

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

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **BSD - Staffing**

Question: **59**

Written: **Senator Kitching**

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

Please advise:

- (a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed;
- (b) whether contractors and labour hire is used, frequency and for what purpose;
- (c) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team;
- (d) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);
- (e) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period;
- (f) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for each investigation and the result of each investigation;
- (g) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim;
- (h) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and
- (i) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?

Answer

- (a) See **Attachment A**. Note: DPS workforce profile information was extracted from the DPS Payroll System on 20 June 2017. Figures include employees on long term leave.
- (b) DPS regularly uses contractors to assist with delivery of projects such as building works and cleaning services. Contract staff are also engaged to fill short term requirements for example to cover temporary transfers and leave, or to provide extra coverage during peak periods such as Budget.

(c) See **Attachment B**.

(d) See **Attachment B**.

(e) There were no employees terminated in this division in the 2016/17 year to date.

(f) WHS investigations:

Period	Number of WHS conducted investigations	Catalyst for each investigation	Result of each investigation
2014/15	2	<ol style="list-style-type: none">1. Legionella detected in hot water system.2. Comcare Electrical Safety Campaign (proactive).	<ol style="list-style-type: none">1. Decontamination of hot water system.2. DPS found to be fully compliant with the legislation.
2015/16	0	N/A	N/A
2016/17	2	<ol style="list-style-type: none">1. Minor chemical exposure in Cooling Tower.2. Visitor fall in Queens Terrace Café.	<ol style="list-style-type: none">1. Improvements to chemical safety and risk management processes.2. Comcare determined that the incident did not occur as a result of a DPS undertaking.

(g) There were two claims of bullying and harassment in 2014/15, five in 2015/16 and three in 2016/17.

(h) Yes – for example offers of non-ongoing employment through the DPS Temporary Employment Register in 2014/15, 2015/16 and 2016/17.

(i) When DPS employees resign from the department, they can either complete an exit survey form or request a personal exit interview, as part of their employment separation process. The exit survey and exit interview are voluntary.

In the 2016-17 year to date there have been no personal exit interviews conducted for staff who resigned from this Division.

Building and Security Division

As at 31 May 2017

	Ongoing		Non-Ongoing		Casual Headcount	Total Headcount
	Full Time	Part Time	Full Time	Part Time		
	Headcount	Headcount	Headcount	Headcount		
Building and Security Division	1.0	1.0	1.0	-	-	3.0
Building and Security Division Executive	1.0	1.0	1.0	-	-	3.0
PSL4	1	1.0	1.0	-	-	2.0
PEL1	1.0	-	-	-	-	1.0
Capital Works Branch	8.0	-	1.0	-	-	9.0
Capital Works Branch Executive	1.0	-	1.0	-	-	2.0
PSL4	1	-	1.0	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Project Coordination Team	7.0	-	-	-	-	7.0
PSL4	1.0	-	-	-	-	1.0
PSL6	3.0	-	-	-	-	3.0
PEL1	2.0	-	-	-	-	2.0
PEL2	1.0	-	-	-	-	1.0
Program Delivery Branch	6.0	-	-	-	-	6.0
Program Delivery Branch	6.0	-	-	-	-	6.0
PSL5	2.0	-	-	-	-	2.0
PEL1	2.0	-	-	-	-	2.0
PEL2	1.0	-	-	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Security Branch	162.0	10.0	6.0	3.0	27.0	209.0
Security Branch Executive	1.0	-	2.0	-	-	3.0
PSL3	-	-	1.0	-	-	1.0
PSL4	-	1.0	-	-	-	1.0
PEL1	-	-	1.0	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Security Operations	149.0	9.0	1.0	1.0	27.0	187.0
PSL1/2	117.0	9.0	-	-	27.0	153.0
PSL3	13.0	-	-	-	-	13.0
PSL4	11.0	-	1.0	-	-	12.0
PSL5	3.0	-	-	-	-	3.0
PSL6	3.0	-	-	-	-	3.0
PEL1	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	1.0	-	2.0
Security Policy & Governance	12.0	1.0	3.0	2.0	-	18.0
PSL1/2	1.0	-	-	-	-	1.0
PSL2	1.0	-	2.0	-	-	3.0
PSL4	2.0	-	-	-	-	2.0
PSL5	3.0	1.0	-	-	-	4.0
PSL6	2.0	-	1.0	1.0	-	4.0
PEL1	2.0	-	-	1.0	-	3.0
PEL2	1.0	-	-	-	-	1.0

	Ongoing		Non-Ongoing		Casual	Total Headcount
	Full Time	Part Time	Full Time	Part Time		
	Headcount	Headcount	Headcount	Headcount		
Building Services Branch	105.0	4.0	6.0	1.0	-	116.0
Building Services Executive	3.0	-	-	-	-	3.0
PSL4	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Accommodation Services	7.0	-	1.0	-	-	8.0
PSL5	1.0	-	-	-	-	1.0
PSL6	2.0	-	-	-	-	2.0
PEL1	1.0	-	1.0	-	-	2.0
PEL2	3.0	-	-	-	-	3.0
Building Fabric Services	19.0	1.0	1.0	-	-	21.0
PSL1	2.0	-	-	-	-	2.0
PSL2/3	9.0	1.0	-	-	-	10.0
PSL4	3.0	-	1.0	-	-	4.0
PSL5	1.0	-	-	-	-	1.0
PSL6	3.0	-	-	-	-	3.0
PEL1	1.0	-	-	-	-	1.0
Building Information	8.0	1.0	-	1.0	-	10.0
PSL3	1.0	-	-	-	-	1.0
PSL4	1.0	-	-	1.0	-	2.0
PSL5	2.0	1.0	-	-	-	3.0
PSL6	1.0	-	-	-	-	1.0
PEL1	2.0	-	-	-	-	2.0
PEL2	1.0	-	-	-	-	1.0
Building Maintenance Services	4.0	-	-	-	-	4.0
PSL6	3.0	-	-	-	-	3.0
PEL1	1.0	-	-	-	-	1.0
Electrical Services	12.0	-	1.0	-	-	13.0
PSL2/3	4.0	-	1.0	-	-	5.0
PSL3	2.0	-	-	-	-	2.0
PSL4	3.0	-	-	-	-	3.0
PSL5	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
Landscape Services	16.0	1.0	-	-	-	17.0
PSL12	5.0	-	-	-	-	5.0
PSL1/2/3	3.0	-	-	-	-	3.0
PSL4	3.0	1.0	-	-	-	4.0
PSL4/5	3.0	-	-	-	-	3.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
Logistics	10.0	-	3.0	-	-	13.0
PSL2	5.0	-	3.0	-	-	8.0
PSL3	2.0	-	-	-	-	2.0
PSL4	1.0	-	-	-	-	1.0
PSL5	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
Maintenance Contracts	7.0	1.0	-	-	-	8.0
PSL5	2.0	-	-	-	-	2.0
PSL6	3.0	1.0	-	-	-	4.0
PEL1	2.0	-	-	-	-	2.0
Maintenance Planning and Reporting	3.0	-	-	-	-	3.0
PSL4	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
Maintenance Services	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
Mechanical Services	15.0	-	-	-	-	15.0
PSL1	3.0	-	-	-	-	3.0
PSL2/3	4.0	-	-	-	-	4.0
PSL4	5.0	-	-	-	-	5.0
PSL5	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
Division Total	282.0	15.0	15.0	4.0	27.0	343.0

Question (c) Ongoing Employee Commencements (Ons) and Separations (Offs)
Building and Security Division

Section		2014-15		2015-16		2016-17 (to 31 May 2017)	
		Ons	Offs	Ons	Offs	Ons	Offs
Building & Security Division	Building & Security - Executive	2	4				1
Building Services Branch	Building Services - Executive	1	2			1	1
	Accommodation Services					1	
	Building Fabric Services		3	2	1	1	
	Building Information		1			4	3
	Electrical Services		1		3	3	2
	Engineering Services			1			
	Landscape Services		1		2	1	
	Logistics	1	1		1		
	Maintenance Services			1		1	
	Mechanical Services		2		4		
	Planning		1				
Capital Works Branch	Capital Works Branch - Executive					1	
	Building & Security Projects		2				
	Heritage			1			1
	Project Coordination Team	2		3	2	1	1
	Strategic Asset Planning - Executive	1	1				1
Program Delivery Branch	Program Delivery Branch	1		1	1	1	1
Security Branch	Security Branch - Executive	3			1		
	Security Operations	7	15	9	14	38	18
	Security Policy & Education			1	1		
	Security Policy & Governance					4	2
	Nurses Centre	1					
Total		19	34	19	30	57	31

Workforce statistics contained in the above table are based on information from DPS Payroll systems. Figures for 2016-17 were extracted on 20 June 2017 and may be subject to variation (e.g. if a payroll adjustment is made to an earlier period, such as late entry of higher duties).

Section names have been mapped to the DPS 2017 organisation structure. Some section names have changed (or no longer exist) over the reporting period but remain in this structure for information.

Question (d) : Reason for each departure

Ongoing Employees

Separation Type		Total
Building and Security	Age Retirement	30
	Resignation	34
	Transfer to APS	7
	Promotion to APS	1
	Death	2
	Employment Terminated	2
	Invalidity Retirement	1
	Incentive to Retire	1
	Voluntary Retrenchment	17
Total		95