

Senate Finance and Public Administration Legislation Committee — Budget Estimates Hearing—May 2017

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Parliamentary security personnel**

Question: **112**

Written: **Senator Wong**

Date set by the committee for the return of answer: 7 July 2017

How does the Department of Parliamentary Services balance full-time and casual officers in security, particularly with respect to different categories of rostering, such as “non-core” lines?

What determines whether full-time or casual staff are recruited?

Who decides the mix?

Do casual staff contribute to FTE numbers?

If not, why not, and does this affect whether or not casuals are recruited, because of how they are reflected on paper?

Answer

How does the Department of Parliamentary Services balance full-time and casual officers in security, particularly with respect to different categories of rostering, such as “non-core” lines?

Full time staff follow a master roster which provides them with a comprehensive outline of their rostered shifts and days off, for up to 70 weeks in advance.

A number of non-core lines are built into the roster to assist in covering permanent officers on leave.

Casual officers are used to back fill vacant lines on the roster due to annual leave, unscheduled absences and to cover additional duties such as functions, committee hearings, projects, escorts etc.

What determines whether full-time or casual staff are recruited?

A number of factors are taken into account that influence the mix of permanent and casual staff needed to best meet our requirements. These factors include:

- the need to balance flexibility with certainty in the staff available to fill shifts in the master roster; and
- the roles and responsibilities that casual staff can undertake within the PSS.

Who decides the mix?

The senior management team of Security Branch (Assistant Secretary, Directors and Assistant Directors) decide on the mix of permanent and casual staff recruited to the PSS.

Do casual staff contribute to FTE numbers?

No.

If not, why not, and does this affect whether or not casuals are recruited, because of how they are reflected on paper?

Casual employees supplement the FTE workforce, by working irregular and intermittent shifts. The Australian Public Service Commission's 'APS Strategic Workforce Analysis and Reporting Guide' excludes casuals from the calculation of FTE for workforce reporting purposes.

The recruitment of casuals is not affected by the calculation of FTE numbers.