

Senate Finance and Public Administration Legislation Committee —Additional Estimates Hearing—February 2017

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Parliamentary security**

Question: **62**

Written **Senator Wong**

Date set by the committee for the return of answer: 13 April 2017

Please provide a breakdown of the different classification levels for parliamentary security staff, and a description of the tasks performed at each level.

Answer

The following positions cover the uniformed roles within the PSS:

PSL 1/2 – PSS Operational Security Officer (24/7)

- Provide protective security for Senators, Members, parliamentary staff, members of the public and visitors to Parliament House;
- Respond to emergency situations, including the provision of first aid and/or liaison with external emergency service providers;
- Screen all persons and items entering Parliament House through the public and staff entry points;
- Screen all items entering Parliament House through the Loading Dock;
- Access control/pass verification at all public/private interface points;
- Issue passes; and
- Conduct security patrols throughout the building.

PSL 3 – PSS Parliamentary Security Operations Room (PSOR) operator (24/7)

In addition to PSL 1/2 duties:

- Operate a range of electronic security systems;
- Coordinate the response to a range of security and emergency incidents; and
- Monitor alarms, fault reporting and emergency systems.

PSL 4 – PSS Team Leader (24/7)

- Lead, manage and direct the day-to-day work of a PSS team in all areas of Parliament House;
- Lead and support the facilitation of training and professional development of team members; and
- Identify and balance shift workloads and tasks among team members in accordance with established workflow and skills.

PSL 5 – Manager Security Operations

- Supervise team leaders; and
- Ensure daily operational requirements are met and that a high standard of performance is maintained.

PSL 6 –Manager Security Support

- Manage personnel issues such as staff performance;
- Liaise with various government and parliamentary departments about screening arrangements for VIP visits; and

- Assist in the development and updating of PSS operational policies and procedures.

EL 1 – Assistant Director Security Operations (Mon-Fri)

- Manage and lead a diverse workforce, including planning and assigning work, improving and managing performance, employee recruitment, and human resources management;
- Provide strategic level advice and guidance on security and reputation management; and
- Work collaboratively with stakeholders and demonstrate good judgement and decision making while operating under pressure to tight timelines and prescribed budgets.