

Appendices

Appendix A—Consultancy services 2007-08*Table 1: Consultancy expenditure for 2007-08 for \$10,000 or more*

Consultant	Description	Contract Price	Selection process⁽¹⁾	Justification⁽²⁾
Walter Turnbull (Internal audits)	IT Governance	\$13,740	Panel	C
	Financial processing Phase one	\$13,196	Panel	C
	Recruitment Processes	\$20,398	Panel	C
	Security roster system	\$10,766	Panel	C
	Contract management	\$18,843	Panel	C
	Taxation compliance	\$15,881	Panel	C
	Environmental governance	\$12,375	Panel	C
	PSS Leave Purchasing	\$16,043	Panel	C
	PSS night shift premium	\$10,560	Panel	C
Services for Art	Provision of art consultancy services	\$65,526	Open source	B
R D Gossip Pty Ltd	Post operational review - one way road project	\$10,228	Direct source	B
Northrop Consulting Engineers Pty Ltd	Lighting improvements for pedestrians at Parliament House	\$68,805	Open source	B
CRS Australia	Hansard OHS Audit	\$14,575	Restricted source	C
Foodservice Consultants Australia Pty Ltd	catering equipment assessment and replacement strategy	\$40,662	Direct source	B
Access UTS Pty Ltd	Advice on pest control service requirements at Parliament House	\$15,477	Direct source	B
Yarrimbah Consulting Pty Ltd	S33 Review of actions re performance management assessment ratings	\$19,800	Restricted source	A
Australian Government Solicitor	ADJR act advice	\$21,371	Panel	B
Grey Advantage Consulting Pty Ltd	Financial viability of the catering contracts	\$19,820	Direct source	C

Appendix A

Consultant	Description	Contract Price	Selection process ⁽¹⁾	Justification ⁽²⁾
EMC Professional Services	Design solution for electoral office	\$32,000	Direct source	C
TOTAL		\$440,065		

(1) Explanation of selection process terms:

Direct sourcing: A single potential supplier is invited to bid because of their unique expertise and their special ability to supply the services sought.

Restricted sourcing: A number of potential suppliers are invited to bid because of their unique expertise and their special ability to supply the services sought.

Open sourcing: An opportunity for any potential supplier to bid to supply the services sought.

Panel: An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply services to the Department as specified in the panel arrangements. This category includes standing offers and supplier panels where the consultant offers to supply services for a pre-determined length of time, usually at a pre-arranged price.

(2) Justification for decision to use consultancy:

- A Need for independent research or assessment
- B Need for specialised or professional skills
- C Skills currently unavailable within agency

Appendix B—Material errors in 2006-07 annual report

Value of the building

582 In the DPS Annual Report 2006-07 the replacement cost of Parliament House was stated as \$1.62 billion. This amount was the Net Book Value. The replacement cost—at that time—was \$1.84 billion.

Parliamentary Library staffing numbers

583 A mathematical error resulted in the total number of Parliamentary Library staff being reported as 132.64 in the DPS Annual Report 2006-07. The correct total for the 2006-07 year is 135.64.

Glossary

Set out below is a glossary of technical terms, or ordinary words used technically, and a list of acronyms and abbreviations used in this document.

Accrual accounting—The system of accounting where items are brought to account as they are earned or incurred (and not as cash received or paid) and included in the financial statements for the periods to which they relate.

Administered items—Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs.

AFP-Uniformed Protection—A part of the AFP's Protection portfolio, AFP-Uniformed Protection (**AFP-UP**) ensures that individuals and interests identified to be at risk by the Commonwealth are kept safe and have their dignity preserved. AFP-UP provides protective security for Commonwealth Government facilities (including Parliament House) and personnel in a variety of locations throughout Australia and overseas.

Agencies—The basic unit of organisation covered by the budget, and focus for assessing management performance and implementing government policy. Agencies are Departments of State (eg the Department of Finance and Administration), parliamentary departments (eg DPS) and other agencies prescribed under the *Financial Management and Accountability Act 1997* (eg the Australian Taxation Office). Authorities are bodies corporate (eg the Australian Broadcasting Corporation) which are, for legal purposes, entities in their own right in that they are separate from the Commonwealth Government and are governed by the *Commonwealth Authorities and Companies Act 1997*.

Appropriation—An authorisation by Parliament to spend monies from the Consolidated Revenue Fund.

Assets—Future economic benefits controlled by an entity as a result of past transactions or future events.

Authorities—see Agencies.

Building Condition Index—A measurement of the current condition of the maintenance of the building, expressed as a percentage of the original condition.

Glossary

Building fabric—The basic elements making up a building; the carcass without finishings or decoration.

Business model—A business model describes a broad range of informal and formal models that are used to represent various aspects of business, such as operational processes, organisational structures and financial forecasts.

Capital expenditure—Expenditure by an agency on capital projects, for example purchasing a building.

Cash accounting—The system of accounting that records cash receipts, payments and balances and provides reports that show the sources of cash and how cash was used.

Chamber departments—The Department of the Senate and the Department of the House of Representatives, so called because each supports a “chamber” of the Commonwealth Parliament.

Chief Executive—The ultimate level of individual responsibility within an agency. In the case of DPS, synonymous with “Secretary”.

Chief Executive’s Instructions—Procedural instructions given by a Chief Executive to manage the affairs of the department in a way that promotes the efficient, effective and ethical use of Commonwealth resources.

Closed circuit television—Known as CCTV, the expression refers to the use of television cameras for surveillance purposes. Unlike broadcast television, all devices are linked directly, usually by cables. CCTV pictures are viewed and/or recorded, but are not broadcast.

Comcare—Comcare is the workers’ compensation insurer for the Commonwealth Government, providing safety, rehabilitation and compensation services to Commonwealth employees (and employees of the ACT Government) under the auspices of the Safety, Rehabilitation and Compensation Commission.

Competitive tendering and contracting—Represents the process of contracting out the delivery of government activities that were previously performed by a Commonwealth agency, to another organisation following a competitive tendering process.

Comcover—Comcover is the Commonwealth’s self-managed fund for insurable risk.

Consolidated Revenue Fund—Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (**CRF**). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.

Glossary

Continuous improvement review (CIR)—Both DPS Certified Agreements set out that all parts of DPS will be reviewed over the life of the agreements. A key objective of the CIRs is to find more cost-effective and efficient means of delivering services.

Corporate governance—The structures and processes employed by an organisation to facilitate accountability to stakeholders, as well as successful performance. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.

Departmental items—Assets, liabilities, revenues and expenses which are controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and other administrative expenses incurred.

Design Integrity Index—A measurement of the current condition of the building, assessed against the Design Integrity Indicators and expressed as a percentage of the original condition.

DPS Services Catalogue—A catalogue providing information about the services available from the Department of Parliamentary Services

Emergency Control Committee—An inter-departmental committee to coordinate fire and emergency arrangements, procedures and policy among Parliament House building occupants.

Engineering Systems Condition Index—A measurement of the current operation and condition of the engineering systems in Parliament House against the expected decline of those systems through their life cycles.

Equity—The residual interest in the assets of a reporting entity after deduction of its liabilities.

Expenses—Consumption or losses of future economic benefits in the form of reductions in assets or increases in liabilities of the entity.

Fabric—see Building fabric

Financial Management and Accountability Act 1997 (FMA Act)—The principal legislation governing the proper use and management of public property and other Commonwealth resources by Commonwealth agencies. FMA Regulations and FMA Orders are made pursuant to the FMA Act.

Financial results—The results shown in the financial statements of an entity.

Gift Collection—See Parliament House Art Collection

Glossary

Hansard—Hard copy and electronic reports of proceedings in the Senate, the House of Representatives and the Main Committee of the House of Representatives and transcripts of parliamentary committees and some ministerial or parliament-related conferences. (from the CSBH portal).

Historic Memorials Collection—See Parliament House Art Collection

The Landscape Condition Index—A measurement of the current condition of the landscape surrounding Parliament House, expressed as a percentage of the total possible condition.

Liabilities—Future sacrifices of economic benefits that the entity is presently obliged to make to other entities as a result of past transactions or other past events.

Materiality—This concept is assessed taking into account the planned outcome and the relative significance of the resources consumed in contributing to the achievement of that outcome.

Operating result—The difference between revenues and expenses; either a surplus or a deficit.

Outcomes—Results, impacts or consequences of actions by the Commonwealth on the Australian community. Outcomes are the results or impacts that the government wishes to achieve. Actual outcomes are the results or impacts actually achieved.

Output groups—The aggregation of outputs, based on a consistent type of product or beneficiary target group. Aggregation may also be needed for the provision of adequate information for performance monitoring, or based on a materiality test.

Outputs—The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs include goods and services produced for other areas of government external to the agency.

Parliament House Art Collection—Comprises a number of stand-alone collections (the Rotational Collection, the Architectural Commissions, the Historic Memorials Collection, the Gift Collection, the Constitutional Documents and the Archive).

Parliamentary precincts—The parliamentary precincts are defined in the *Parliamentary Precincts Act 1988*; in general terms they consist of the area within the inner kerb of Capital Circle, and all buildings, structures and works, and parts of buildings, structures and works, on, above or under that land.

Performance information—Provides evidence about performance that is collected and used systematically, and that may relate to

Glossary

appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. Performance information may be quantitative (numerical) or qualitative (descriptive); however, it should be verifiable. Performance measures are more precise than indicators, and are used when there is a causal link between an intervention and a measurable change in performance.

Portfolio Budget Statements—Statements prepared by agencies to explain the Budget appropriations in terms of outcomes and outputs.

Purchaser/provider arrangements—Includes arrangements under which the outputs of one agency are purchased by another agency to contribute to the other agency's outcomes.

Presiding Officers—Two members of parliament elected to preside over, or be in charge of, the business, proceedings and administration of a house of parliament. In the Senate the presiding officer is called the President, and in the House of Representatives, the Speaker.

Price—The amount the government or the community pays for the delivery of agreed outputs.

Quality—Relates to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves use of information gathered from interested parties to identify differences between users' expectations and experiences.

Quantity—The size of an output.

Receipts—The total or gross amount received by the Commonwealth. Each receipt item is either revenue, an offset within outlays, or financing transactions. Receipts include taxes, interest, charges for goods and services, borrowings and government business enterprise dividends received.

Security Management Board—This body is established by the *Parliamentary Service Act 1999*, and provides advice as required to the Presiding Officers on security policy, and the management of security measures, for Parliament House. The Board has three members, who may, with the Presiding Officers' permission, invite others to attend their meetings.

Service charter—A public statement about the service that a department will provide and what clients can expect from the department. It is government policy that departments that provide services direct to the public have service charters in place.

Glossary

Staff dining room—The staff dining room is also referred to as the Staff Cafeteria or the Staff Café.

Table Office—The office within the Department of the Senate or the Department of the House of Representatives which provides documentary and advisory support to facilitate the effective operation of the parliamentary chambers.

Third party outputs—Goods or services delivered to the community by entities outside the Commonwealth general government sector. They are outputs wholly or partly funded by administered items and are directed to achieving planned outcomes.

Acronyms and abbreviations**Acronyms and abbreviations**

AFP	Australian Federal Police
AFP-UP	Australian Federal Police – Uniform Protection
ANAO	Australian National Audit Office
AWA	Australian Workplace Agreement
BCA	Building Code of Australia
BCI	Building Condition Index
BDMP	Broadcast and Digital Media Projects
BFG	Broadcast Facsimile Gateway
BSB	Building Services Branch
CA	Certified Agreement
CCTV	Closed Circuit Television
CDS	Commonwealth Disability Strategy
CEI	Chief Executive’s Instruction
CEO	Chief Executive Officer
CEP	Central Enquiry Point (Library)
CEP	Chief Executive Procedure
CFO	Chief Finance Officer
CIR	Continuous improvement review
CMB	Content Management Branch
CPG	Commonwealth Procurement Guidelines
DI	Design integrity
DII	Design Integrity Index
DPS	Department of Parliamentary Services
EAP	Employee assistance provider
EMMS	Electronic Media Monitoring Service
EMS	Environmental management system
ESCI	Engineering Systems Condition Index

Acronyms and abbreviations

ESD	Ecologically sustainable development
Finance	Department of Finance and Administration
FOI	Freedom of Information
GJ	Gigajoule (a joule is a measure of energy; giga is 10 ⁹)
HCO	Harassment Contact Officer
IAB	Information Access Branch
ICT	Information and communications technology
IDP	Individual development plan
ISB	Infrastructure Services Branch
ITSA	Information Technology Security Adviser
JHC	Joint House Committee
kL	Kilolitre (1,000 litres)
LCI	Landscape Condition Index
OHS	Occupational health and safety
OneOffice	Parliamentary computing platform
ParlInfo	Parliamentary information system
PBS	Portfolio Budget Statement
PCN	Parliamentary Computing Network
PHAC	Parliament House Art Collection
PMAS	People Management and Strategy Section
POITAG	Presiding Officers' Information Technology Advisory Group
PSDB	Product and Service Development Branch
PSLO	Parliamentary Service Liaison Officer
PSS	Parliamentary Security Service
RAP	Request approval process
RB	Research Branch
SBSB	Strategy and Business Services Branch
SES	Senior Executive Service
TIPS	Threat Image Protection System

Acronyms and abbreviations

VBIEDs	Vehicle-borne improvised explosive devices
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Compliance index

The Department of Parliamentary Services is required to present its annual report to each House of the Parliament under paragraph 65(1)(c) of the *Parliamentary Service Act 1999*.

Under subsection 65(2) of the *Parliamentary Service Act 1999*, the department's annual report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit (JCPAA). The *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (the **Requirements**) were revised and reissued in June 2008.

The Requirements stipulate a core set of mandatory information which must be included in annual reports to ensure that accountability requirements are met and to provide consistency for readers. There are other items which are suggested for inclusion on the basis of making the annual report as informative as possible.

The following table shows where the mandatory information specified by the Requirements may be found in this report.

Part of report	Requirement item	Location
	Letters of transmittal	Pages iii and v
Aids to access	Table of contents	Page vii
	Index	Page 243
	Glossary	Page 225
	Abbreviations and acronyms	Page 231
	Contact officer	Page ii
	Internet address	Page ii
Part 1—Secretary's review	Review by departmental Secretary	Pages 3 to 7
	Summary of significant issues and developments	Pages 3 to 7
	Overview of department's performance and financial results	Pages 3 to 7
	Outlook for 2008-09	Pages 3 to 7
Part 2—Departmental overview	Description of department	Paragraphs 1 and 2
	Role and functions	Paragraph 3
	Organisational structure	Paragraphs 4 to 12

Compliance index

Part of report	Requirement item	Location
	Outcome and output structure	Figure 11
	Where outcome and outputs structures differ from PBS format, details of variation and reasons for change	Not applicable
Part 4—Report on performance	Review of performance in relation to outputs and contribution to outcome	Paragraphs 210 to 217 Paragraphs 162 to 203 (Parliamentary Library)
	Actual results against performance targets set out in PBS	Paragraphs 218 to 363 Paragraphs 162 to 203 (Parliamentary Library)
	Performance of purchaser / provider arrangements	Paragraphs 353 to 361
	Where performance targets differ from the PBS, details of both former and new targets, and reasons for the change	Not applicable
	Narrative discussion and analysis of performance	Paragraphs 218 to 363 Paragraphs 162 to 203 (Parliamentary Library)
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	
	Discussion and analysis of financial performance	Financial statements, pages 163 to 218
	Summary resource tables by outputs	Note 24 to financial statements
	Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	Not applicable
Part 6—Management and accountability		Paragraphs 463 to 581
Corporate governance	Statement of the main corporate governance practices in place	Paragraphs 463 to 581

Compliance index

Part of report	Requirement item	Location
	Senior management committees and their roles	Paragraphs 463 to 513
	Corporate and operational planning and associated performance reporting and review	Paragraphs 505 to 507
	Identification of areas of significant financial or operational risk and arrangements in place to manage risks	Paragraphs 493 to 494
	Certification of department's compliance with the Commonwealth Fraud Control Guidelines	Page 146
	Maintenance of appropriate ethical standards	Paragraph 513
External scrutiny	Significant developments in external scrutiny	Paragraphs 569 to 573
	Judicial decisions and decisions of administrative tribunals	Paragraph 573
	Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Paragraphs 569 to 571
Management of human resources	Assessment of effectiveness in managing and developing human resources	Paragraphs 522 to 551
	Workforce planning, staff turnover and retention	Paragraphs 524 to 527
	Impact and features of certified agreements and AWAs	Paragraphs 514 to 521
	Training and development undertaken and its impact	Paragraphs 528 to 532
	Occupational health and safety performance	Paragraphs 538 to 543
	Statistics on staffing	Paragraphs 519 to 521
	Certified agreements and Australian Workplace Agreements	Paragraphs 514 to 521
	Performance pay	Paragraphs 516 to 521

Compliance index

Part of report	Requirement item	Location
Asset management	Effectiveness of asset management	Paragraphs 564 to 568
Purchasing	Assessment of purchasing against core policies and principles	Paragraphs 552 to 563
Consultants	Summary statement detailing consultancy services contracts	Paragraphs 555 to 563 and Appendix A, page 221
Competitive tendering and contracting	CTC contracts let and outcomes	Paragraph 562
Australian National Audit Office Access Clauses	Absence of provisions in contracts allowing access by the Auditor-General	Paragraph 562
Exempt contracts	Contracts exempt from AusTender	Paragraph 563
Commonwealth Disability Strategy	Report on performance in implementing the CDS	Paragraphs 544 to 551
Financial statements		Pages 165 to 224
Other information required by legislation	Occupational health and safety	Paragraphs 538 to 543
	Freedom of information	Paragraphs 574 to 577
	Advertising and market research	Paragraphs 579 to 580
	Ecologically sustainable development and environmental performance	Paragraphs 388 to 390
Other mandatory information	Discretionary grants	Paragraph 578
	Correction of material errors in previous annual report	Paragraph 582 and 583

Global Reporting Initiative index

Environmental information contained in Part 5 of the DPS Annual Report is structured using the core Global Reporting Initiative (**GRI**) environment performance indicators as a framework—see www.globalreporting.org for more information. The GRI is an independent institution that provides a reporting framework allowing suitable benchmarking currently used by several Commonwealth agencies—including the Department of the Environment, Water, Heritage and the Arts (**DEWHA**).

DPS has reported against GRI indicators relating to its specific functions since 2003-04, in separate stand-alone environmental performance reports. Previous reports are available on the DPS website at the following address:
http://www.aph.gov.au/dps/building/EMS/EM_Performance.htm.

GRI environmental indicators	Location
Material indicators	
EN 1 Total materials use other than water, by type	Paragraphs 378, 427 and 442 indicate some purchased materials with environmental impacts. Data not available on total use.
EN 2 Percentage of materials used that are wastes (processed or unprocessed) from sources external to the reporting organisation.	See paragraphs 449 and 452.
Energy indicators	
EN 3 Direct energy use segmented by primary source	See Figure 44.
EN 4 Indirect energy use	Indirect energy not measured. Greenhouse gas emissions from indirect energy use are shown in Figure 49.
Water indicator	
EN 5 Total water use	See paragraph 407
Biodiversity indicators	
EN 6 Location and size of land owned, leased, or managed in biodiversity-rich habitats	Not applicable in 2007-08

Global reporting initiative index

GRI environmental indicators	Location
EN 7 Description of the major impacts on biodiversity associated with activities and/or products and services in terrestrial, freshwater, and marine environments	Not applicable in 2007-08.
Emissions, effluents and wastes indicators	
EN 8 Greenhouse gas emissions	See Figure 49.
EN 9 Use and emissions of ozone depleting substances	See paragraph 456 and Figure 51.
EN 10 NOx, SOx, and other significant air emissions by type	See Figure 52.
EN 11 Total amount of waste by type and destination	See paragraphs 438 to 441.
EN 12 Significant discharges to water by type	See paragraphs 460 to 461.
EN 13 Significant spills of chemicals, oils, and fuels in terms of total number and total volume	See paragraph 462.
Products and services indicators	
EN 14 Significant environmental impacts of principal products and services	Not applicable in 2007-08.
EN 15 Percentage of the weight of products sold that is reclaimable at the end of the products' useful life and percentage that is actually reclaimed	Not applicable in 2007-08.
Compliance indicator	
EN 16 Incidents of and fines for non-compliance with all applicable international declarations/conventions/treaties, and national, sub-national, regional, and local regulations associated with environmental issues.	See paragraph 462

List of figures

Figure 1—DPS Departmental Structure at 30 June 2008.....	13
Figure 2—Australian Parliamentary Fellows Dr Joel Bateman (2008) and Dr Tim Kendall (2007).....	41
Figure 3—Sub-output 1.1—Research services—quality indicator	49
Figure 4—Sub-output 1.1—Research services—quantity indicators.	50
Figure 5—Distribution of client service hours by service type	54
Figure 6—Sub-output 1.1—Research services—price indicator.....	55
Figure 7—Sub-output 1.2—Information access services—quality indicator.....	56
Figure 8—Sub-output 1.2—Information access services—quantity indicator.....	58
Figure 9—Sub-output 1.2—Information access services—quantity indicators	60
Figure 10—Parliamentary Library Organisation Chart.....	62
Figure 11—Relationship between Outcome and Outputs.....	66
Figure 12—Sub-output 2.1—quality indicator.....	69
Figure 13—Sub-output 2.1—quantity indicators	70
Figure 14—Number of parliamentary and non-parliamentary functions requiring additional security resources.....	71
Figure 15—Sub-output 2.1—price indicator	72
Figure 16—Sub-output 2.2—quality indicators	74
Figure 17—Sub-output 2.2—quantity indicators	75
Figure 18—Parliament House Visitors 1988-2008	77
Figure 19—Number of Open Day Visitors 2001 to 2008.....	78
Figure 20—Sub-output 2.2—price indicator	78
Figure 21—Sub-output 3.1—quality indicators	81
Figure 22—Building Condition Index score by zone.....	82
Figure 23—Sub-output 3.1—quantity indicators	84
Figure 24—Sub-output 3.1—price indicators.....	85
Figure 25—Sub-output 3.2—quality indicators	86
Figure 26—Sub-output 3.2—quantity indicator.....	90
Figure 27—Registered PCN users.....	91
Figure 28—Sub-output 3.2—price indicators.....	92
Figure 29—Sub-output 4.1—quality indicator.....	93
Figure 30—Sub-output 4.1—quantity indicator.....	94
Figure 31—Broadcasting and Hansard—Chamber Hours 1993-94 to 2007-08 Sub-outputs 4.1 and 4.2	95
Figure 32—Broadcasting and Hansard—Committee Hours 1993-94 to 2007-08, Sub-outputs 4.1 and 4.2	96
Figure 33—Sub-output 4.1—price indicators.....	97
Figure 34—Sub-output 4.2—quality indicators	98
Figure 35—Sub-output 4.2—quantity indicators	101

List of figures

Figure 36—Sub-output 4.2—price indicators	102
Figure 37—Administered items—quality indicators	103
Figure 38—Administered items—quantity indicator	105
Figure 39—Administered items—price indicators	105
Figure 40—Design Integrity Index score by area	117
Figure 41—Annual water consumption	119
Figure 42—Breakdown of water use during 2007–08	119
Figure 43—Actual water use compared to Stage 3 restrictions target	120
Figure 44—Energy consumed at Parliament House and by transport	122
Figure 45—Annual electricity and gas consumption (in 000's of Gj)	123
Figure 47—Annual waste disposed to landfill and recycled	125
Figure 48—Annual quantity of landscape waste.....	126
Figure 49—Parliament House emissions (direct and indirect, including SES and operational vehicle fleets).....	129
Figure 50—Annual greenhouse gas emissions from electricity and gas	130
Figure 51—Type of refrigerant use	131
Figure 52—Emissions of air pollutants from natural gas consumption	132
Figure 53—Audit Committee attendance	140
Figure 54—Classification and salary ranges as at 30 June 2008....	145
Figure 55—Staff numbers as at 30 June 2008.....	146
Figure 56—Staff retention and turnover statistics.....	147
Figure 57—Advertising costs	159
Figure 58—Legal services expenditure	159

Index

Accountability	159
Acronyms and abbreviations	233
Administered items.....	103
Advertising costs.....	160
AFP-Uniform Protection	15, 70
Air pollutants	<i>See Environment</i>
Apology to Australia's Indigenous Peoples.....	16, 22, 93
Art Advisory Committee	139
Art Collection.....	103
Art Services	
Overview	23
Performance.....	103
Asset management.....	158
Audio-visual services	96
Audit Committee	140
Australia 2020 Summit.....	4, 16, 22, 80, 93
Australian National Audit Office	42, 141, 159, 233
Australian Parliamentary Fellowship	41
Bills Digests.....	52
Briefing book	53
Broadcasting Content	
Overview	21
Performance.....	93
Broadcasting Infrastructure Support	
Costs	92
Overview	19
Performance.....	86
Budget Review 2008-09.....	53
Building Condition Index.....	81, 82
Building Services Branch	
Highlights and achievements	16
Overview	14
Performance.....	69
Business planning.....	145
Catering.....	<i>See Facilities</i>
Certified Agreement.....	26, 36, 146, 233
Chambers	94, 98
Chief Finance Officer Branch	
Highlights and achievements	27
Overview	26
Childcare Centre	5, 6, 118

Index

Cleaning	<i>See Facilities</i>
Client-specific services (broadcasting)	96
Committees	94, 98, 139
Commonwealth Disability Strategy	154
Competitive tendering and contracting	157
Compliance index	237
Computing Services	
Overview	18
Performance	86
Consultants	156
Content Management Branch	
Highlights and achievements	22
Overview	20
Performance	93
Continuous Improvement Review	40
Corporate governance	137
Cost recovery arrangements	108
Critical systems	87
Customer satisfaction	49, 74, 86, 87, 93, 98
Customer Services and Communication Section	25
Department	
Overview	11
Performance	65
Structure	11
Departmental services	14
Design Integrity Index	103, 117
Discretionary grants	160
DPS services catalogue	145
Electorate office support	107
Electricity costs	85
Energy	
Costs	85
Performance	121
Engineering Systems Condition Index	81, 83
Environment	
Air pollutants	132
Communication and promotion	114
Considerations	113
Contributions of outcomes	116
Ecologically sustainable development	115
Emissions and effluents	130
Greenhouse gas emissions	130
Identification, management and monitoring of impacts	116
Legal Requirements	115
Overview	111

Index

Recycling and waste management	125
Strategic plan	112
Sustainable Purchasing practices	112
Environmental Performance	118
Ethical standards.....	146
Executive Committee	140
Facilities	
Catering	80
Cleaning	79
Costs	78
Customer satisfaction	74
Health and Recreation Centre	77, 80
Nurses Centre	76
Overview	16
Parliament Shop	78, 80
Performance.....	74
Visitors.....	75
Finance Section.....	27
Financial statements	163
Fraud control	143
Freedom of information	160
Gas costs	85
Global Reporting Indicators index	241
Glossary	227
Governance and Business Management Section	25
Hansard	
Overview	21
Performance.....	98
Health and Recreation Centre.....	<i>See Facilities</i>
Heritage	
Communication and promotion.....	113
Considerations.....	113
Legal Requirements.....	114
Performance.....	117
Information Access Branch	
Overview	46
Performance.....	55
Infrastructure Services Branch	
Highlights and achievements	19
Overview	17
Performance.....	80, 86
IT Operations	
Overview	17
Performance.....	86
IT Problem resolution.....	89

Index

IT Services	92
IT Support.....	89, 90
IT Systems availability	87
Joint House Committee	137
Joint Standing Committee on the Parliamentary Library	35, 138
Knowledge Management Section	21
Landscape.....	126
Landscape Condition Index	81, 82
Legal services expenditure.....	161
Maintenance Services	
Overview	17
Performance.....	80
Management and accountability	137
Management of human resources	149
Master control services.....	97
National Apology to the Stolen Generation	3
Nurses Centre.....	<i>See Facilities</i>
Occupational health and safety.....	153
Other reporting requirements.....	106
Outcome and Outputs	
Administered items	103
Departmental outcome statement	11
Outcome	
Effectiveness in achieving	67
Structure	66
Output 1—Library Services	
Sub-output 1.1—Research services	48
Performance Indicators	
Price	55
Quality	49
Quantity	50
Sub-output 1.2—Information access services.....	55
Performance Indicators	
Price	60
Quality	56
Quantity	58
Output 2— Building and Occupant Services	
Sub-output 2.1—Security services.....	69
Performance Indicators	
Price	71
Quality	69
Quantity	70
Sub-output 2.2—Facilities services	74
Performance Indicators	
Price	78

Index

Quality	74
Quantity	75
Output 3—Infrastructure Services	
Sub-output 3.1—Building infrastructure services	80
Performance Indicators	
Price	85
Quality	80
Quantity	84
Sub-output 3.2—IT infrastructure services	86
Performance Indicators	
Price	92
Quality	86
Quantity	90
Output 4—Parliamentary Records Services	
Sub-output 4.1— Broadcasting services	
Performance Indicators	
Price	97
Quality	93
Quantity	94
Sub-output 4.1—Broadcasting services	93
Sub-output 4.2—Hansard services.....	98
Performance Indicators	
Price	102
Quality	98
Quantity	101
Output cost attribution.....	65
Parliament Shop.....	<i>See Facilities</i>
Parliamentary Computing Network.....	90, 91, 92
Parliamentary Librarian	
Office of the	45
Review	33
Parliamentary Library	
Assistance to parliamentary libraries in the region	43
Australian Parliamentary Fellowship	41
Bills Digests	52
Briefing book.....	53
Budget Review 2008-09	53
Client requests	49, 51, 54
Client's	37
Collection.....	59
Databases.....	58, 59
Electronic Media Monitoring Service	60
Feedback	42
Financial Report.....	61
Improvements.....	43

Index

Information Access Branch	<i>See Information Access Branch</i>
Introduction	33
Organisation Chart	62
Overview	14, 45
Performance.....	37
Publications.....	34, 52, 54, 56
Resource Agreement	36
Seminars	54
Strategic and Workforce Planning	44
ParlInfo	5, 24, 29, 34, 43, 52, 59, 60
People management and strategy	
Classifications.....	146
Overview	25
Performance-based pay	146
Performance Indicators	<i>See Outcome and Outputs</i>
Performance information and reporting model	65
Procurement.....	27, 155
Product and Service Development Branch	
Highlights and achievements	23
Overview	22
Performance.....	103
Projects	
Building and Security Projects.....	23
Performance.....	103, 105
Project Management Office	23
Technology Projects	23
Purchaser-provider arrangements	106
Research Branch	
Overview	45
Performance.....	48
Risk management	142
Security	
Additional security for non-parliamentary functions.....	71
Costs	71
Incidents	70
Overview	14
Performance.....	69, 70, 71
Services	71
Systems Performance	83
Security Management Board	137
Senate committees.....	159
Security	
Costs	72
Staff development and training	150
Strategic plan	145

Index

Strategic Planning and Policy Overview.....	24
Strategy and Business Services Branch	
Highlights and achievements	26
Overview	24
Strategy and Finance Committee	139
Support Services.....	27
Telecommunications	
Overview	18
Performance.....	86
Transcription	99, 101
Vehicles	123
Visitors	75, 77, 78
Water	118
Water and sewerage	85, 133
Web Content Section	22
Workforce planning.....	149
Workplace diversity	151
Workplace relations	150