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

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **COO Staffing**

Question: **75**

Written: **Senator Kitching**

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

Division-wide, 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;

(j) whether contractors and labour hire is used, frequency and for what purpose;

(k) 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;

(l) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);

(m) 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;

(n) 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 such investigations and the result of each investigation;

(o) 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;

(p) 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

(q) 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.

(j) DPS engages contract staff to fill short term requirements for example to cover temporary transfers and leave, or to provide extra coverage during peak periods such as Budget. Labour hire is used for APH Catering and Events – please refer to the responses to Question on Notice 104 and 109.

(k) See **Attachment B**.

(l) See **Attachment B**.

(m) The services of one ongoing employee were terminated during the probationary period. Proper process in relation to underperformance during probation was followed. The final decision was taken by the Chief Operating Officer after advice from the employee's managers, HR and an external legal provider. The contract of one non-ongoing employee was ceased due to performance issues.

(n) WHS investigations:

Period	Number of WHS conducted investigations	Catalyst for each investigation	Result of each investigation
2014/15	0	N/A	N/A
2015/16	0	N/A	N/A
2016/17	1	Visitor fall into Pool of Reflection.	Ensure perspex barrier is installed for future events.

(o) There were no claims of bullying and harassment in 2014/15, 2015/16 or 2016/17 to date.

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

(q) 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.

Chief Operating Division

As at 31 May

	Ongoing		Non-Ongoing			Total Headcount
	Full Time Headcount	Part Time Headcount	Full Time Headcount	Part Time Headcount	Casual Headcount	
Chief Operating Officer	**6.0**	**-**	**1.0**	**-**	**-**	**7.0**
Chief Operating Officer	**4.0**	**-**	**-**	**-**	**-**	**4.0**
PSL4	2.0	-	-	-	-	2.0
PEL1	1.0	-	-	-	-	1.0
SES2	1.0	-	-	-	-	1.0
Enterprise Agreement Project Team	**2.0**	**-**	**1.0**	**-**	**-**	**3.0**
PSL4 GRAD	-	-	1.0	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
Chief Finance Officer	**33.0**	**7.0**	**3.0**	**-**	**-**	**43.0**
CFO Executive	**1.0**	**2.0**	**-**	**-**		**3.0**
PSL4	-	2.0	-	-	-	2.0
SES1	1.0	-	-	-	-	1.0
Corporate Systems Program and Support	**10.0**	**-**	**-**	**-**	**-**	**10.0**
PSL6	2.0	-	-	-	-	2.0
PEL1	7.0	-	-	-	-	7.0
PEL2	1.0	-	-	-	-	1.0
Financial Accounting	**4.0**	**1.0**	**1.0**	**-**	**-**	**6.0**
PSL4	1.0	-	1.0	-	-	2.0
PSL6	1.0	1.0	-	-	-	2.0
PEL1	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
Financial Business Operations	**7.0**	**2.0**	**1.0**	**-**	**-**	**10.0**
PSL3	2.0	-	1.0	-	-	3.0
PSL4	2.0	-	-	-	-	2.0
PSL6	2.0	1.0	-	-	-	3.0
PEL1	1.0	1.0	-	-	-	2.0
Management Accounting	**6.0**	**-**	**-**	**-**	**-**	**6.0**
PSL6	2.0	-	-	-	-	2.0
PEL1	3.0	-	-	-	-	3.0
PEL2	1.0	-	-	-	-	1.0
Procurement & Contract	**5.0**	**2.0**	**1.0**	**-**	**-**	**8.0**
PSL4	1.0	-	-	-	-	1.0
PSL6	2.0	1.0	1.0	-	-	4.0
PEL1	1.0	1.0	-	-	-	2.0
PEL2	1.0	-	-	-	-	1.0
People & Governance Branch	**41.0**	**4.0**	**9.0**	**5.0**	**-**	**59.0**
People & Governance Executive	**1.0**	**1.0**	**-**	**-**	**-**	**2.0**
PSL4	-	1.0	-	-	-	1.0
SES1	1.0	-	-	-	-	1.0
Auspic + Digital Asset Management Project	**3.0**	**-**	**2.0**	**4.0**	**-**	**9.0**
PSL4	-	-	-	1.0	-	1.0
PSL5	1.0	-	-	2.0	-	3.0
PSL6	2.0	-	1.0	-	-	2.0
PEL1	-	-	1.0	1.0	-	1.0
Communications	**4.0**	**-**	**2.0**	**-**	**-**	**6.0**
PSL6	1.0	-	2.0	-	-	4.0
PEL1	2.0	-	-	-	-	3.0
PEL2	1.0	-	-	-	-	1.0
HR Services and Strategy	**18.0**	**2.0**	**5.0**	**1.0**	**-**	**26.0**
PSL4	3.0	-	2.0	-	-	5.0
PSL5	6.0	1.0	1.0	1.0	-	9.0
PSL6	3.0	1.0	1.0	-	-	5.0
PEL1	5.0	-	1.0	-	-	6.0
PEL2	1.0	-	-	-	-	1.0
Legal Services	**4.0**	**1.0**	**-**	**-**	**-**	**5.0**
PSL4	1.0	-	-	-	-	1.0
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0
PEL2	1.0	1.0	-	-	-	2.0
Planning and Performance Reporting	**9.0**	**-**	**-**	**-**	**-**	**9.0**
PSL4	2.0	-	-	-	-	2.0
PSL6	2.0	-	-	-	-	2.0
PEL1	4.0	-	-	-	-	4.0
PEL2	1.0	-	-	-	-	1.0
Risk & Audit	**2.0**	**-**	**-**	**-**	**-**	**2.0**
PSL6	1.0	-	-	-	-	1.0
PEL1	1.0	-	-	-	-	1.0

	Ongoing		Non-Ongoing		Casual	Total Headcount
	Full Time	Part Time	Full Time	Part Time		
	Headcount	Headcount	Headcount	Headcount	Headcount	
Parliamentary Experience Branch	**34.0**	**14.0**	**31.0**	**4.0**	**29.0**	**112.0**
Parliamentary Experience Executive	**1.0**	**1.0**	**-**	**-**	**-**	**2.0**
PSL4	-	1.0	-	-	-	1.0
SES1	1.0	-	-	-	-	1.0
APH Catering and Events	**7.0**	**-**	**22.0**	**1.0**	**-**	**30.0**
PSL1	-	-	1.0	1.0	-	2.0
PSL2	-	-	10.0	-	-	10.0
PSL3	-	-	4.0	-	-	4.0
PSL4	2.0	-	2.0	-	-	4.0
PSL5	2.0	-	4.0	-	-	6.0
PSL6	2.0	-	-	-	-	2.0
PEL1	-	-	1.0	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
Art Collection & Exhibitions	**7.0**	**1.0**	**4.0**	**1.0**	**8.0**	**21.0**
PSL2	-	-	-	-	5.0	5.0
PSL3	1.0	-	2.0	-	3.0	6.0
PSL4	1.0	1.0	2.0	1.0	-	5.0
PSL6	3.0	-	-	-	-	3.0
PEL1	1.0	-	-	-	-	1.0
PEL2	1.0	-	-	-	-	1.0
Contracts & Licences	**4.0**	**1.0**	**2.0**	**1.0**	**-**	**8.0**
PSL4	-	-	-	1.0	-	1.0
PSL5	1.0	-	1.0	-	-	2.0
PSL6	1.0	-	1.0	-	-	2.0
PEL1	2.0	-	-	-	-	2.0
PEL2	-	1.0	-	-	-	1.0
Health and Rec Centre	**3.0**	**2.0**	**-**	**-**	**3.0**	**8.0**
PSL1	3.0	1.0	-	-	3.0	7.0
PSL6	-	1.0	-	-	-	1.0
Parliament Shop	**2.0**	**1.0**	**1.0**	**-**	**5.0**	**9.0**
PSL1	-	-	-	-	5.0	5.0
PSL2	2.0	1.0	-	-	-	3.0
PSL5	-	-	1.0	-	-	1.0
Visitor Experience	**1.0**	**-**	**2.0**	**1.0**	**-**	**4.0**
PSL5	1.0	-	-	-	-	1.0
PEL1	-	-	2.0	-	-	2.0
PEL2	-	-	-	1.0	-	1.0
Visitor Services	**9.0**	**8.0**	**-**	**-**	**13.0**	**30.0**
PSL2	5.0	8.0	-	-	13.0	26.0
PSL4	3.0	-	-	-	-	3.0
PSL6	1.0	-	-	-	-	1.0
Division Total	**114.0**	**25.0**	**44.0**	**9.0**	**29.0**	**221.0**

Question (k) — Ongoing Employee Commencements (Ons) and Separations (Offs)
Chief Operating Division

	Section	2014-15		2015-16		2016-17 (to 31 May 2017)	
		Ons	Offs	Ons	Offs	Ons	Offs
Chief Operating Officer Division	Chief Operating Officer - Executive	2	1	-	-	-	-
	Chief Operating Officer	-	1	-	1	-	1
	Enterprise Agreement Project Team	-	-	-	1	1	1
Chief Finance Officer	Chief Finance Officer - Executive	2	-	1	2	-	-
	Corporate Systems Program and Support	-	-	1	1	3	1
	Financial Accounting	3	2	1	1	4	-
	Financial Business Operations	1	1	2	-	2	-
	Management Accounting	3	1	-	-	1	1
	Procurement & Contract	5	1	-	2	4	3
Parliamentary Experience	Parliamentary Experience - Executive	-	-	1	-	-	-
	Art Collection & Exhibitions	1	3	2	2	1	-
	APH Catering and Events	-	-	-	-	5	1
	Events	-	-	-	-	-	2
	Contracts & Licences	1	1	1	2	-	-
	Health and Rec Centre	-	-	-	1	-	-
	Visitor Experience	1	4	5	5	-	3
People & Governance	People & Governance - Executive	1	-	-	-	1	-
	Capability Development	-	1	-	-	-	-
	Communications	-	2	2	-	1	1
	HR Services and Strategy	5	4	1	3	2	1
	Information and Records Management	-	2	-	-	-	-
	Legal Services	1	2	1	1	2	-
	Planning and Performance Reporting	-	1	2	2	2	1
	Risk & Audit	-	1	1	-	-	2
Total		**26**	**28**	**21**	**24**	**29**	**18**

Workforce statistics contained in the above table are based on information from DPS Payroll systems. Figures 2016-17 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 6 (l) : Reason for each departure

Ongoing Employees

	Separation Type	Total
Chief Operating Officer	Age Retirement	9
	Resignation	15
	Transfer to APS	24
	Promotion to APS	1
	Death	1
	Employment Terminated	2
	Invalidity Retirement	1
	Incentive to Retire	1
	Voluntary Retrenchment	16
Total		**70**