

List of Recommendations

Recommendation 1

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

Recommendation 2

3.32 The committee recommends that DPS dedicate the necessary resources to have the final Conservation Management Plan and the Design Principles completed by 30 October 2015 and take the necessary steps to have the Central Reference Document completed by 30 September 2017.

Recommendation 3

3.33 The committee recommends that prior to each estimates hearing, DPS provide the committee with an update of the status of the Conservation Management Plan, the Design Principles and the Central Reference Document. These updates should continue to be provided until such time as all three documents are complete.

Recommendation 4

3.63 The committee recommends that DPS perform a stocktake of all assets in all areas of Parliament House once every three years.

Recommendation 5

3.83 The committee recommends that the Australian National Audit Office undertake a follow-up audit of DPS' contract management in 2016.

Recommendation 6

3.84 The committee recommends that DPS conduct an internal audit of contracts put in place in 2015 and provide a copy of the audit report to the committee by 1 February 2016.

Recommendation 7

4.26 The committee recommends that DPS provide the following information on bullying and harassment complaints to the committee by 1 October 2015:

- the number of complaints recorded on the HR register for the 2014-15 financial year;
- the number of complaints recorded on the HR register for the 2014-15 financial year which have been resolved and the nature of that resolution;
- the number of complaints recorded on the HR register for the 2014-15 financial year which have been escalated for investigation and the outcome of that investigation;

- the current number of Harassment Contact Officers in DPS (as at 30 September 2015).

Recommendation 8

4.28 In providing the information on bullying and harassment in Recommendation 7, DPS should identify the three areas of DPS where the most complaints of bullying and harassment have been received and whether a pre-emptive investigation has been conducted in relation to any of those areas.

Recommendation 9

4.30 The committee recommends that, prior to each estimates hearing, DPS provide the committee with the following information on the number of bullying and harassment complaints:

- the number of new complaints recorded on the HR register since the previous estimates update was provided;
- the status of each of the new complaints recorded on the HR register since the previous estimates update was provided;
- the number of complaints withdrawn from the HR register and the reasons that the complaints were withdrawn; and
- the number of Harassment Contact Officers in DPS.

Recommendation 10

4.54 The committee recommends that prior to each estimates hearing, DPS provide the committee with the following information:

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

Recommendation 11

4.70 The committee recommends that DPS provide the committee with the evaluation of the trial of the full day shifts by 1 October 2015.

Recommendation 12

5.17 The committee reiterates its recommendation for the funding and administration of the Department of Parliamentary Services to be overseen by

the Senate Appropriations, Staffing and Security Committee and the House Appropriations and Administration Committee meeting jointly for that purpose, and that standing orders be amended as necessary.

Recommendation 13

5.36 The committee recommends that DPS provide the committee with the revised and updated policy on the use of Parliament House facilities for functions and events once that policy is completed.

Recommendation 14

5.55 The committee recommends that DPS provide the committee with a list of the recommendations that it intends to implement from the Sandwalk review and, prior to each estimates hearing, provide the committee with an update on the implementation of those recommendations.

