

**Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2015**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **PH security staff**

Question: **20**

Written **Senator Bernardi**

Date set by the committee for the return of answer: 10 April 2015

1. On how many instances have Parliament House security staff had to work 14-hour shifts?
 - a. For the above instances, were these shifts undertaken on a voluntary or forced basis?
2. On how many instances have Parliament House security staff had to work more than one shift in a 24 hour period?
 - a. For the above instances, were these shifts undertaken on a voluntary or forced basis?
3. What are the Department’s expectations for breaks for Parliament House security staff? (e.g. an hour break per shift or some other arrangement)
4. On how many instances were Parliament House security staff not allocated breaks during their shifts?
5. How many complaints has the Department received from Parliament House security staff regarding any matter related to their shifts and breaks?

For all of the above questions (1-5), please provide figures for the past 12 months, broken down into monthly figures.

Answer

1. The table below details the number of shifts that were greater than 14 hours but less than 16 hours worked by Security Officers for the past 12 months:

Mar 14	Apr 14	May 14	June 14	July 14	Aug 14	
86	56	104	133	80	64	
Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Total
129	265	221	147	72	191	1548

- a. All shifts were undertaken on a voluntary basis.

2. The table below details the instances where Security Officers worked more than one shift in a 24 hour period during the past 12 months:

Mar 14	Apr 14	May 14	June 14	July 14	Aug 14	
14	6	9	15	6	15	
Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Total
29	75	41	31	17	46	304

3. The Department provides the following breaks for Security officers for each 7.5 hour shift worked:

- a. Clause 434 of the DPS EA 2011 states: Subject to clause 76 and any unforeseen operational arrangements, meal breaks [unpaid] on any roster or sub-roster shall be no less than 39 minutes. In addition to this, staff are afforded five minutes travel time at the conclusion of their meal break to be at their next rostered location. Staff are also provided two, 20 minute tea breaks (paid) with five minutes travel time for each break.

For each 7.5 hour shift worked, Security officers are provided 1 hour and 34 minutes of breaks – 55 minutes paid and 39 unpaid. (21% of their time on shift)

- b. Clause 431 of the DPS EA 2011 states: Where an employee is directed to work overtime, and the overtime period exceeds three hours (excluding meal breaks) the employee will be paid for a 39 minute meal break.

During a 16 hours shift, Security officers will be provided 188 minutes of breaks – 149 minutes paid and 39 minutes unpaid. That is 16 hours shift time – 3.08 hours of break time, which equals 20% of time on shift.

- 4. There have been no instances where Security officers have not been allocated breaks during their shift.

Day-to-day concerns and issues of staff are dealt with as they arise by their direct reporting managers. We have had no recorded complaints.

All concerns raised by security staff are taken seriously and addressed as soon as practicable. Security staff can also raise issues with representatives of the Security Workplace Consultative Committee to be discussed at regular meetings with security managers. Issues that have been raised in the past 12 months have included tea breaks, short notice overtime, use of Kronos clocks, and general rostering issues. Security Branch has also created a generic email account for staff to raise queries, issues or ideas. To date, there have been no complaints registered there. In a measure for staff to provide feedback to management a survey was sent to 173 security staff at the beginning of 2015, only two responses were received.