

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

### **Answers to Questions on Notice**

#### **Parliamentary departments, Department of Parliamentary Services**

Topic: **Timeline**  
Question: **42**  
Written: **Senator Bernardi**

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

The timeline DPS provided (answer to question on notice 38 from February 2017 Estimates) states that the 25 June 2016 incident was referred to HR on 28 July 2016, yet HR may have been informed on 30 June 2016 of the incident. Why was this not mentioned in DPS's timeline?

#### **Answer**

Question on notice No. 38 from February 2017 sought a comprehensive timeline regarding the incident, including – but not limited to – when each DPS manager was informed of the incident, on which dates the managers contacted the person who made the complaint, when managers' decisions were handed down, along with any other relevant details.

As noted by DPS at the hearing in February 2017 (page 21) it is usual for line managers to take responsibility for resolving issues in their area of responsibility, seeking advice from HR as needed, and referring matters to HR that are of a more serious nature or that cannot be resolved by the manager without HR assistance.

The contact with HR on 30 June 2016 in relation to the incident of 25 June was one of those cases where HR advice was sought to assist a manager in their role. The timeline provided showed all key steps and decisions relating to the incident, including when the matter was referred to HR, which was on 28 July 2016.