.
- ensuring that DPS complies with its responsibilities under the *Parliamentary Service Act 1999*, the *Public Governance, Performance and Accountability Act 2013* and a range of other legislative obligations.
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

To be successful in this challenging and critical role within the Department, you will have proven experience in leading a complex and diverse operation and driving change within a client-centred service environment. Experience managing complex issues, a strong focus of accountability and the ability to apply judgement to deal with ambiguity and change are critical to this role.

You will also have superior leadership capabilities with a calm and proactive attitude, as well as outstanding leadership, interpersonal and relationship building skills. A working knowledge of government and parliament is also an advantage.

## **Eligibility and/or Job Specific Requirements**

### **Essential**

- Demonstrated strong judgement and experience in managing complex, diverse and politically sensitive issues.
- Experience in leading the delivery of a broad range of effective corporate and related services.
- A strong focus on accountability, a good understanding of Commonwealth human resources and governance frameworks

### **Desirable**

- Experience managing legal teams is desirable.
- Strong business acumen to drive strategy of a food and beverage business (approximately \$10M turnover)
- Working knowledge of government and parliamentary democracy

The successful candidate will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

Applications are welcome from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

## **How to apply**

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS in context of the job specific requirements
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by **11:30pm AEST, [Insert date]**.

## Salary

A highly attractive salary, which will be negotiated with the successful candidate, is on offer. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.

## Duty Statement

Classification: Senior Executive Service Band 2  
Employment Type: Ongoing  
Position No.: 131362  
Local Title: SES Band 2 – First Assistant Secretary, Corporate Services (FASCS)  
Immediate supervisor: Deputy Secretary  
Security assessment: Negative Vetting 2 (Top Secret)

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Key responsibilities in accordance with agreed standards for SES Band 2 include, but not limited to:

The Corporate Services Division's vision is to provide high quality, customer focused, responsive, integrated and accountable services to the Department of Parliamentary Services (DPS) and the Parliament.

The FASCS is responsible for strategically shaping, driving and delivering high quality and effective corporate services to the Department and visitor and catering and event services that support the Parliament. The FASCS fosters, across the Department, a culture that strives for professional customer focused service, increased capability, forward planning, effective delivery, legislative compliance and accountability.

Reporting to the Deputy Secretary the FASCS oversees two branches which are the Corporate Operations Branch and the Parliamentary Engagement Branch.

### Duties include:

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects.
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders.
- as a member of the DPS Executive Committee, contributing to the overall strategic, planning, operational capacity and accountability of DPS.
- ensuring that DPS complies with its responsibilities under the *Parliamentary Service Act 1999*, the *Public Governance, Performance and Accountability Act 2013* and a range of other legislative obligations.
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.
- Maximise the capacity and capability of people in the Division to meet the current and future needs to deliver on its objectives
- Represent the organisation in public forums and in inter departmental meetings.
- As a member of the DPS SES Team, appear with the Secretary at Senate Estimates hearings.

## Selection Criteria

### Experience and Qualifications

#### Essential

- Demonstrated strong judgment and experience in managing complex, diverse and politically sensitive issues
- Experience in leading the delivery of a broad range of effective corporate and related services.
- A strong focus on accountability, a good understanding of Commonwealth human resources and governance frameworks

#### Desirable

- Experience with managing in-house legal teams is desirable.
- Strong business acumen to drive strategy of a substantial food and beverage business (approximately \$10M turnover)
- A good understanding of the role of the Commonwealth Parliament and the operation of APH

#### Personal Attributes

- Willingness and ability to work both at hands-on and strategic levels, demonstrating judgement, intelligence and common-sense as well as calmness under pressure
- Achieves results through the building of organisational capability; driving change; and ensuring quality delivery on time and on budget
- Cultivates and maintains productive working relationships with internal and external stakeholders
- Outstanding communication skills with the ability to deliver orally and in writing to a broad range of stakeholders
- Well-developed analytical skills

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## Contact Person

Name: Catherine Zeman  
Phone Number: 02 6277 2884

## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment.

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### Australian Citizenship

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### Redundancy

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.



# Job Title: SES Band 1 - Assistant Secretary, Communication and Corporate Relations

## Who we are looking for?

With a vision to provide strategic, high quality, customer centred services to the Department of Parliamentary Services and more broadly the Parliament; we are recruiting for the role of SES Band 1, Assistant Secretary, Communication and Corporate Relations.

DPS supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. DPS has over 1000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

This role reports directly to the Deputy Secretary and is responsible for strategically shaping, driving and delivering effective internal and external communications, media relations and coordination of Senate Estimates and Question on Notice processes for the Department. This role is crucial in providing organisational leadership to a Branch of approximately 16 employees, and as a member of the DPS Senior Executive Service (SES) team, contributing to the overall strategic, planning, operational capacity and accountability of DPS.

Sections currently reporting to the Assistant Secretary, Communication and Corporate Relations include Media Relations, Communications, Parliamentary Coordination and Business Development.

Interested applicants will need to demonstrate proven experience in leading a complex and diverse operation and driving change within a client-centred service environment. Experience managing communication and media matters, a strong focus of accountability and the ability to deal with ambiguity and are critical to this role.

## As a member of the DPS SES team, your responsibilities will include:

- providing leadership to the branch whilst working with the other work units to deliver the Department's priorities and projects
- providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders
- contributing to the overall strategic, planning, operational capacity and accountability of DPS
- developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

## Duty Statement

Classification:	SES Band 1
Employment Type:	Ongoing
Position No.:	139178
Local Title:	SES Band 1 - Assistant Secretary, Communication and Corporate Relations

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Branch:	Communications and Corporate Relations
Section:	No Selection
Immediate supervisor:	Deputy Secretary
Security assessment:	Negative Vetting 1 (Confidential/Highly Protected/Secret)

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The Assistant Secretary, Communication and Corporate Relations is responsible for managing internal and external communications and channels, media relations, coordination of Senate Estimates process and Questions on Notice responses, key stakeholder and issues management.

## Key responsibilities include:

- Leading the Branch and providing direction by negotiating business priorities, budgets, setting performance expectations, monitoring and evaluating performance outcomes that contribute to the achievement of the Department's Corporate Plan.
- As a member of the DPS SES, ensure consistency in approach and that decisions align with the Department's objectives.
- Proactively manage complex and sensitive issues, ambiguity and facilitate the development of innovative solutions demonstrating high levels of integrity and judgement to deliver value for money outcomes for the Department and the Australian Parliament.
- Provide timely, strategic, expert and authoritative advice to the Secretary.
- Adhere to and continually develop the framework of corporate policies, practices and ethical standards required to drive performance and shape organisational culture consistent with the Department's strategic vision.
- Provide strategic and tactical advice to the Secretary and Deputy Secretary, on operational imperatives including the implications of business decisions, resourcing, performance and critical incidents affecting the Department and the Australian Parliament more broadly.
- Model aspirational leadership behaviours and work collaboratively with other members of the SES to provide consistency and strength in strategic leadership and drive a culture of high performance.
- Develop and maintain effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships to enable the work of the Australian Parliament.
- As a member of the DPS SES team, appear with the Secretary at Senate Estimates hearings.

## **Eligibility and/or Job Specific Requirements**

### **Experience and Qualifications**

#### **Essential**

- Demonstrated strong judgment and experience in managing complex, diverse and politically sensitive issues
- Experience leading the delivery of communications, media and related services
- A strong understanding of the Senate Estimates and Question on Notice Process, along with other parliamentary related functions.

#### **Desirable**

- A good understanding of the role of the Commonwealth Parliament and the operation of Australian Parliament House.

#### **Personal Attributes**

- Willingness and ability to work both at hands-on and strategic levels, demonstrating judgement, intelligence and common-sense as well as calmness under pressure
- Achieves results through the building of organisational capability; driving change; and ensuring quality delivery on time and on budget
- Cultivates and maintains productive working relationships with internal and external stakeholders
- Outstanding communication skills with the ability to deliver orally and in writing to a broad range of stakeholders
- Well-developed analytical skills.

The successful candidate will be required to obtain and maintain a Negative Vetting 1 (Secret) security clearance.

Applications are welcome from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS in context of the job specific requirements
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by 11:30pm AEST, **7 October 2020**.

## Salary

A highly attractive salary, which will be negotiated with the successful candidate, is on offer. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.

## Contact Person

Name: Catherine Zeman (Recruitment)  
Phone Number: 02 6277 2884  
Email: catherine.zeman@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment.

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

**Australian Citizenship**

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

**Redundancy**

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.



PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES



**SES Band 1**  
**Assistant Secretary,**  
**Communication and Corporate**  
**Relations**

# SES Band 1 – Assistant Secretary, Communication and Corporate Relations

## Who we are looking for?

With a vision to provide strategic, high quality, customer centred services to the Department of Parliamentary Services and more broadly the Parliament; we are recruiting for the role of SES Band 1, Assistant Secretary, Communication and Corporate Relations.

DPS supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. DPS has over 1000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

This role reports directly to the Deputy Secretary and is responsible for strategically shaping, driving and delivering effective internal and external communications, media relations and coordination of Senate Estimates and Question on Notice processes for the Department. This role is crucial in providing organisational leadership to a Branch of approximately 16 employees, and as a member of the DPS Senior Executive Service (SES) team, contributing to the overall strategic, planning, operational capacity and accountability of DPS.

Sections currently reporting to the Assistant Secretary, Communication and Corporate Relations include Media Relations, Communications, Parliamentary Coordination and Business Development.

Interested applicants will need to demonstrate proven experience in leading a complex and diverse operation and driving change within a client-centred service environment. Experience managing communication and media matters, a strong focus of accountability and the ability to deal with ambiguity and are critical to this role.

### **As a member of the DPS SES team, your responsibilities will include:**

- providing leadership to the branch whilst working with the other work units to deliver the Department's priorities and projects
- providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders
- contributing to the overall strategic, planning, operational capacity and accountability of DPS
- developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

## Duty Statement

Classification: Senior Executive Service (SES) Band 1  
Employment Type: Ongoing  
Position No.: 139178  
Local Title: Assistant Secretary, Communication and Corporate Relations  
Immediate supervisor: Deputy Secretary  
Security assessment: Negative Vetting 1 (Secret)

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The Assistant Secretary, Communication and Corporate Relations is responsible for managing internal and external communications and channels, media relations, coordination of Senate Estimates process and Questions on Notice responses, key stakeholder and issues management.

### Key responsibilities include:

- Leading the Branch and providing direction by negotiating business priorities, budgets, setting performance expectations, monitoring and evaluating performance outcomes that contribute to the achievement of the Department's *Corporate Plan*.
- As a member of the DPS SES, ensure consistency in approach and that decisions align with the Department's objectives.
- Proactively manage complex and sensitive issues, ambiguity and facilitate the development of innovative solutions demonstrating high levels of integrity and judgement to deliver value for money outcomes for the Department and the Australian Parliament.
- Provide timely, strategic, expert and authoritative advice to the Secretary.
- Adhere to and continually develop the framework of corporate policies, practices and ethical standards required to drive performance and shape organisational culture consistent with the Department's strategic vision.
- Provide strategic and tactical advice to the Secretary and Deputy Secretary, on operational imperatives including the implications of business decisions, resourcing, performance and critical incidents affecting the Department and the Australian Parliament more broadly.
- Model aspirational leadership behaviours and work collaboratively with other members of the SES to provide consistency and strength in strategic leadership and drive a culture of high performance.
- Develop and maintain effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships to enable the work of the Australian Parliament.
- As a member of the DPS SES team, appear with the Secretary at Senate Estimates hearings.

## Eligibility and/Job Criteria Requirements

### Experience and Qualifications

#### Essential

- Demonstrated strong judgment and experience in managing complex, diverse and politically sensitive issues
- Experience leading the delivery of communications, media and related services
- A strong understanding of the Senate Estimates and Question on Notice Process, along with other parliamentary related functions.

#### Desirable

- A good understanding of the role of the Commonwealth Parliament and the operation of Australian Parliament House.

#### Personal Attributes

- Willingness and ability to work both at hands-on and strategic levels, demonstrating judgement, intelligence and common-sense as well as calmness under pressure
- Achieves results through the building of organisational capability; driving change; and ensuring quality delivery on time and on budget
- Cultivates and maintains productive working relationships with internal and external stakeholders
- Outstanding communication skills with the ability to deliver orally and in writing to a broad range of stakeholders
- Well-developed analytical skills.

The successful candidate will be required to obtain and maintain a Negative Vetting 1 (Secret) security clearance.

Applications are welcome from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**



## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS in context of the job specific requirements
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by 11:30pm AEST, [Insert date].

## Salary

A highly attractive salary, which will be negotiated with the successful candidate, is on offer. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.

## Contact Person

Name: XXXXXXXX

Phone Number: 02 6277 XXXXX

## Working at Department of Parliamentary Services

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If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### Australian Citizenship

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### Redundancy

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

# Job Title: First Assistant Secretary - Finance and Property Services (Chief Financial Officer)

## Who we are looking for?

The Department of Parliamentary Services (DPS) are hiring for the position of First Assistant Secretary (SES Band 2) – Finance and Property Services Division that has been created to take responsibility for the financial (as the Chief Financial Officer) and property functions (capital works and facilities management) of the Department.

DPS supports Australia's Parliament through innovative, unified and client-focussed services. The Department delivers a broad range of services and experience that enable engagement with the parliamentary process and is custodian for APH which is a significant destination for citizens and international visitors alike.

As part of the Department's Executive Leadership Team and managing a division of over 200 employees, you will contribute to the overall strategic planning, operations and accountability of the Department.

### Your key responsibilities will include:

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders
- Ensuring that the financial and governance framework and practices are adhered to
- Ensuring the effective maintenance and upgrades of the Australian Parliament House
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

To be successful in this challenging and critical role within the Department, you will be CA/CPA qualified, have extensive financial management experience in a commercial environment with exposure to capital works and/or facilities management being highly desirable.

You will also have superior leadership capabilities with a calm and proactive attitude, as well as outstanding leadership, interpersonal and relationship building skills. A working knowledge of government and parliament is also an advantage.

## Eligibility and/or Job Specific Requirements

### Essential

- Demonstrated and high level commercial experience in a Chief Financial Officer or equivalent position with CA/CPA qualifications
- Demonstrated experience managing large and complex multi-disciplinary teams

### Desirable

- Experience in or exposure to capital works and/or property maintenance
- Experience in the Commonwealth's financial management framework and accounting frameworks or the ability to quickly gain an understanding of these
- Working knowledge of government and parliamentary democracy

The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance.

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role

- what you can offer DPS
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria.

## Closing Date

Applications must be submitted by 11:30pm AEDT, 17 January 2020.

## Salary

A highly attractive salary of between \$250,000 and \$275,000 plus generous superannuation and other benefits is on offer for the successful candidate. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.

## Duty Statement

Classification:	SES Band 2
Employment Type:	Ongoing
Position No.:	131342
Local Title:	First Assistant Secretary - Finance and Property Services (Chief Financial Officer)

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Immediate supervisor: Deputy Secretary  
Security assessment: Negative Vetting 2 (Top Secret)

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Key responsibilities will include:

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders
- Ensuring that the financial and governance framework and practices are adhered to
- Ensuring the effective maintenance and upgrades of the Australian Parliament House
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

## Selection Criteria

### Experience and Qualifications

#### Essential:

- Demonstrated and high level commercial experience in a Chief Financial Officer or equivalent position with CA/CPA qualifications
- Demonstrated experience managing large and complex multi-disciplinary teams

#### Desirable:

- Experience in or exposure to capital works and/or property maintenance
- Experience in the Commonwealth's financial management framework and accounting frameworks or the ability to quickly gain an understanding of these

- Working knowledge of government and parliamentary democracy

**Personal Attributes**

- Willingness and ability to work both at hands-on and strategic levels, demonstrating judgement, intelligence and common-sense as well as calmness under pressure
- Achieves results through the building of organisational capability; driving change; and ensuring quality delivery on time and on budget
- Cultivates and maintains productive working relationships with internal and external stakeholders
- Outstanding communication skills with the ability to deliver orally and in writing to a broad range of stakeholders
- Well-developed analytical skills

**Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.**

**Contact Person**

Name: Andrew Sutton  
Phone Number: 0412 618 975  
Email: andrew@suttonrecruitment.com.au

**Working at Department of Parliamentary Services**

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available here).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

**Conditions of Employment**

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

**Australian Citizenship**

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

**Redundancy**

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by

DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

## **Advice to Applicants**

Your application is a chance to tell us why you are the right person for the job. We want to know why you want to work at DPS, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

If you are unfamiliar with applying for APS jobs, the Australian Public Service Commission's fact sheet on applying for jobs may be useful: [Applying for an APS Job: Cracking the Code](#)

Some of DPS's selection criteria are generic and are based on the Australian Public Service Commission's Integrated Leadership System (ILS). Applicants will be expected to demonstrate how they would apply these skills to the requirements of the job as described. The Australian Public Service Commission's ILS Leadership Pathway identifies and describes leadership capabilities at all classification levels



PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES



# First Assistant Secretary – Finance and Property Services (Chief Financial Officer)

## Role Overview

The Department of Parliamentary Services (DPS) supports Australia's Parliament through innovative, unified and client-focussed services. The Department delivers a broad range of services and experience that enable engagement with the parliamentary process and is custodian for APH which is a significant destination for citizens and international visitors alike.

Following structural realignment within the Department, the position of First Assistant Secretary (SES Band 2) – Finance and Property Services Division has been created to take responsibility for the financial (as the Chief Financial Officer) and property functions (capital works and facilities management) of the Department.

As part of the Department's Executive Leadership Team and managing a division of over 200 employees, you will contribute to the overall strategic planning, operations and accountability of the Department.

Your key responsibilities will include:

- Providing leadership to the Division whilst working with the other divisions to deliver the Department's priorities and projects
- Providing strategic and technical advice to the Secretary, the Executive Leadership Team and other internal and external stakeholders
- Ensuring that the financial and governance framework and practices are adhered to
- Ensuring the effective maintenance and upgrades of the Australian Parliament House
- Developing an environment that ensures sound planning, effective risk management, continuous improvement and a strong service delivery focus.

To be successful in this challenging and critical role within the Department, you will be CA/CPA qualified, have extensive financial management experience in a commercial environment with exposure to capital works and/or facilities management being highly desirable.

You will also have superior leadership capabilities with a calm and proactive attitude, as well as outstanding leadership, interpersonal and relationship building skills. A working knowledge of government and parliament is also an advantage.

A highly attractive salary of between \$250,000 and \$275,000 plus generous superannuation and other benefits is on offer for the successful candidate. This is a fantastic opportunity to enjoy the lifestyle Canberra has to offer as well as having the opportunity of working in a dynamic organisation that is a custodian for one of Australia's most important and iconic buildings.



## **Selection Criteria/Eligibility Requirements**

### **Essential**

- Demonstrated and high level commercial experience in a Chief Financial Officer or equivalent position with CA/CPA qualifications
- Demonstrated experience managing large and complex multi-disciplinary teams
- The successful applicant will be required to obtain and maintain a Negative Vetting 2 security clearance.

### **Desirable**

- Experience in or exposure to capital works and/or property maintenance
-

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria but please do not supply a generic response against the selection criteria.

## Closing Date

For more information including a copy of the information pack, please contact Andrew Sutton FCA on 0412 618 975 or via email [andrew@suttonrecruitment.com.au](mailto:andrew@suttonrecruitment.com.au).



## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available [here](#)).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

# Job Title: SES Band 3 - Deputy Secretary

## Who we are looking for?

At the Department of Parliamentary Services we support Australia's Parliament and parliamentarians through innovative, unified and client-focused services. We are responsible for delivering a broad range of services and experiences that enable engagement with the parliamentary process. We are proud custodians for Australian Parliament House as the pre-eminent symbol of Australian parliamentary democracy and as a significant destination for our citizens and international visitors alike.

The Department offers a diverse, dynamic, challenging and flexible work environment with a positive and inclusive culture that is committed to excellence and innovation in the services and support we provide to our clients, to other stakeholders and to our staff.

The Deputy Secretary works in partnership with the Secretary, who is responsible for the delivery of the department's diverse range of corporate, advisory and estate services and is the Secretary's delegate when required.

We are seeking a candidate with exceptional strategic judgment, personal drive and resilience and strong customer service focus.

As the Deputy Secretary in our department, you will be an integral part of the department's Executive and will be responsible for making significant contributions to the leadership and strategic management of the department. You will possess excellent stakeholder management capability, and the capacity to work across the parliament, Government and other key stakeholders.

## Role Overview:

Key responsibilities of the role include:

- providing quality advice to the Secretary, Speaker of the House of Representatives and President of the Senate
- managing departmental operations effectively and efficiently
- developing and supporting high performance and engagement of staff and
- managing key internal/external relationships effectively.

To be a strong contender for the role you will have a demonstrated record of achievement in driving and delivering organisational and service reforms, possess excellent stakeholder and people management skills, a proven capacity to consider multiple options to resolve complex issues, be adaptable to change, and exceptional communication and negotiation skills to achieve the Department's objectives in supporting the Parliament of Australia. Importantly you will have a strong understanding (or rapidly develop an understanding) of the role and operations of Parliament and Australian Parliament House.

## Duty Statement

Classification: Senior Executive Service Band 3  
Employment Type: Ongoing  
Local Title: SES Band 3 - Deputy Secretary  
Immediate supervisor: Secretary  
Security assessment: Negative Vetting 2 (Top Secret)

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## Primary purpose of the role

The Deputy Secretary works in close partnership with the Secretary, providing executive leadership and strategic direction to a diverse portfolio of corporate services and enabling functions to support achievement of the Department's objectives and outcomes that serve the Australian Parliament and support the Australian Parliamentary Service.

The Deputy Secretary currently has specific oversight of the Finance and Property Services Division, Corporate Services Division, Security Branch and Communications and Corporate Relations Branch. The position bears nominal responsibility as the Chief Operating Officer and Chief Security Officer for the Department.

## Key accountabilities

1. Lead and provide Senior Executive direction to a portfolio of programs across the Department, negotiating budgets, setting performance expectations, and monitoring and evaluating performance outcomes to contribute to achievement of the Department's objectives and outcomes.
2. Deputise for the Secretary where necessary to ensure a consistency of approach and that decisions align with the Department's objectives.
3. Ability to work through complex and sensitive issues, manage ambiguity and identify innovative solutions while working with sound integrity and judgement to deliver positive outcomes.
4. Provide timely, strategic, expert and authoritative advice to the Secretary regarding the definition and implementation of an appropriate framework of corporate policies, practices and ethical standards to shape organisational culture consistent with the Department's strategic vision.
5. Provide strategic and tactical advice to the Secretary, Speaker of the House of Representatives and President of the Senate (Presiding Officers) on operational imperatives including the implications of business decisions, resourcing, performance and critical incidents affecting the Department and the Australian Parliament more broadly.
6. Model aspirational behaviours and work collaboratively with other members of the Executive to provide strength in strategic leadership and drive a culture of high performance.
7. Develop and maintain effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships to enable the work of the Australian Parliament. Key relationships include the Presiding Officers (as ministerial equivalents), Secretary, Executive Committee, direct report division and branch heads, other senior executives of the parliamentary service and security and intelligence agencies.

## Selection Criteria

The required leadership capabilities are consistent with Integrated Leadership System SES Band 3 profile. Further information can be obtained at this link: <https://www.apsc.gov.au/integrated-leadership-system-ils-ses-b3-profile>

Preferred capabilities include:

- demonstrated record of achievement in driving and delivering organisational and service reforms within a corporate services role
- excellent stakeholder and people management skills
- exceptional strategic judgment and proven capacity to consider multiple options to resolve complex issues
- adaptable to change
- exceptional communication and negotiation skills
- strong understanding of the role and operations of Parliament and Australian Parliament House.

## Eligibility and/or Job Specific Requirements

- The successful applicant will be required to obtain and maintain a Negative Vetting 2 security clearance
- Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all parliamentarians without favour or prejudice.

*DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with a disability.*

## How to apply

Please upload a two page statement of claims (approximately 1,000 words) outlining:

- why you are interested in the role
- what you can offer DPS
- your relevant skills career history and achievements, and
- your leadership attributes.

In addressing your statement of claims you should also take into account the selection criteria but please do not supply a generic response against the selection criteria.

## Salary

Conditions of employment and rates of pay for Senior Executive Service (SES) employees are specified in a Determination made under Section 24 of the Parliamentary Service Act 1999, which will be negotiated with the successful candidate.

## Closing Date

Applications must be submitted by **11:30pm AEDT, Monday 13 January 2020.**

## Contact Person

Name: Rob Stefanic  
Phone Number: 02 6277 7100  
Email: Rob.Stefanic@aph.gov.au

## Working at Department of Parliamentary Services

DPS recognises and values the contribution that our diverse workforce makes and in return offers great benefits. These include a competitive salary, onsite free parking and gym facilities, a wide range of professional development opportunities so you can take your career further, and all of this in a friendly and supportive environment. Conditions of service are in accordance with the DPS Enterprise Agreement (available here).

If you think this role sounds like you and you'd like to work in a friendly, high quality team then DPS welcomes your application.

## Conditions of Employment

The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service. Employment opportunities in the Parliamentary Service may be subject to a range of conditions of engagement including:

- a) Australian citizenship
- b) criminal history check and security clearances
- c) possession of mandatory qualifications for certain jobs
- d) health clearance, and
- e) probation period of 6 months

### Australian Citizenship

Section 22 of the *Parliamentary Service Act 1999* requires that employees of the Parliamentary Service are generally required to be Australian citizens. If you are not an Australian citizen, you may still be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

### Redundancy

If you have accepted a redundancy benefit, within the previous twelve months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact HR Services on telephone (02) 6277 5200.

## Attachment B

Financial Year Identified	Overpayment Amount	Overpayment Dates	Employee Communication Sent	Follow Up Communication	Repayments Commenced	Repayment Finalised	Reason
2017/2018	\$23,911.24	18/03/2017 - 9/08/2017	17/08/2017 and 6/12/2017	20/12/2017	25/07/2018	20/02/2020	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2017/2018	\$938.57	30/05/2018	15/03/2019		4/04/2019	25/07/2019	Retrospective changes to employee circumstances impacting penalty rates.
2017/2018	\$647.90	28/08/17 - 18/10/2017	1/11/2017	15/11/2017	15/11/2017	15/11/2017	Retrospective changes to employee circumstances impacting penalty rates.
2017/2018	\$919.52	30/10/2017	3/01/2018		7/02/2018	18/10/2018	SAP/Kronos Leave Audit outcome.
2017/2018	\$10,071.50	5/03/2018 - 4/04/2018	11/04/2018		22/06/2018	22/06/2018	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2017/2018	\$1,511.74	11/11/2016 - 25/11/2016	16/04/2018		27/06/2018	4/10/2018	Incorrect information upon commencement.
2018/2019	\$1,655.91	25/04/2019 - 12/05/2019	30/08/2019		4/09/2019	16/10/2019	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2018/2019	\$95.91	24/01/2019	27/09/2019		17/10/2019	17/10/2019	Administrative error.
2018/2019	\$1,242.96	11/07/2018	29/06/2018		12/07/2018	13/06/2019	Administrative error.
2018/2019	\$3,289.91	3/05/2018 - 31/10/2018	8/11/2018		15/11/2018	2/05/2019	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2018/2019	\$10,537.12	15/11/2018 - 9/01/2019	18/01/2019	2/05/2019	21/02/2019	2/05/2019	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2018/2019	\$1,155.00	27/12/2018 - 9/01/2019	22/03/2019	4/04/2019	1/04/2019	27/06/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$2,869.37	10/12/2018 - 26/12/2018	6/03/2019	7/03/2019	21/03/2019	21/03/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$441.81	7/01/2019 - 20/02/2019	22/02/2019		7/03/2019	21/03/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$951.49	22/09/2018 - 10/10/2018	6/03/2019	21/03/2019	4/04/2019	18/04/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$2,694.61	16/02/2019 - 17/02/2019	22/03/2019	28/03/2019	21/03/2019	30/05/2019	System issues that have subsequently been resolved.
2018/2019	\$3,057.03	7/02/2019	22/03/2019	28/03/2019	17/04/2019	27/06/2019	System issues that have subsequently been resolved.
2018/2019	\$673.76	1/4/2019 - 17/4/19	18/04/2019		23/04/2019	23/04/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$393.24	21/03/2019 - 17/04/2019	24/05/2019		13/06/2019	13/06/2019	Administrative error.
2018/2019	\$1,156.19	15/04/2019 - 10/05/2019	7/06/2019		13/06/2019	13/06/2019	Retrospective changes to employee circumstances impacting penalty rates.
2018/2019	\$261.46	1/02/2019	6/06/2019		13/06/2019	27/06/2019	System issues that have subsequently been resolved.
2019/2020	\$1,363.24	25/06/2019 - 7/07/2019	23/08/2019	23/09/2019	18/09/2019	2/10/2019	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2019/2020	\$3,658.50	13/05/2019 - 10/07/2019	15/07/2019	29/04/2020	25/07/2019	23/07/2020	Changes to employment conditions that were not communicated and processed in time to avoid overpayment.
2019/2020	\$1,709.27	8/09/2019	26/09/2019	20/01/2020	30/10/2019	19/02/2020	Outstanding debt upon cessation.
2019/2020	\$1,826.78	1/07/2019 - 4/07/2019	2/10/2019	24/06/2020	16/10/2019	24/06/2020	Changes to pay cycle on move between work areas with different entitlements.
2019/2020	\$1,590.07	29/06/2019 - 13/11/2019	26/11/2019	26/11/2019	11/12/2019	11/12/2019	Incorrect information upon commencement.
2019/2020	\$246.33	25/04/2020	18/05/2020	11/06/2020	27/05/2020	10/06/2020	Retrospective changes to employee circumstances impacting penalty rates.
2019/2020	\$297.48	25/04/2020	21/05/2020	5/07/2020	27/05/2020	8/07/2020	Retrospective changes to employee circumstances impacting penalty rates.
2019/2020	\$212.06	25/04/2020	21/05/2020	21/06/2020	27/05/2020	24/06/2020	Retrospective changes to employee circumstances impacting penalty rates.
2019/2020	\$1,805.07	5/11/2020 - 14/05/2020	27/05/2020	24/06/2020	10/06/2020	24/06/2020	Retrospective changes to employee circumstances impacting penalty rates.
2019/2020	\$631.02	1/06/2020	18/06/2020		24/06/2020	8/07/2020	Retrospective changes to employee circumstances impacting penalty rates.
2020/2021	\$629.35	5/06/2020 - 10/06/2020	15/10/2020	15/11/2020	24/12/2020	24/12/2020	Outstanding debt upon cessation.
2020/2021	\$107,821.39	30/05/2019 - 19/08/2020	19/10/2020	Significant additional communication since debt notified.			Employee on long term leave, whose status was not updated leading to a protracted length of time the employee was paid without adequate leave balances.

## **Navigation**

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Calendar](#)

## **From the Parliamentary Librarian**

Dear Colleagues

It seems appropriate to close our first sitting fortnight, and Library Lovers' Day, with the first issue of Library Update for 2020.

This summer has been a difficult one, with the bushfires having widespread and devastating impacts, and the hailstorm causing localised loss and mayhem. A reminder that if you or your families need assistance, now or over the months ahead, the Employee Assistance Program offers a confidential, and free, counselling service (1300 360 364).

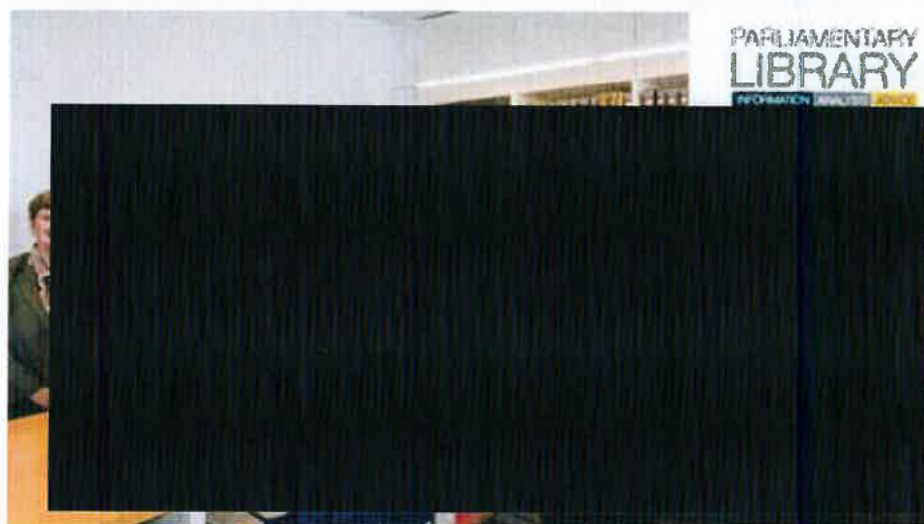
Turning to matters parliamentary, the Joint Standing Committee on the Parliamentary Library met on the Monday of the first sitting week, and had a lively and engaged discussion about our services, future challenges and demands, and about the next client evaluation which will go to market in the first half of this year.

This week members of the Committee also joined other guests from the Parliament and the national cultural institutions at the Presiding Officers' reception for the 2020 Summer Scholar cohort.

In addition to the expected increase in the tempo of client requests, we've had a full program of lectures/roundtables, a drop in session in the Senators and Members Reading Room, and the annual Summer Scholar presentations. Sadly, this week sees the end of [REDACTED] and [REDACTED] placements.

Despite the myriad excitements in the chambers, the Joint Chairs of the Library Committee also found time to help us mark Library Lovers' Day.





Thanks to the novella of Library staff (or insert your collective noun of choice), who rallied to the cause for yesterday's photo call. We often needed "talent" for photos to use in promotional images and on social media, and also voices to use when we are producing promotional videos. If you are interested in helping out the Library's Publishing team by taking part in either photo shoots or audio recordings (or both) please let [REDACTED] know. The commitment is small and may be 10 or 15 mins which they will work around your availability.

I would also like to thank, belatedly, the members of the Parliamentary Library Mentoring Program Working Group [REDACTED] for their comprehensive and informative report and recommendations (see attached). Jonathan, Liz and I will be working through the recommendations over the next few months with the aim of having a program in place by June.

Finally, next week I will be out of the office until Wednesday afternoon – though online intermittently.

Happy trails

Dianne

[^ Return to top](#)

## Staff News and Announcements

- Welcome to [REDACTED] who has commenced in the Social Policy section as a Senior Researcher.
- Welcome to [REDACTED] who has joined the EMMS team as a Digitisation Officer.
- Welcome to [REDACTED] who has joined Collections and Discovery as a Senior EMMS Data Remediation Officer.
- Welcome to [REDACTED] who has joined the Digitisation Unit as Digitisation Support Assistant.
- Welcome to [REDACTED] who has joined the Digitisation Projects team as a Digitisation Support Assistant
- Welcome to [REDACTED] who has joined the Digitisation Projects team as a Digitisation Support Assistant
- Welcome to [REDACTED] who has joined Digitisation Projects team as a Digitisation Projects Officer
- Welcome to [REDACTED] who has commenced as the Assistant Innovation Officer in LCDB.

[^ Return to top](#)

## Under the Lens

Each week in Library Update we will be introducing new staff with a short profile and photo.

Can Directors please ask new staff to fill in the linked form as part of their induction and email it to [REDACTED]. This will ensure that we have the information needed for the telephone list, pass access as well as the Library Update and Guide to Service.

[http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new\\_starter\\_form.pdf?la=en](http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new_starter_form.pdf?la=en)



This week we are getting to know [REDACTED] who has commenced in the Social Policy section as a Senior Researcher.

[REDACTED]

[REDACTED]

[REDACTED]

[^ Return to top](#)

## Navigation

[From the Assistant Secretary, Research Branch](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Calendar](#)

## From the Assistant Secretary, Research Branch

Hi Everyone,

I hope you're enjoying the more pleasant (and less catastrophic) weather. It's nice to be on my bike again without choking on smoke, being blown away, pelted with hail stones or burnt to a crisp in the heat!

We have several lectures scheduled this week that should be interesting: on Tuesday Captain Cook and first contact from an Indigenous perspective and Wednesday a look at labour market statistics, which might be a good one for the data nerds... ☺

A general reminder to keep an eye on due dates for the compulsory training units such as work, health and safety; security awareness; fraud awareness, and information and records management. And on the subject of security awareness, keep in mind the importance of keeping confidential materials off your desk or having client related conversations in places where others could overhear you (the CEP or the coffee queue being obvious examples).

Jonathan Curtis

[^ Return to top](#)

## Staff News and Announcements

- Welcome to [REDACTED] who has commenced as a Library Assistant in the Acquisitions and Serials section

[^ Return to top](#)



## Under the Lens

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

## Navigation

[From the Parliamentary Librarian](#)

[Strategic Workforce Plan Update](#)

[Updates on Library Projects](#)

[Under the Lens](#)

[Upcoming DPS Training](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

It has been an interesting week, with the unusually heavy rains no doubt due to the roof replacement currently underway at my home.

And of course, things in the Library are buzzing due to the combination of estimates and the House sitting.

On the subject of estimates, you will all no doubt be aware of Senator Kitching's questions of me at Monday's hearings. By way of background, it relates to an FOI request to the APSC for release of results from the 2018 employee survey which is, I understand, currently being considered by the OIAC.

As you may recall from our discussions at the time, the Library's survey results were overall very positive, as were the 2019 results, showing the overwhelming majority of Library staff were highly motivated, reported high levels of job satisfaction, were very engaged with their work, their teams and work of the Library, and were willing 'to go the extra mile'. It did, of course, identify a number of areas for improvement, including a focus on innovation and risk taking, staff development and SES communication. Jonathan, Liz and I have been working with teams across the Library and with Directors to bolster our strength in these areas, which has led to the Strategic Workforce Plan, the Shippit Day, and the Mentoring Working Group.

I'm pleased to say, we are well progressed against the various milestones and targets set in the Workforce Plan and mentoring report – both of which have been discussed by the JSCPL over the past year or so. As part of this, we're currently working with Greg Seberry on coaching training for SES and Directors which will run in June, and we expect to be able to provide you all information about the next steps in the mentoring program shortly.

Over the past couple of weeks, Liz, Jonathan and I have also been working with colleagues in DPS to ensure the Library is able to manage issues which may arise relating to COVID-19. I'm sure you've all read yesterday's information circular. As I was reminded when listening to the local AMA President on ABC 666 yesterday morning, prevention and care strategies for this centre on practical hygiene (rather than stockpiling toilet rolls), and staying at home if unwell.

Happy as ever to discuss this and other matters at our upcoming all Library meeting. We are just trying to confirm a date/time with our guest speaker.

And finally – this week the Speaker paid tribute to our colleague and friend Indra who is on long leave ahead of her retirement this month.

## SPEECH

Date Monday, 2 March 2020  
Page 57  
Questioner  
Speaker Smith, Tony, MP

Source House  
Proof Yes  
Responder  
Question No.

**The SPEAKER (14:20):** For the information of honourable members, I'd like to advise that a well-liked, well-known and well-respected member of our Parliamentary Library team is soon to retire. Indra Kuruppu is a longstanding member of the Economic Policy Section of the Library. I asked Indra many policy requests and research requests over the years and got to know her very well. She policed my comings and goings from the Library. She joins us in the Speakers Gallery today. On behalf of all members, I wish you a very happy retirement.

Happy trails

Dianne

[^ Return to top](#)

## Strategic Workforce Plan Update

The following objectives from the Strategic Workforce Plan are currently in train:

- A targeted coaching program is scheduled to transfer knowledge, develop skills and enhance performance:
  - Greg Seberry is currently devising a program for all Library senior leaders (SES and Directors) to be delivered on 10 June 2020.
- A formal mentoring program is developed to ensure the transfer of corporate and specialist knowledge
  - The recommendations made by the Mentoring Working Group have been approved by PLEM. [REDACTED] [REDACTED] will facilitate the program and communicate to all staff shortly.
- Leadership talks are included in Library All Staff Meetings:
  - Two guest speakers are being approached to talk at our next All Staff Meeting.
- A structured succession planning process is established:
  - Applications for the LCDB intern program have closed and are currently being shortlisted.

Many of the 2019-20 objectives have already been met. The updated tracking sheet is attached for your information.

[^ Return to top](#)



## Updates on Library Projects

### **Digitisation Projects update**

There has been quite a bit of activity with the Library's digitisation projects. In summary, the Digitisation Projects team have been preparing metadata, scanning Parliamentary Authors and determining the enhancements to Parldig which will allow for the bulk uploading of this data into Parinfo Search.

### **Historic Bills and Explanatory Memoranda Project**

This project will see the addition of historic bills and explanatory memoranda dating back to 1901 to Parinfo Search. Currently, the metadata is being prepared and testing of the Parldig enhancements are expected to commence soon.

### **Senate Tabled Papers Project**

The Senate Tabled Papers will be added to Parinfo Search. These also date back to 1901. Currently, the metadata is being prepared and it will be uploaded once Parldig has passed the testing phase.

### **Information Files Digitisation Project**

The information files comprise newspaper clippings, press releases and journal articles dating back to the 1950s. All the information files from 1999 to 1988 have been added to the relevant Parinfo Search databases and there is a smattering of early 1980s material available as well.

### **Parliamentary Authors Digitisation Project**

The digitisation of the Parliamentary Authors collection now stands at 60% completed. Access to the PDFs can be gained through the Library Catalogue.

### **Historic Hansard remediation project**

Research and analysis of the issues requiring remediation is currently taking place.

If you have any questions please contact [REDACTED]

[^ Return to top](#)

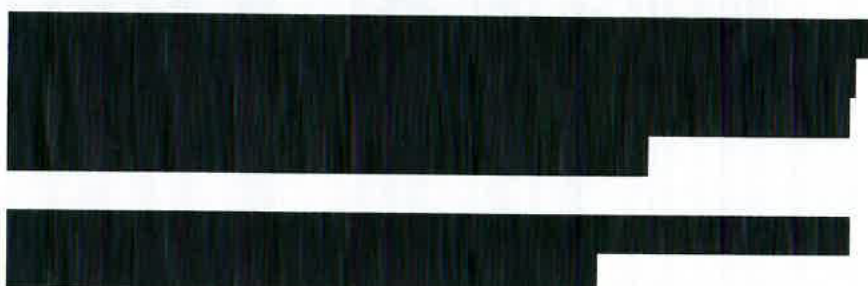
## Under the Lens

Each week in Library Update we will be introducing new staff with a short profile and photo.

Can Directors please ask new staff to fill in the linked form as part of their induction and email it to [REDACTED]. This will ensure that we have the information needed for the telephone list, pass access as well as the Library Update and Guide to Service.

[http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new\\_starter\\_form.pdf?la=en](http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new_starter_form.pdf?la=en)

This week we are getting to know [REDACTED] who has recently commenced as a Library Assistant in the Library Collections and Databases Branch.



[^ Return to top](#)

## Upcoming DPS Training

### **Resilience in the Workplace – 12 March, 9:00am to 5:00pm**

Learning outcomes for this one day course will assist participants to: recognise and promote personal resilience characteristics; identify resilient behaviours and coping mechanisms to address stressors; use techniques to effectively manage stressful situations; prioritise personal health and wellbeing; and appreciate how wellbeing can positively impact business outcomes.

### **Creating a Positive Culture – 17 March, 9:00am to 12:00pm**

This workshop is delivered by Proteus Leadership a well renowned company specialising in various Leadership programs.

This course will cover:

- Creating, leading and modelling great cultures
- Staying positive and understanding the importance of recognition
- leading a robust, solutions-focused culture

### **Recruitment Essentials – 19 March, 9:30am to 12:30pm**

This session will give participants an overview of the departments recruitment process. Participants will have a better understanding of the legislative and policy requirements in relation to merit selection and the employment of staff. Topics include the recruitment approvals process, employment options, practical application of merit selection, assessment of candidates and Selection Panel responsibilities.

In addition, the DPS Learning and Development calendar until July 2020 has been confirmed, and can accessed here [DPS - Learning and Development](#).

If you would like to register for any training please discuss this with your supervisor, and then register through SAP Self Service by clicking on 'My Learning'. If you have any difficulties in doing so, or have queries regarding the training please contact [DPS.ld@aph.gov.au](mailto:DPS.ld@aph.gov.au).

[^ Return to top](#)



## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

Parliament rose late last night having passed the coronavirus economic response package bills. The Senate also established a Select Committee on COVID-19 to be chaired by Senator Gallagher.

If you are looking for reading over the break, the Library has issued a series of [FlagPost blogs](#) on the various measures which have been put in place in response to COVID-19. More are forthcoming. Looking further afield, the Library of Congress Lawblog has published a [comparative summary](#) of legislative activities during emergency situations; and [REDACTED], formerly of the European Parliamentary Research Service, has very helpfully produced a canned search (<http://bit.ly/2WYxmV7>) on COVID 19 related publications by the research services of the European Parliament, USA, UK, Ireland, Canada, Aust, NZ and Ghana. IFLA has also released resources for [Libraries in responding to the pandemic](#).

I'd like to thank all of you for ensuring our working from home and communication arrangements are working effectively—a huge shift in a such a short time frame—and for your dedication to ensuring that we continue to provide the best possible service in support of senators and members whose parliamentary and representational roles are now even more than usually demanding. Our thanks go to our colleagues in Information Services who pulled out all stops to deliver new functionality so quickly.

Thanks also to Liz Luchetti who has volunteered to assist as part of the DPS COVID-10 Taskforce.

On the subject of volunteering, the Secretary's message today talked about the need across the Commonwealth for volunteers, to serve the nation in other roles. I understand that some of our colleagues from the departments of the Senate and House of Representatives have recently been redeployed. A number of Library staff have already put up their hands, and if any others of you are interested, please talk to Jonathan, Liz or I.

This will be very unusual Easter break, without the traditional exodus to the coast or gatherings with family and friends—though fortunately the Easter Bunny has been deemed an essential service. I hope you find time to relax and recharge. (And remember that the Employee Assistance Program is available to you and to your family members 24/7 should you need assistance (1300 360 364)).

Stay well.

Happy (albeit curtailed) trails

Dianne

[^ Return to top](#)

## Staff News and Announcements

- Welcome to [REDACTED] who has commenced as the Executive Assistant to the Assistant Secretaries in LCDB and RB.

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

## **Navigation**

[From the Assistant Secretary Research Branch](#)

[Under the Lens](#)

[Calendar](#)

## **From the Assistant Secretary Research Branch**

Dear Colleagues,

Just a short update from me this afternoon.

According to media reports, the Prime Minister has announced that Parliament will be sitting on 12, 13 and 14 May, as had been anticipated. It will be nice to have some of the energy of Parliamentary sittings back in the building after these very quiet few weeks (quiet physically at any rate – in many cases there's been plenty of work going on).

As many of you know, Liz Luchetti has temporarily moved to the DPS COVID-19 taskforce that is coordinating all the various aspects of the department's responses to the pandemic. She is expected to be away for a couple of weeks, although it may be longer. In the meantime, Heather Walsh is acting in Liz's position. She joins [REDACTED] from Stats and Mapping section who has been lending them his particular skills.

We also now have had a few people be redeployed to Services Australia to assist them with the massive increase in workload associated with implementing the government's responses to the pandemic.

On the subject of the pandemic, we expect to publish the Library's dedicated COVID-19 resources page this afternoon. The page has links to our already quite numerous publications on the subject as well as links to other parliament-related sources. Keep an eye out for resources and links would be worth adding.

Enjoy the Anzac Day long weekend; although of course this year there will be few of the traditional services that usually mark the day. Incidentally, since Monday is a public holiday only in the ACT and WA, don't forget to put an out of office message in your emails so clients know we're back on Tuesday.

Best regards  
Jonathan

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

## Navigation

[From the Assistant Secretary, Research Branch](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Calendar](#)

## From the Assistant Secretary, Research Branch

Hi Everyone

With Canberra in the happy situation that we have not had any new COVID-19 cases since 2 May, the building is gradually coming back to life. As you will have seen from the Secretary's email, the department is making arrangements to make sure that everyone is able to maintain proper social distancing. We're lucky in the Library in that most people already work in either offices or areas that have quite a bit space around them so keeping the right distance is fairly easy.

It's also important to make sure that we maintain proper hygiene and safety in common areas like the kitchens. The CEP will continue the practice of sanitising desks/phone/keyboards etc.

It's definitely nice having people back in the Library – it's been very quiet with so many people away.

If you hadn't already seen it, you may be interested to look at a new publication that went out this week: [COVID-19 Australian Government roles and responsibilities: an overview](#) which reflects the work of a substantial team and is a fine team effort.

Otherwise, we can look forward to the return of both chambers in a fortnight for the June sittings.

Until next week...

Jonathan

[^ Return to top](#)



## Staff News and Announcements

- Welcome to [REDACTED] who has commenced in the Science, Technology, Environment and Resources section as a Senior Researcher

### Historic Bills and Explanatory Memoranda and Senate Tabled Papers digitisation projects

The Digitisation Projects team have commenced uploading both historic Bills, Explanatory memoranda and Senate Tabled Papers to Parlinfo Search. We will upload them chronologically, starting with 1901, depending on any fixes that we may be waiting on.

You will find the Bills and EMs in the *Bills of Previous Parliaments* in the *Bills and Legislation* collection and the Senate Tabled Papers in the *Tabled Papers Register* in the *Publications* collection.

If you have any questions please contact [REDACTED]

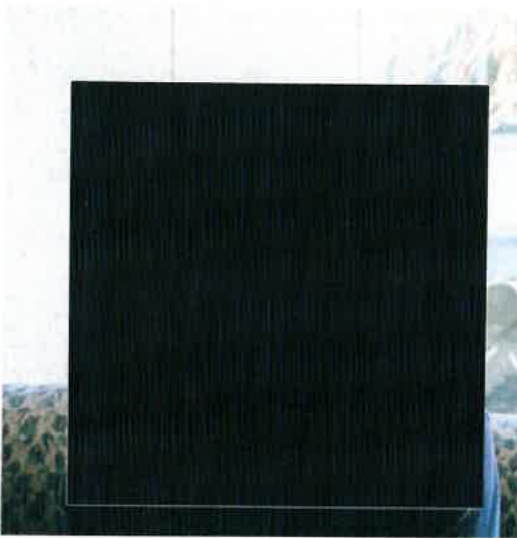
### Special Visitors

The Library had two very special visitors this week for training, but I don't think they liked our catalogue (I know, I'm sorry...).

Laslo and Ninja were very well behaved and they didn't need to be shushed once!



## Under the Lens



Each week in Library Update we will be introducing new staff with a short profile and photo.

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[REDACTED]

[REDACTED]

[REDACTED]



## **Navigation**

[From the Parliamentary Librarian](#)

[Under the Lens](#)

[Calendar](#)

## **From the Parliamentary Librarian**

**Dear Colleagues**

It's splendid to see more people in the Library and more broadly in APH as COVID-19 related restrictions ease. We are fortunate that our layout enables us to maintain social distancing in our work place. Thanks go to our colleagues in the COVID-19 Taskforce who assisted us in establishing maximum occupancy levels in work areas, kitchens and meeting rooms. (And, of course, to [REDACTED] and the DPS WHS team for organising and maintaining supplies of sanitiser etc.) Not all parts of DPS are similarly placed, requiring some temporary re-locations of some staff around the building to ensure physical distancing is maintained. As part of this, as you have probably noticed, we are hosting colleagues from Information Services Division in the large conference room.

It's been a busy couple of weeks in the lead up to the Parliamentary sittings. Amongst other things, the Secretary and I settled a draft Resource Agreement for 2020-21, which will be considered by the Joint Standing Committee on the Parliamentary Library when it meets later today. And client work is also humming, with around 860 jobs completed in May, bringing our year to date total as at the end of the month to just under 10,500. (Can you tell it's June, and I've started work on the Annual Report?)

We are exploring how best to deliver an appropriately socially distanced program of lectures and seminars and training for the 2020-21 parliamentary sittings, so please let Jonathan or I know if you have ideas on that front. Very unfortunately,

we were not able to host the Library's Reconciliation Lecture this year, but we are hopeful that our speaker will be able to deliver her lecture later in the year, even if from a distance.

On the staffing front, Liz's return to the Library will be delayed as she is moving this week to lead the Corporate Operations Branch until recruitment for the COO position is finalised. Given Liz's relish for new challenges, she is embracing this opportunity with her customary enthusiasm, though she is very much looking forward to returning to the Library in due course. On the up side, I'm delighted to be able to continue to work more closely with Heather who will continue as A/AS LCDB. Also on staff movements, we will shortly and sadly farewell [REDACTED] who will return to work at the National Library of Australia at the beginning of July. However, I am very pleased to say that [REDACTED], whom many of you will remember as a former Library staffer, will return to act as [REDACTED] pending permanent filling of the position. [REDACTED] will commence with us on 29 June (to enable a handover).

Happy trails

Dianne

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

## Navigation

[From the Parliamentary Librarian](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

Yesterday's email from the Secretary set out arrangements for the upcoming sitting weeks: I encourage you to [read](#) it if you have not yet done so.

For those who will be working on premises next week, the Presiding Officers this afternoon put out a [statement on the wearing of masks](#) during the sitting period, stating:

"While recognising that the wearing of masks is not mandatory in the ACT, at the specific request of the Acting Chief Medical Officer and out of an abundance of caution, in the public common areas of Australian Parliament House everyone is recommended to wear a mask at all times.

As an additional precaution the wearing of masks is encouraged in the presence of others, especially where physical distancing is not possible, and by those at increased risk of COVID-19."

Masks will be available at the entrances to the building from 7-10 am Mon-Fri over the sitting period. Additional kits will be available from the Members Hall cloak room on level 1.

We also have masks available in the Library (and zip-lock bags in which to dispose of them) should you need more in the course of the day.

DPS has issued [Guidance](#) on the use of personal protective equipment. A video on to how to use a mask correctly can be found [here](#).

On other matters, the Joint Standing Committee on the Parliamentary Library is meeting on the evening of 3 September, with the assistance of Parliamentary Broadcasting for those attending remotely. On the agenda will be the upcoming client evaluation of our services which will again be undertaken by Uncommon Knowledge.

I'm pleased to say that we will soon commence a trial of a mentoring program which will be run across the Senate Committee Office, the House of Representatives Committee (as per our workforce plan), and will be running an information session after the sittings. And a reminder that the mental health resilience training will be run now on 14 September in the theatre.

Happy (and safe) trails

Dianne

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)



## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

The Federal budget is at last upon us, though the corridors of Parliament were/are much quieter than in previous years due to COVID 19 related restrictions. The Library's pre budget seminars were similarly affected, with our traditional budget day presentation on navigating the Budget Papers replaced by [on-line training](#) (well done, [REDACTED]), and the pre-budget seminar delivered via webex.

Speaking of webex, you may also have noticed that there is a new dedicated video conferencing device in the Frosty Room that is particularly good to use when you want to have two or more people present in the room (instead of trying to do it on your laptop/phone). If you want to use it for meetings, [REDACTED] can help with arrangements.

As many of us continue to pore over the budget papers to prepare the Library's [Budget Review](#), LCD section has prepared a very handy [Budget 2020](#) search for easy retrieval of budget related news clips and media releases.

Eager readers of the budget papers will have noted that DPS received a funding injection for 2020-21 and 2021-22 "to support its operations, further improve security, enhance video conferencing capabilities and maintain service levels while COVID-19 health restrictions and precautions impact external revenue." It is not clear as yet what this will mean for the Library's resourcing; however, the fact that the appropriation dips sharply in the out years (from 2022-23) means

we will continue to operate in an environment of budget constraint. This is consistent with the Government's approach to funding for the APS, which increases this year and next reflecting the impact of COVID-19, decreasing again from 2022-23.

The JSCPL meeting in September did not achieve a quorum due to a rolling series of divisions in both Houses. Those members who were present did manage to have an informal conversation with the consultants appointed to carry out the upcoming client evaluation of our services. However, as previously resolved by the Committee, the Joint Chairs have written to express their appreciation to all Library staff for their "outstanding and continued professionalism" during the pandemic.

Recruitment became been a major focus for many of us once Parliament rose in September. I'm happy to say that the selection process for the Director of Library Systems, Projects and Innovation has been completed, with [REDACTED] emerging as the successful candidate. I'm sure you will join with me in congratulating him on his promotion! However, on a sad note, [REDACTED] has decided to retire in January, though her last day in the Library will be 10 December. I will be seeking expressions of interest to fill this position in a week or so.

Happy trails

Dianne

[^ Return to top](#)

### Staff News and Announcements

- Welcome to [REDACTED] who has commenced as a Research Assistant in the Science Technology, Environment and Resources section
- Welcome back to [REDACTED] who has commenced as a Senior Researcher in in the Economic Policy section

[^ Return to top](#)

### Under the Lens

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[^ Return to top](#)

## Navigation

[From the Parliamentary Librarian](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

We find ourselves at the end of a particularly interesting estimates week, with another ahead.

On the Library front, we are nearing implementation of our new discovery system which will replace Summon (with Summon ceasing at the year's end). If you haven't yet had a chance to look at it yet, you can find it [here](#). Feedback is welcomed. The new system will significantly improve our capability of searching across our collections. [REDACTED] had scheduled a couple of information sessions earlier this week and I'm sure will be happy to schedule a repeat for those interested once the current sittings end.

The Budget Review 2020-21 articles have now largely been published, and can be found [here](#)

Finally, Uncommon Knowledge is gearing up to commence fieldwork on the client evaluation of our services for this Parliament. Normally we'd have a largish meeting which people were able to attend to help shape the research questions. Unfortunately, COVID arrangements require us to streamline this approach this time. So Library Directors will be talking with their teams to gather input; and the Directors will then meet with the consultants on 3 December to provide feedback. Ahead of these discussions, it would be helpful to have a look at the [results of our previous evaluations](#) -- which you can find [here](#) -- particularly the [Evaluation for the 45<sup>th</sup> Parliament](#)

Happy trails

Dianne

[^ Return to top](#)



Library Update

18/11/2020

Issue 11

## Navigation

[From the Parliamentary Librarian](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

If you have been using the Library's pages on [www.aph.gov.au](http://www.aph.gov.au) today, you will have noticed that we have a [new look landing page](#). The page has been refreshed to make it easier to navigate and to better promote the range of services available via that site. Thank you and well done to our [REDACTED] from our Web Publishing team, and the Public User Experience Team in ISD (including [REDACTED], who worked on it when he was in ISD).

Registrations are currently open for an upcoming IFLAPARL virtual event: innovation and inspiration during a global pandemic. There are two sessions, neither of which are optimum in their timing from an antipodean perspective, (but the sessions are being recorded):

Registration link for Dec 2, 2020, 13:00 UTC (check [what time this is for you](#)):

[https://zoom.us/webinar/register/WN\\_3cIE3jWzTyW9968REpIObA](https://zoom.us/webinar/register/WN_3cIE3jWzTyW9968REpIObA)

Registration link for Dec 9, 2020, 10h00 UTC (check [what time this is for you](#)):

[https://zoom.us/webinar/register/WN\\_YZuRs6rITSS3fCepLrBxWQ](https://zoom.us/webinar/register/WN_YZuRs6rITSS3fCepLrBxWQ)



A reminder that the DPS is [seeking nominations](#) by 27 November from people interested in becoming a Harassment Contact Officer. More information on the role of HCO's can be found [here](#) -- HCOs play an important role and Library staff who have had this role in the past have found it rewarding, so do consider nominating.

Finally, the DPS staff survey closes on 1 December. Please do take the time to participate. It should only take 20 minutes or so. If you didn't receive the link, contact [workforce.strategy@aph.gov.au](mailto:workforce.strategy@aph.gov.au) Remember, there is a prize for the branch with the highest participation rate (a BBQ or morning tea hosted by the Secretary and Executive Chef), and I'll contribute one of the delectable cakes baked by APH catering

Dianne

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Library Lecture](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

As this is the first update of the year, I'll begin by welcoming our new starters.

In LCDB, [REDACTED] and [REDACTED]mer have joined the Library Systems Projects and Innovation Section as senior developers; and [REDACTED] has joined the [REDACTED] (being on long leave). In Research Branch, [REDACTED], [REDACTED] and [REDACTED] have (re)joined SP; [REDACTED] is back onboard in Econ; STER has welcomed [REDACTED] (from the House of Representatives Committee Office) and [REDACTED]. You may also have noticed that our new Research Associates – in order of arrival [REDACTED] (on Monday) – have all started and are sitting in the pod around the PPA area.

As you will have seen, the next Library lecture is on Earle Page by Dr Stephen Wilks, author of a recent biography. While he's one of the lesser known of our Prime Ministers, he's an interesting character so do come along if you feel like something entertaining over your lunchbreak. (Divisions permitting, it will be introduced by the Chair of the JSCPL Senator Dean Smith.) More generally, as well as being a good opportunity to hear from some of Australia's best political historians in person, these lectures are important contributions to maintaining the history and institutional memory of the Parliament – one of the Library's roles – and we'll be hosting a few more over the year, including one on Scullin and Curtin. Due to COVID-19 restrictions, it's a (free) ticketed event --

<https://events.humanitix.com/earlepagelec>

Distribution of the new edition of the *Parliamentary Handbook* is now complete -- leading to this celebratory tweet from the Member for Fenner



**Andrew Leigh** @ALeighMP · 30m

The Parliamentary Handbook has been published since 1915. In the latest edition, Nathan Church & team have compiled a vast range of info for #auspol tragiics. Online here [aph.gov.au/library/handbo...](http://aph.gov.au/library/handbo...)

I have a spare copy. If you'd like it, hit reply & tell me why. Best reason wins.



Australian Parliamentary Library



Speaking of the *Handbook*, we are continuing to work on the *Handbook on line* – do have a look at the beta if you haven't checked it out for a while <https://handbook.aph.gov.au>.

While recent changes on Facebook have attracted wide commentary, *The Financial Review* has also implemented changes which have affected access to its content. It's withdrawn from the Copyright Agency's industry agreement and is instead negotiating individual licensing agreements with media monitoring companies, including Isentia. As a result of these new arrangements, AFR content on the Isentia Mediaportal is now available only to readers who have individual subscriptions to the AFR. (Isentia is still able to alert Mediaportal users to new content whether they have individual AFR subscriptions or not.) However, Library staff can continue to access AFR content while on the Parliamentary Computing Network through:

- [Daily press clips in ParlInfo](#)
- [Unrestricted website access](#)
- [Digital edition paper replica](#)
- [Senators'](#) and [Members'](#) news clips of the day

Remember the annual [Building Occupant Satisfaction Survey](#) is open until 26 February (if you haven't yet responded).

Happy trails

Dianne

[^ Return to top](#)



## Staff News and Announcements

### New Staff Inductions and tours

Any new staff who are interested in doing a short Library induction should contact [REDACTED]

DPS Visitor Services also offer [monthly orientation tours](#) for staff and building occupants at Parliament House

[^ Return to top](#)

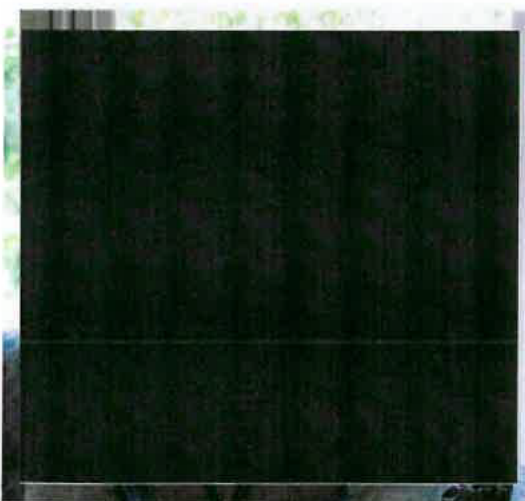
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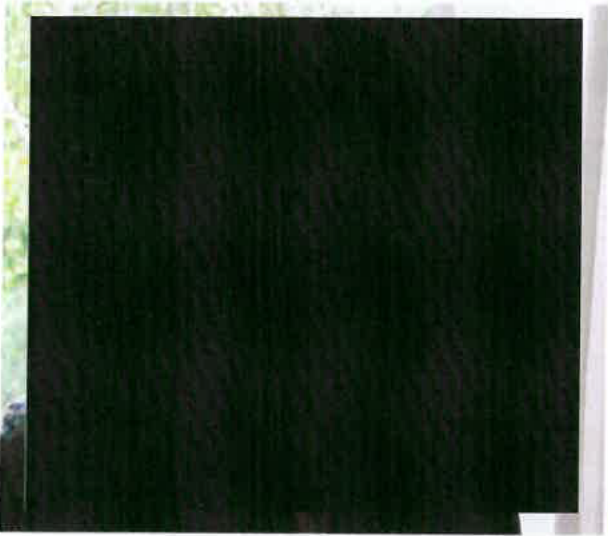
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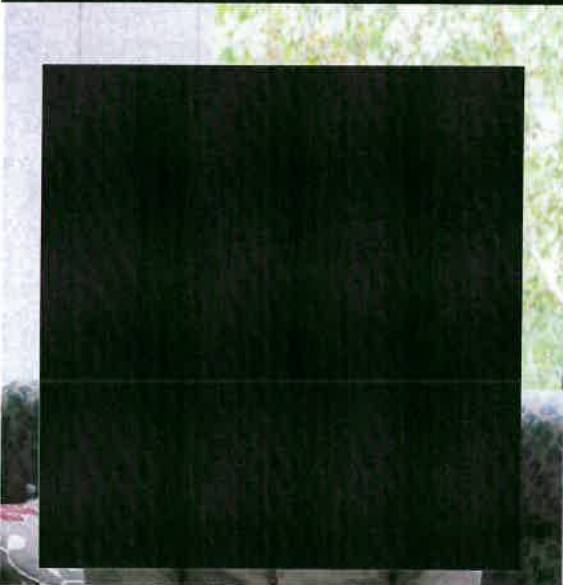


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## Library Lecture

### PARLIAMENTARY LIBRARY

INFORMATION ANALYSIS ADVICE

Library lecture: 'Now is the psychological moment'—Earle Page and the imagining of Australia

Presented by Dr Stephen Wilks, National Centre of Biography, B.Ec. (Hons), Monash University; PhD, ANU

Wednesday 24 February 2021

1.15pm–2.15pm

Parliament House Theatre

(A [calendar invitation](#) is available on the Senators' and Members' Services Portal)

Earle Page (1880–1961) was Australia's 11th Prime Minister and served for only 19 days after the death of Joseph Lyons. He was also a surgeon, Country Party leader and treasurer. Over decades, he made determined efforts to seize 'the psychological moment' and pursue his vision of a decentralised and regionalised nation. Effervescent, intelligent and somewhat eccentric, Page was one of Australia's great optimists.

#### **Presenter:**

Dr Stephen Wilks studied economic history at Monash University and did his PhD in Australian history at the Australian National University where he now works in the ANU National Centre of Biography.

*This lecture is free for members of the public. Senators, Members and Parliamentary staff are encouraged to attend. To ensure we do not exceed the capacity of the venue, RSVP by email to: [REDACTED]*

*A recording of the lecture will be made [available on the website](#).*

[^ Return to top](#)



## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[Library Lectures](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

You may have noticed we're back into the routine of Library lectures and webinars, with the talk on Earle Page last week, this week's lecture on superannuation by Professor Bob Breunig, and sessions on 'calling in the military', and 'becoming Curtin and Scullin' over the next fortnight. Doing these events with the combination of both speakers and audiences participating physically and remotely is more difficult than it looks. Thanks to the combined team of [REDACTED] and (offering his welcome technical expertise on microphones and sound quality) [REDACTED], who have acquired and operated the technology and conquered the numerous technical glitches.

Speaking of [REDACTED], she's temporarily left us to act as [REDACTED] [REDACTED]—hopefully we'll see her back when she realises how much she misses us. 😊 Jonathan and Heather are currently finalising arrangements for someone to step into her role during her absence. Also on the staffing front, in Research Branch, on Monday [REDACTED] returned to LBD on secondment from [REDACTED] filling in for [REDACTED] while he's doing the [REDACTED]. Also new to Research Branch is [REDACTED], who started in FADS as senior researcher. Welcome to you both!

Finally, for all of our Canberra residents, Happy Canberra day on Monday! And I hope everyone, whether resident in the ACT or in the great state of NSW, has a wonderful long weekend.

Happy trails  
Dianne

[^ Return to top](#)

## Staff News and Announcements

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DPS Visitor Services also offer [monthly orientation tours](#) for staff and building occupants at Parliament House

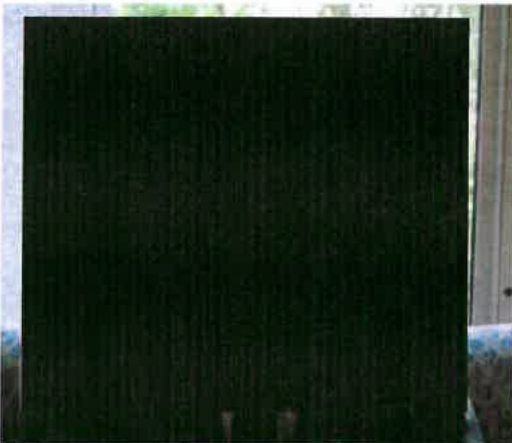
[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

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## Library Lectures

### Library online lecture: 'Calling in the military'—legal issues and controls when the armed forces assist the government and the community

Wednesday 10 March  
11.00am–12.00pm  
Videoconference

(A calendar invitation is available on the Senators' and Members' Services Portal).

In the last year, bushfires and COVID have seen the use of the ADF to assist state and territory governments. The use of military in a domestic setting has always been strictly regulated in democracies and this lecture examines the legal regime governing their use in Australia.

#### Presented by:

Dr Cameron Moore, Associate Professor at the School of Law at the University of New England, is a specialist in military law, and author of the 2017 book *Crown and Sword: Executive Power and the Use of Force by the Australian Defence Force* (ANU Press, 2017). He is a Commander in the Royal Australian Naval Reserve.

#### Booking:

Senators, Members and Parliamentary staff are invited to attend via videoconference. If you wish to participate, please RSVP to [DPSParliamentaryLibraryEvents@aph.gov.au](mailto:DPSParliamentaryLibraryEvents@aph.gov.au). We will confirm attendance and send you a weblink. For further information, call [REDACTED].

[^ Return to top](#)

### Library Lecture: 'Becoming John Curtin and James Scullin': their early political careers

Presented by Liam Byrne, official historian for the Australian Council of Trade Unions

Wednesday 17 March  
11:00am–12.00pm  
Main Committee Room

Before becoming prime ministers, John Curtin and James Scullin were two young working-class men who dreamt of changing their country. Dr Byrne, author of 'Becoming John Curtin and James Scullin' discusses their intertwined early lives and the role each man played in the Australian Labor Party's first experience of national government, the great conscription clash and party split of 1916.

#### Presenter:

Liam Byrne has a PhD from the University of Melbourne, where he holds an honorary position at the School of Historical and Philosophical Studies. He is the official historian for the Australian Council of Trade Unions.

#### Booking:

This lecture is free for members of the public. Senators, Members and Parliamentary staff are encouraged to attend. Due to COVID-19 restrictions, this is a ticketed event—please [book your free spot](#).

A recording of the lecture will be made [available on the website](#).

[^ Return to top](#)

Library Update

1/4/2021

Issue 3

## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Help searching the Library's databases in ParlInfo](#)

[Under the Lens](#)

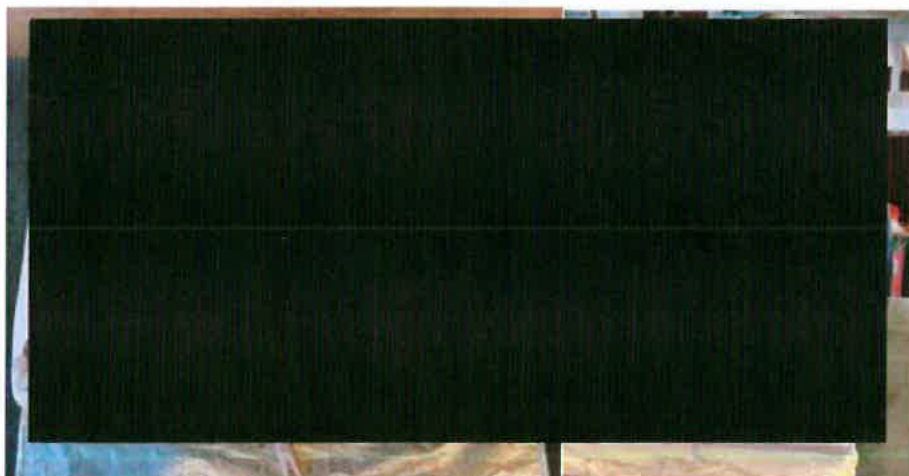
[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

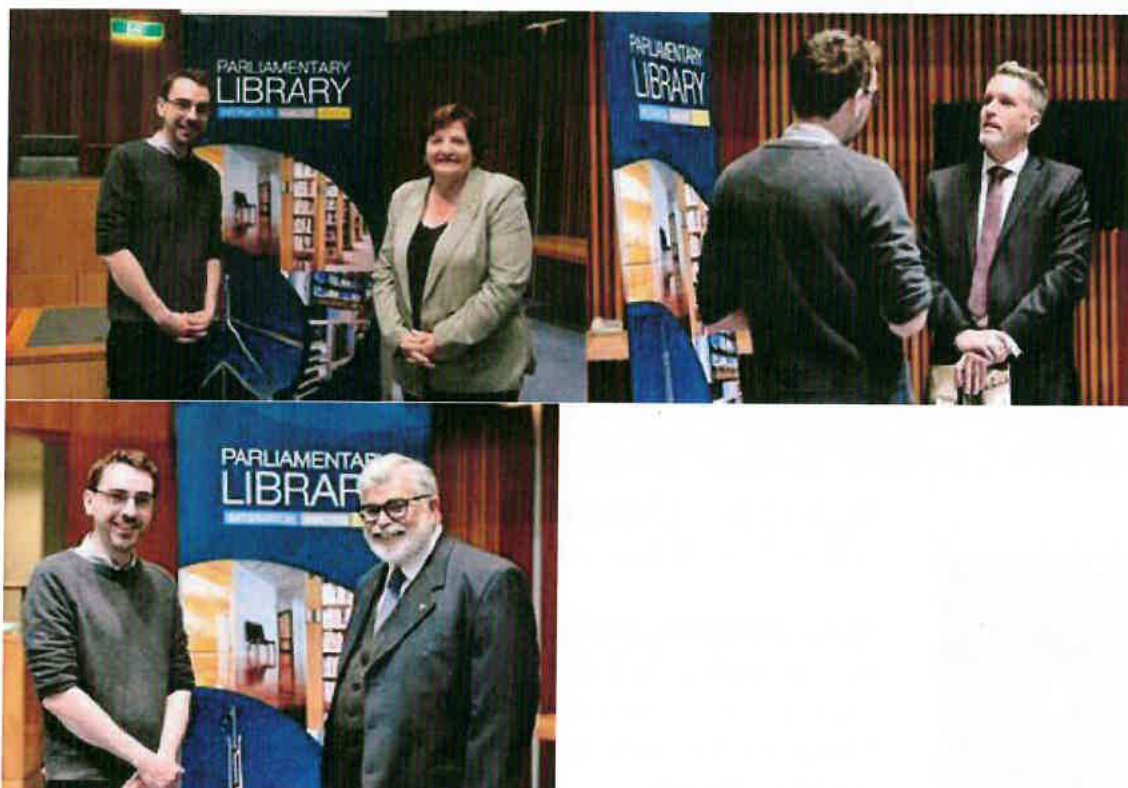
My apologies for the break in transmission – I was struck down with an ocular failure during DPS' appearance at estimates and it continues to pose logistical challenges. (I was profoundly grateful that I was not asked a question that required me to read my notes).

Since our last update, we have farewelled [REDACTED] – who went out with a bang with her outstanding farewell cake (see picture below). [REDACTED] has also headed to Treasury, with our congratulations and best wishes, to take up a temporary position there until the end of the year. Recruitment for both positions is underway.





Our lectures on past Prime Ministers continue, the most recent being Dr Liam Byrne, author of 'Becoming John Curtin and James Scullin' introduced by Ms Anne Stanley MP, who's a co-chair of the Library Committee. Mr Josh Wilson MP, the Member for Fremantle (John Curtin of course being one of the more high profile MPs from that electorate) and Senator Kim Carr also came along. If you missed it, you can watch it online and we'll also shortly be publishing the text of Liam's speech (and that of Stephen Wilks on Earle Page).



The JSCPL met on 19 March where it considered the outcomes of the indexing review and the launch of the beta on the *Parliamentary Handbook*. The Committee's next meeting will be in June and the key agenda item will be the Library Resource Agreement.

On the issue of the Resource Agreement, it's time to revisit our strategic priorities and to identify possible items for the business plan. One focus for the coming year will be further improvements to our web/portal presence. Watch this space next week for more information re the strategic and business planning process.

A couple of reminders. Be alert for email scams asking you to click on links or change passwords – a few of which have found their way into my in box this week. Next, the annual influenza vaccination is open for booking [now](#). Additional due diligence training has been scheduled for 22 and 28 April for PEL1s and PEL2s who were not able to attend the previous session.

Finally, I hope you all have a wonderful Easter break – see you next week.

Happy trails

Dianne

[^ Return to top](#)

## Staff News and Announcements

- Welcome to [REDACTED] who has commenced as the Acting Executive Assistant for LCDB and RB.

[^ Return to top](#)

## Help searching the Library's databases in ParlInfo

You'll see attached a tipsheet on searching the Library's databases in ParlInfo. This tipsheet summarises much of the information from the recent ParlInfo training sessions including dataset types and search operators. Also attached is the latest guide to searching for recent news in ParlInfo. This document contains suggested searches for recent news topics and breaks down how the searches work.

If you would like to join the distribution list for more regular updates on how to search recent news in ParlInfo, please email [LCDB@aph.gov.au](mailto:LCDB@aph.gov.au)

[^ Return to top](#)

## Under the Lens



Each week in Library Update we will be introducing new staff with a short profile and photo.

Can Directors please ask new staff to fill in the linked form as part of their induction and email it to Rowena. This will ensure that we have the information needed for the telephone list, pass access as well as the Library Update and Guide to Service.

[http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new\\_starter\\_form.pdf?la=en](http://dps.parl.net/~media/dps/parliamentary%20library/staffing/new_starter_form.pdf?la=en)

This week we are getting to know [REDACTED] who has commenced as a Library Associate.

[REDACTED]

[REDACTED]

[REDACTED]

[^ Return to top](#)



## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Budget Newspaper clippings and press releases](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

A flurry of staffing news:

As you would know, [REDACTED] has been on long leave for the past few months. He has now retired from the [REDACTED]. [REDACTED] started [REDACTED] the implementation of two digital systems since. I'm sure that you join with me in wishing him all the best in his retirement. As a consequence, we are advertising a [REDACTED]. Please get in touch with [REDACTED] if you are interested in more details about the role.

It is also farewell and thank you to [REDACTED] who is leaving the Library today to take up a new opportunity where he can use his graphic design skills. [REDACTED] joined the [REDACTED] and has also worked in [REDACTED]. [REDACTED] was also one of the cohort of DPS staff who volunteered to redeployment to the Services Australia APS200 APH Satellite Processing Hub for claims processing during the early phases of the COVID-19 outbreak.

On other matters, next week, Research Branch is running a couple of inhouse training courses: one is a Masterclass on writing (delivered online) and the other is Understanding legislation. Group sizes are limited but we'll aim to run additional sessions soon for anyone who misses out on this round.

I thought it's a good time to give you an update on a project that's running across the Library that aims to check the accuracy of all the Parliamentary



Committee records in Wadsworth, from 1901 to the present. This is more difficult than it sounds as Parliament's records are sometimes incomplete or inconsistent particularly with the earlier periods before the committees assumed their current importance.

have been digitally compiling all the resources into a database in Library Systems, Projects and Innovation team has crafted an algorithm to compare the two datasets to identify gaps or errors. It's quite resource intensive, but the end point will ensure Wadsworth is the authoritative source of accurate information on Australian Parliamentary service – a very worthwhile endeavour.

The Association of Parliamentary Librarians of Asia and the Pacific is holding its 13<sup>th</sup> conference online from 15-17 June. The theme is, appropriately, 'enhancing the responsiveness and relevance of Parliamentary Library and Research Services during times of crisis'. If you'd like to participate, let Rowena know and we'll advise the Secretariat.

Finally, we wrapped up our ANZAC day contributions this week with a webinar on Chinese ANZACS. If you missed that, or the earlier one on Russian ANZACS, you'll shortly be able to [catch up online](#).

Happy trails  
Dianne

[^ Return to top](#)

#### Staff News and Announcements

- Welcome to [REDACTED] who has commenced as a Researcher in the Foreign Affairs, Defence and Security section.
- Welcome to [REDACTED] who has commenced as a Publishing Officer in the Publishing section

[^ Return to top](#)

#### Budget newspaper clippings and press releases

Library Databases staff will add **Budget 2021** to the title of all newspaper clippings and press releases about the federal budget from the time the Treasurer gives the budget speech. This means that a Title search in ParlInfo will retrieve coverage about the budget.

See [Budget 2020](#) for examples from last year's budget.

Please direct any questions to [lcdb@aph.gov.au](mailto:lcdb@aph.gov.au) or call x2665.

[^ Return to top](#)

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[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[^ Return to top](#)

## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Digitisation Projects Update](#)

[Under the Lens](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

A pause in sittings this week between the excitement of the budget and the excitement of upcoming estimates hearings.

It has been a welcome return to the familiar May budget timings, though this year the budget tree hadn't quite managed to hold its foliage. Equally welcome was the opportunity to welcome colleagues from the NSW Parliamentary Library who spent an intensive two days here to **help them** prepare for their upcoming restructure. Many thanks to all those who helped make their visit **such** a success:

[REDACTED], Heather Walsh, [REDACTED]

If you missed this year's pre budget seminar, you can catch it [here](#) – held via the web this year with Dennis Trewin and Barbara Howlett discussing the implications of demographics and climate change for Australia's economic outlook. What made this particular webinar notable was the record number of participants—sixty. While not ground breaking for the wider world of online events, it does reflect the growing comfort of our clients in participating online from wherever they are. We look forward to continuing these and to developing hybrid models to enable us to arrange ancillary briefings/discussions with presenters during sitting weeks. We'll have a pause on the lecture circuit while Parliament focuses on the Budget and the Budget Estimates round of hearings.



On a related topic, [REDACTED] in Economic Policy section has been busy running the customised online budget training sessions for clients that replaced the 'Understanding the Budget' seminar of previous years. While it might seem that this was another COVID inspired change, it was actually based on the calculation that different client groups use the Budget documents in different ways and will be looking for different things. Customised small group training lets us focus on delivering exactly the content they need. Another innovation has been inviting, where it would be useful, participation from the PBO in a good example of the kind of 'joined up' client service that we aspire to.

Happy trails

Dianne

[^ Return to top](#)

#### Staff News and Announcements

- Welcome to [REDACTED] is who has recently commenced as a Researcher in the Law and Bills Digest section
- Congratulations to [REDACTED] who has taken up a new role as a Library Officer in the Central Enquiry Point section.

[^ Return to top](#)

#### Digitisation Projects update

A number of the Library's digitisation projects have now been completed.

##### **Parliamentary Authors**

A total of 862 monographs from the Parliamentary Authors collection have now been digitised with a link available in the Library Catalogue. The project was initially to digitise 846 monographs but this has been exceeded. This project is now completed.

##### **Historic Bills and Explanatory Memoranda 1901-1996**

The aim of this project was to add all Bills and Explanatory Memoranda originating from the House of Representatives into ParlInfo Search. They can be found in the Bills and legislation collection in ParlInfo. This part of the project is now complete. In the new financial year we will start work on the historical Senate Bills and EMs and a small number of Bills originating from the House of Representatives 1996-2001 so they too can be found in ParlInfo Search.

##### **Senate Tabled Papers**

This project is 98% complete and will be finished by 30 June this year. T Senate Tabled Papers can be found in the Tabled Papers Register database in ParlInfo Search. The Senate will decommission its historical database once all the Tabled papers are in ParlInfo Search.

### **Information Files Digitisation Project**

The number of newspaper articles continues to grow in the Newspaper Clippings database. At the moment, newspaper articles from 1980 and 1981 are being added. This means there is a comprehensive collection of newspaper clippings covering the Australian political landscape from 1980 to the present in the database. Journal articles dating from this early period are also being added to the Articles dataset.

A reminder that if you are looking for historical government or opposition press releases to check the Press releases database in ParlInfo. Tens of thousands of press releases were added during a previous project to that database.

### **Historic Hansard 1901 to 1980**

There has been a lot of development activity in the creation of an application that will help the Digitisation Projects team to remediate the identified issues with the Historic Hansard. We look forward to using it to improve the Hansard. In the meantime, if you come across any problems that need to be addressed please let [REDACTED] know.

If there are any questions on any of the above please get in touch with [REDACTED]  
[REDACTED]

[^ Return to top](#)

### **Under the Lens**

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[^ Return to top](#)

## Navigation

[From the Parliamentary Librarian](#)

[Staff News and Announcements](#)

[Under the Lens](#)

[1982 – Fax machines in the Parliamentary Library](#)

[Calendar](#)

## From the Parliamentary Librarian

Dear Colleagues

Last Friday we completed publication of the Budget Review -- with 40 articles published. This was a great achievement, and well done to everyone involved across the Library--In RB, authors, editors, the OPL publishing team, in Library Collections and Databases Branch everyone assisting with clips and indexing, support in helping fix a systems glitch, and for wrangling all the budget papers.

Another important milestone was reached this week in the completion of a major project being undertaken by Digitisation Projects to improve the quality of the Senate Tabled papers database. This will greatly improve the comprehensiveness and accessibility of this material, and we received a lovely note of thanks from the Director of the Senate Table Office:

Hi [REDACTED]

Thank you so much for contributing the effort, resources and expertise of you and your team to this project to bring our tabled papers collection back in to parliamentary fold! We are particularly grateful for the meticulous care you have applied to improve the quality of the images and identify the various errors and missing papers in the collection – this is a really great achievement and a lasting contribution to the Department of the Senate's most important collection.

Regards

[REDACTED]

Speaking of closures, the Windows 10 project has closed and any outstanding work has been moved to business as usual ICT teams. If you have anything outstanding from the Win10 project can you please let [REDACTED] know for monitoring and escalation.



We're at that time of the year I think of as 'governance season' ~ when we refine next year's budget bids, prepare the Library's Resource Agreement, start writing the Annual Report and do next year's Business Plan. Business Planning may seem a bit dry, but they're important in setting out the program of work for the coming year and this year we're doing it a little differently, with a focus on making sure that each outcome is tied to specific activities ('what' we'll do) with associated Plans and Projects ('how' we'll do it). To assist this, we're having workshops with the assistance of [REDACTED], the Director of Culture and Change Management.

In terms of upcoming work, the Library Small and Large conference rooms are scheduled to have the projector and screens replaced in June. This will also include updates to the cabling to support the new laptops being rolled out around the library. Likewise the Library Staff Meeting rooms (8pax and 10 pax) are being upgraded with large screens and enterprise grade web cameras and new laptop compatible cables. Once the work is scheduled we may need to move some meetings out of those rooms while the upgrades take place. We appreciate your patience with this. Please get in touch with [REDACTED] if you have any questions.

Things are moving along on this the shift to the new referencing systems project: the software Zotero is packaged and can be downloaded onto your machines, and we also have the general licence enabling everyone to access the Australian Manual of Style. With the building blocks in place, the project team will now start on the roll-out process, developing tip sheets, training and timeframes for the changeover. Stay tuned for further updates.

Sadly for us (but not for him), [REDACTED] is finishing today after over 28 years in the Library and will be greatly missed by all his friends, colleagues and clients. As COVID-19 restrictions preclude the traditional mass gathering in the Conference room, [REDACTED] is being farewelled at a section lunch, and will be making a processional around the Library this afternoon to say goodbye.

Finally, Monday is a public holiday in Canberra—but not in other jurisdictions. Don't forget to put a message on your phones/email. Have a great long weekend

Happy trails

Dianne

[^ Return to top](#)

#### Staff News and Announcements

- Farewell to [REDACTED] who is retiring after 28½ years in the Library. We wish you all the best for the next chapter [REDACTED]
- Welcome to [REDACTED] who has recently commenced in the Statistics and Mapping section as a Senior Researcher.

[^ Return to top](#)

## Under the Lens

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[^ Return to top](#)

## 1982 - Fax machines in the Parliamentary Library



[^ Return to top](#)

