

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2014**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Staff Transfers**

Question: **233**

Written: **Senator Ludwig**

Date set by the committee for the return of answer: 31 December 2014

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. How many of these people are employed in Canberra?
7. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
8. How many employees have been transferred out of Canberra since the 2013
9. How many of your employees have been transferred to Canberra since the 2013 federal election?
10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
15. For every transferred employee please provide and explanation for their transfer?
16. For every transferred employee please provide any other cost incurred by the department because of that transfer?
17. Please provide all relevant dates.

Redundancies

1. How many positions have been made redundant in your department since the 2013 federal election?
 - a. How many of these positions were ongoing?
 - b. How many of these positions were non-ongoing?
 - c. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?

- c. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
 - a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 - b. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c. Please specify any other costs incurred by the department because of this redundancy.
 - d. Please provide the reason a voluntary redundancy was offered for their position.
 - e. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
 - a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
 - b. Please specify any other costs incurred by the department because of this redeployment.
 - c. Please provide the reason for that redeployment.
 - d. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
 - a. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
 - b. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c. Please specify any other costs incurred by the department because of this redundancy.
 - d. Please provide the reason for that redundancy.
 - e. Please provide all relevant dates.

Hiring

1. How many people are employed in your department on non-ongoing contracts?
2. How many people are employed in your department on ongoing contracts?

3. How many non-ongoing contracts has your department extended since the 2013 federal election?
4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
5. How many of these extensions were approved by the Public Service Commission?
 - a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
6. How many of these extensions were rejected by the Public Service Commission?
 - a. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
7. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 - a. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
8. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 - a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
11. How many of these new non-ongoing engagements were approved by the Public Service Commission?
 - a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 - a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 - a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
16. How many of these new ongoing engagements were approved by the Public Service Commission?

- a. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
17. How many of these new ongoing employee applications were rejected by the Public Service Commission?
- a. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
- a. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer

1. DPS currently employs 846 staff (as at the pay period ending 24 September 2014).
2. All employees are located in Parliament House, Canberra ACT. At 30 June 2013, DPS employed 832 staff.

a. Age

Under 25 years	43
25 – 34 years	127
35 – 44 years	212
45 – 54 years	224
55 years and over	226

b. Gender:

i. Female: 318 staff

ii. Male: 514 staff

c. Classification level

Apprentice1/2	1
PSL1	21
PSL1/2	138
PSL1/2/3	4
PSL2	68
PSL2/3	30
PSL3	65
PSL4	102
PSL4/5	13
PSL5	55
PSL5/6	56
PSL6	101
PEL1	120

PEL2	46
SES 1	9
SES 2	1
Parliamentary Librarian	1
Secretary	1

3. At the pay period ending 24 September 2014:

a. All 846 staff currently employed by DPS are located in Parliament House, Canberra, ACT

b. Age Profile

< 25 years	28
25-34 years	138
35-44 years	224
45-54 years	223
55+ years	233

c. Gender: 320 Female : 526 Male

d. Classification

Apprentice 1/2	1
PSL1	17
PSL1/2	145
PSL1/2/3	5
PSL2	68
PSL2/3	25
PSL3	56
PSL4	95
PSL4/5	18
PSL5	60
PSL5/6	59
PSL6	108
PEL1	134
PEL2	41
SES Band 1	10
SES Band 2	2
Parl. Librarian	1
Secretary	1

4. No functions have been transferred from one state or territory to another since the federal election in 2013.

5. Not applicable

6. Not applicable

7. Not applicable

8. Not applicable

9. Not applicable

10. Not applicable

11. Not applicable

12. Not applicable
13. Not applicable
14. Not applicable.
15. Not applicable
16. Not applicable
17. Not applicable

Redundancies

1. For the period 18 September 2013 – 30 September 2014, 24 positions have been made redundant.
 - a. 24.
 - b. None.
 - c. 24.
2. One.
 - a. One.
 - b. Not applicable.
 - c. One.
3. 23.
 - a. 23.
 - b. Not applicable.
 - c. 23.
4. 22.
 - a. 22.
 - b. Not applicable.
 - c. 22.
5. One person who was ongoing and based in Canberra.
6. All positions were located in Canberra, see table below for details. For privacy reasons, a breakdown of individual payouts is not provided.

Age range	Gender	Level	Description	Wage	Status	Components	Dates
40-54, 55+	2 x Female 5 x Male	1 x PSL 2/3 1 x PSL 3 4 x PSL 4 1 x PSL 5	Staff from Corporate Services, Parliamentary Recording and Reporting, Asset Development & Maintenance and ICT Strategy, Planning & Applications Branches	\$483,339 total for 7 staff	All staff were ongoing	Notice: Total of \$34,906.95 for 7 staff Severance: Total of \$230,940.58 for 7 staff. Total: \$265,847.53 for 7 staff.	Employee was offered a voluntary redundancy on 5/11/2013 and departed on 11/12/2013. Two employees were offered a voluntary redundancy on 29/04/2014 and departed between 20/06/2014 and 30/06/2014 Employee was offered a voluntary redundancy on 23/04/2014 and departed on 13/05/2014 Employee was offered a voluntary redundancy on 14/05/2014 and departed on 26/05/2014 Employee was offered a voluntary redundancy on 14/08/2014 and departed on 28/08/2014 Employee was offered a voluntary redundancy on 20/08/2014 and departed on 19/09/2014
55+	1 x Female 3 x Male	4 x PSL 6	Staff from Corporate Services, Parliamentary Recording and Reporting, and Strategy & Performance Branches	\$355,809 total for 4 staff	All staff were ongoing	Notice: Total of \$34,447.91 for 4 staff Severance: Total of \$275,706.54 for 4 staff Total: \$310,154.45 for 4 staff	Three employees were offered a voluntary redundancy on 29/04/2014 and departed between 21/05/2014 and 30/06/2014. Employee was offered a voluntary redundancy on 14/05/2014 and departed on 30/06/2014
40-54, 55+	1 x Female 2 x Male	3 x PEL 1	Staff from Parliamentary Experience, ICT Infrastructure Services & Support and Asset Development & Maintenance Branches	\$333,549 total for 3 staff	All staff were ongoing	Notice: Total of \$31,969.56 for 3 staff Severance: Total of \$160,188.77 for 3 staff Total: \$192,158.33 for 3 staff	Two employees were offered a voluntary redundancy on 29/04/2014 and departed between 23/05/2014 and 27/06/2014 Employee was offered a voluntary redundancy on 14/08/2014 and departed on 17/09/2014
40-54, 55+	2 x Female 6 x Male	8 x PEL 2	Staff from ICT Infrastructure Services & Support, Corporate Services, ICT Strategy, Planning & Applications and Asset Development & Maintenance Branches	\$1,088,004 total for 8 staff	All staff were ongoing	Notice: Total of \$98,978.35 for 8 staff Severance: Total of \$623,568.21 for 8 staff Total: \$722,546.56 for 8 staff	Employee was offered a voluntary redundancy on 04/04/2014 and departed on 26/05/2014 Four employees were offered a voluntary redundancy on 29/04/2014 and departed between 18/06/2014 and 30/06/2014 Employee was offered a voluntary redundancy on 01/04/2014 and departed on 30/04/2014 Employee was offered a voluntary redundancy on 02/05/2014 and departed on 04/06/2014 Employee was offered a voluntary redundancy on 24/07/2014 and departed on 22/08/2014

7.
 - a. 35, male, Hansard administrative support, recruitment administrative support, \$64,685, PSL3, ongoing, Canberra.
 - b. None.
 - c. VR offered on 14/5/2014 and redeployed on 21/7/2014.
8. Prior to 18 September 2013, one employee declined the VR offer and moved into a retention period. This employee was ongoing and based in Canberra. Since 18 September 2013 to 30 September 2014, there was another employee who was ongoing and based in Canberra.
9. See question 8.
10. A total of \$230,559.47 was paid to two staff. For privacy reasons, a further breakdown cannot be provided.

Hiring

1. There are a total of 152 employees employed on non-ongoing employment contracts in DPS (at the pay period ending 24 September 2014). Of the 152 non-ongoing employees engaged, there are 112 employees engaged on an irregular or intermittent (i.e. casual or sessional) basis. These employees primarily work during the parliamentary sitting periods to support service delivery in Security, Visitor Services and Hansard.
2. There are a total of 694 employees employed on ongoing employment contracts in DPS (at the pay period ending 24 September 2014).
3. To retrieve this information would require manual manipulation and would be a resource intensive exercise to gather as the HR system has not been configured to capture this information.
4. Not applicable. DPS is a Parliamentary Service department and is not required to seek the approval of the Public Service Commission.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable. All non-ongoing contracts are for a specified period and cease on the nominated date.
9. In the period since the Federal Election (7 September 2013 to 30 September 2014), DPS has employed 98 non-ongoing employees on contract. This figure includes employees employed on an irregular and intermittent basis (i.e. casual and sessional employees).
10. Not applicable.
11. Not applicable.
12. Not applicable.
13. Not applicable.
14. In the period since the Federal Election (7 September to 30 September 2014) DPS has employed 63 ongoing employees on contract.
15. Not applicable.
16. Not applicable.
17. Not applicable.
18. Not applicable.