

Part 5

Sustainability

Sustainability reporting pilot and the Global Reporting Initiative

Sustainability reporting involves the expansion of traditional reporting to include all aspects of an organisation’s economic, environmental, social and governance performance.

DPS, together with a small number of other agencies, is pleased to have participated in the sustainability reporting framework pilot. DPS was selected for the pilot as an agency that is already structuring the environmental chapter of the annual report based on the Global Reporting

Initiative (GRI), which uses an internationally developed set of environmental indicators to measure performance. Information about GRI is available at www.globalreporting.org.

Summary of performance

Table 5.1 is a summary of economic, employment and environmental data collected by DPS for 2011–12. Detailed explanations about DPS’s performance in these areas are included in the relevant sections of the report.

Table 5.1—Summary of performance

Indicator	2011–12 Result
Economic	
Operating Statement	
Total expenditure	\$132.372m
Total own source revenue	\$6.381m
Total net cost of service	\$125.812m

Table 5.1—Summary of performance (continued)

Indicator	2011–12 Result
Economic Viability	
Total assets	\$144.084m
Total liabilities	\$26.153m
Employment	
Number of staff employed	848
Total employee expenditure	\$66.678m
The diversity of the workforce ¹⁸	
Women (% of the total workforce)	37.97%
People with a disability (% of total workforce)	0.24% ¹⁹
Aboriginal and Torres Strait Islander (% of total workforce)	0.59%
Staff with English as a second language (% of total workforce)	8.73%
Staff health and wellbeing	
Work health and safety (WHS) incident reports	74
Number of health and safety representatives	28
Training and education	
Percentage of staff undertaking supported studies	4.36%
Environmental ²⁰	
Office energy use ²¹	
Total office tenant light and power electricity consumption (kWh)	See footnote 20
Total office tenant light and power energy consumption (MJ)	See footnote 20

18. Workforce diversity data relies on self-identification

19. This figure is likely under-reported due to a loss of disability data in the transfer of HR information systems from PeopleSoft to Chris 21. A diversity census will be conducted during 2012–13 to correct this anomaly.

20. Environmental indicators reported in this table are impacted by building occupants not represented in FTE including Ministerial staff (DoFD), media outlets and other tenants, contractors and visitors to the building. Where indicated, FTE comprises the three parliamentary departments (DPS, Senate and House of Representatives).

21. Office Tenant Light and Power energy is not measured separately. Office Tenant Light and Power energy is combined with Base/Central Building energy in this table and comprises all energy consumed at Parliament House.

Table 5.1—Summary of performance (continued)

Indicator	2011–12 Result
Office energy use	
Office tenant light and power energy use per FTE (MJ/FTE)	See footnote 20
Office tenant light and power energy use per square metre (MJ/m ²)	See footnote 20
Base/central building energy consumption (MJ) ²²	139,349,046
Base/central building energy consumption per square metre (MJ/m ²)	917
Greenhouse emissions attributed to office tenant light and power and base/central building energy use (T CO ₂ -e)	29,834
Green power purchased (kWh) ²³	2,554,263
Vehicle fleet ²⁴	
Total number of fleet vehicles	33
Average green vehicle rating of fleet	10.97
Total fuel purchased (kl)	48.1
Total distance travelled (km)	450,752
Average fuel consumption of fleet vehicles (l/100km)	11.39
Total direct greenhouse emissions of fleet (T CO ₂ -e)	107.96
Greenhouse Emissions	
Total greenhouse emissions (T CO ₂ -e)	27,264
Total greenhouse emissions per FTE (T CO ₂ -e/FTE)	23.46
Air Travel ²⁵	
Total number of flights	2,622
Total distance of flights (km)	2,628,009

22. Base/Central Building energy consumption includes Office Tenant Light and Power energy consumption and non-transport fuel (diesel).

23. In 2011–12, as part of the Whole of Government (WoG) electricity contract, 10% of energy consumed was from renewable sources. DPS also sourced a small amount of renewable energy (59,501 kWh) from on-site solar power in 2011–12.

24. DPS reports Vehicle fleet data for the three parliamentary departments (DPS, Senate and House of Representatives).

25. DPS reports Flight data for the three parliamentary departments (DPS, Senate and House of Representatives).

Table 5.1—Summary of performance (continued)

Indicator	2011–12 Result
Potable water consumption	
Total potable water use (Kilolitres)	156,853
Potable water use per FTE (Kilolitres/FTE)	134.99
Potable water use per square metre (Kilolitres/m ²)	1.03
Resource efficiency and waste	
Office paper purchased by FTE (A4 reams/FTE) ²⁶	20.10
Percentage of office paper purchased with recycled content ²⁷	61%
Office paper recycled (tonnes) ²⁸	279
Total waste produced (tonnes)	403
Total waste produced per FTE (Kg/FTE)	0.35
Percentage of waste diverted from landfill	44%

26. DPS reports office paper purchased for the three parliamentary departments (DPS, Senate and House of Representatives).

27. Average recycled content for the three parliamentary departments (DPS, Senate and House of Representatives).

28. Office paper recycled is not measured separately. Quantity reported represents all paper products sent for recycling including cardboard, packaging and newspapers etc. Office paper represents approximately 20-30% of all paper products recycled.

Governance

Introduction

The President of the Senate and the Speaker of the House of Representatives (the Presiding Officers) have joint powers in relation to DPS that are similar, but not identical, to those of a Minister administering an executive department. Parliamentary departments are distinct from government departments, in that they serve the Parliament, not the Government, and operate under the *Parliamentary Service Act 1999*, not the *Public Service Act 1999*.

The Presiding Officers are assisted by the Joint House Committee, the Joint Standing Committee on the Parliamentary Library, the Security Management Board, the Heritage Advisory Board, the Presiding Officers' Information Technology Advisory Group and the Art Advisory Committee. The role of each of these committees is outlined below.

Committees advising the Presiding Officers

Joint House Committee

The Joint House Committee (JHC) is comprised of the members of the House Committees of the Senate and the House of Representatives. Members of those committees are appointed under Senate Standing Order 21 and House of Representatives Standing Order 218 respectively. Currently, when these two committees meet jointly as the Joint House Committee, the senior Presiding Officer is the Chair.

The joint committee first met on Wednesday 26 June 1901, at which time it was resolved that the JHC would take over responsibility for various maintenance and facilities services (at that time, located in the Victorian Parliament House, Melbourne) and 'such other matters as tend to the convenience of Members of Parliament'. Under current standing orders, the respective House Committees may consider any matter relating to the provision of facilities in Parliament House referred to it by that chamber or its Presiding Officer.

Membership of the JHC at 30 June 2012 was:

Senator the Hon John Hogg (Chair)
The Hon Peter Slipper MP
Senator the Hon Bill Heffernan
Senator Anne McEwen
Senator Stephen Parry
Senator Glenn Sterle
The Hon Warren Entsch MP
The Hon Joel Fitzgibbon MP
Ms Jill Hall MP
Mr Chris Hayes MP
Mr Ewen Jones MP
Mr Michael McCormack MP

The JHC met four times in 2011–12 and considered a range of issues, including:

- Parliament House security and new security works;
- Parliament House heritage;
- disability access to Parliament House;
- IT network security;
- electorate office IT support;
- parking in the Parliamentary Zone; and
- catering in Parliament House.

Joint Standing Committee on the Parliamentary Library

Information about the role and functions of the Joint Standing Committee on the Parliamentary Library, including its terms of reference, can be found under the heading 'Joint Standing Committee on the Parliamentary Library' in Part 3 of this report.

Security Management Board

The Security Management Board (SMB) was established pursuant to section 65A of the *Parliamentary Service Act 1999*. The function of the SMB is to provide advice to the Presiding Officers on security policy, and the management of security measures, for Parliament House.

Membership of the SMB is as follows:

- the Secretary of DPS;
- the Usher of the Black Rod; and
- the Serjeant-at-Arms.

In addition, the SMB may invite representatives of organisations involved in the development

of security policy and provision of security services to Parliament House to attend meetings. Representatives include officials from the Australian Federal Police, the Attorney-General's Department and the Department of Finance and Deregulation, as well as DPS.

Heritage Advisory Board

The Parliament House Heritage Advisory Board (HAB) was established by the Presiding Officers on 23 November 2011. The role of the Board is set out in the Parliament House Heritage Management Framework. The primary function of the Board is to provide advice to the Presiding Officers on the heritage management of Parliament House. The Board is also required to provide oversight of detailed heritage issues for Parliament House.

Membership of the HAB is as follows:

- the Secretary, DPS, as chair;
- the Usher of the Black Rod; and
- the Serjeant-at-Arms.

In 2011–12, the HAB was assisted in its deliberations by representatives from the Department of Sustainability, Environment, Water, Population and Communities, and the National Capital Authority.

Presiding Officers' Information Technology Advisory Group

For the 43rd Parliament, the Presiding Officers' Information Technology Advisory Group (POITAG) comprises seven Senators and six Members of the House of Representatives.

POITAG's terms of reference are to:

- (a) identify and advise the Presiding Officers on the information and communication technology (ICT) requirements of Senators and Members;
- (b) monitor and assess the performance of those areas of the parliamentary administration providing ICT-related services; and
- (c) advise and assist the Presiding Officers on issues relating to the efficient and cost-effective use of ICT in the Parliament.

Art Advisory Committee

The purpose of the Art Advisory Committee (AAC) is to assist the Presiding Officers in determining the suitability of artworks for addition to the PHAC.

Membership of the AAC includes:

- the Presiding Officers;
- the Deputy President;
- the Deputy Speaker; and
- the Secretary, DPS.

AAC meetings are also attended by an independent art adviser from the staff of the National Gallery of Australia.

The AAC's terms of reference are to:

- (a) provide guidance on the Rotational Collection Acquisition Policy, and set short-term priorities for acquisitions;
- (b) assess acquisition proposals in accordance with the acquisition policy and priorities; and
- (c) provide advice on other matters relating to the display and management of artworks in the PHAC as considered necessary by the Presiding Officers.

The AAC met twice during 2011–12.

DPS committees

Executive Committee

In 2011–12, the Secretary was assisted in the management of the department by the Executive Committee, which includes the Deputy Secretary, Parliamentary Librarian, all Assistant Secretaries and the Director, Strategy and Communication. This committee considers the development and implementation of the DPS governance framework and associated processes, including risk management and business planning.

The Executive Committee also deals with a range of policy matters in areas such as occupational health and safety, environmental issues and departmental organisation issues.

Minutes of meetings are also published on the intranet (DPS Staff Portal).

Strategy and Finance Committee

In 2011–12, the Strategy and Finance Committee (SFC) operated to support the performance of the department. It comprises the Secretary, the Deputy Secretary, the Parliamentary Librarian, the Chief Finance Officer, and the Director Strategy and Communication.

- (d) provide a forum of communication between the Secretary, senior managers, and internal and external auditors.

The Audit Committee comprises an external chair, Mr Will Laurie, and at least three senior DPS employees. DPS Audit Committee appointments are individual, and responsibilities may not be delegated to another person.

Audit Committee

The Audit Committee's primary responsibilities are to:

- (a) ensure DPS compliance with obligations under the *Financial Management and Accountability Act 1997* (FMA Act) and the FMA Regulations;
- (b) oversee, on behalf of the Executive, the integrity of DPS financial reporting controls and other procedures or systems for the management of risk and good governance;
- (c) advise the Secretary on whether the annual financial statements represent a true and fair view of the department's financial management; and

During 2011–12, five DPS members served on the Audit Committee: Mr David Kenny (Deputy Secretary), Ms Roxanne Missingham (former Parliamentary Librarian, who retired from the Committee in February 2012), Dr Dianne Heriot (Assistant Secretary, Research Branch, who assumed the duties of the Parliamentary Librarian from February 2012), Ms Bronwyn Graham (Assistant Secretary, Building Services Branch, appointed to the Committee in March 2012) and Ms Judy Tahapehi (Director, Strategy and Communication).

Table 5.2 lists the chair and the five DPS members who served on the Audit Committee for 2011–12.

Table 5.2—Audit Committee attendance

Member	Position	Meeting attendance	
		attended	out of
Mr Will Laurie	External Chair	6	6
Mr David Kenny	Deputy Secretary	3 ²⁹	6
Ms Roxanne Missingham	Parliamentary Librarian	4	4
Dr Dianne Heriot	Parliamentary Librarian ³⁰	6	6
Ms Bronwyn Graham	Assistant Secretary, Building Services Branch	2	2
Ms Judy Tahapehi	Director, Strategy and Communication	6	6

29. Mr Kenny excused himself from the July 2011 meeting due to a possible conflict of interest, and did not attend the March 2012 meeting while acting as Secretary. Mr Kenny was on leave for the December 2011 meeting.

30. Dr Heriot assumed the duties of Parliamentary Librarian in February 2012. Prior to this, she was the Assistant Secretary, Research Branch.

Representatives of the Australian National Audit Office and the department's internal auditors (PricewaterhouseCoopers) attend Audit Committee meetings.

Fourteen internal audits were considered by the Committee during 2011–12, covering a range of DPS systems, management and governance processes. Two of these were management-initiated audits arising from questions asked at Senate Estimates hearings in February and May 2011, being the Disposal of Equipment from the Former Staff Recreation Room and the Valuation of Billiard Tables. A full list of internal audits considered by the Committee is provided at Table 5.3.

Audits conducted during the reporting year made a number of recommendations directed at enhancing efficiency and effectiveness. The Audit Committee monitors implementation of recommendations.

Progressive reviews of DPS risk management and fraud control arrangements were undertaken by the Committee throughout the year, including the monitoring of DPS's implementation, testing and management of the business continuity and disaster recovery plans.

The Audit Committee meets once each quarter, with an additional meeting to consider the DPS financial statements. An extraordinary meeting was held in July 2011 to consider the findings of the internal audit into the Disposal of Equipment from the Former Staff Recreation Room.

Table 5.3—Internal audits considered by the Audit Committee in 2011–12

Audit Title
Disposal of Equipment from the Former Staff Recreation Room
Valuation of Billiard Tables
Management Information System and Performance Reporting
Business Continuity and Disaster Recovery Planning
Management of Infrastructure Services Branch Stores
Electronic Document and Records Management System Post Implementation Review
Transfer of Electorate Office IT Services to DPS
Financial Processing
Certificate of Compliance 2010–11
Human Resource Processing – Long Service Leave Balances
Control Framework Maturity Assessment
Building Services Contract Management
Energy Use and Efficiency
Parliamentary Library Refracker System

Parliamentary departments coordination

The Senior Management Coordination Group (SMCG) coordinates corporate and related matters among the three parliamentary departments. DPS is represented by the Deputy Secretary. The Department of the House of Representatives is represented by the Serjeant-at-Arms, and the Department of the Senate is represented by the Usher of the Black Rod. The position of chair of the SMCG rotates annually among the three members.

Other governance matters

Risk management

DPS participated in the Comcover 2012 Risk Management Benchmarking Survey, which measured risk management maturity across ten elements. DPS met or exceeded its nominated target level in eight of the ten elements and improved on its 2011 benchmarking score.

DPS achieved its best scores in the following risk management capability elements:

- (a) Integration;
- (b) Risk Management Policy and Objectives; and
- (c) Accountability and Responsibility.
- (d) The elements where there are opportunities for further improvement are:
 - (e) Risk Profiling and Reporting;
 - (f) Resourcing; and
 - (g) Business Continuity and Disaster Recovery.

DPS has considered the outcomes of the survey and work has commenced to improve in these areas for 2012–13. DPS continued to provide risk management training in 2011–12, conducting regular courses on risk management fundamentals. Risk Management training is now part of the DPS Corporate Learning Pathway for all DPS staff, allowing risk management to become an inherent workplace activity.

Fraud control

The DPS Fraud Control Policy and Framework was revised to conform to the new Commonwealth Fraud Control Guidelines in October 2011. All fraud risks continue to be monitored as part of the DPS risk management framework. In addition, DPS is also providing fraud and ethics training to all staff as part of the Corporate Learning Pathway program throughout 2012–13.

As required by the section 5.8 of the Commonwealth Fraud Control Guidelines, DPS reported on its fraud control measures to the Presiding Officers in November 2011. DPS also provided fraud information to the Australian Institute of Criminology (AIC) to facilitate the process of annual reporting to Government, as required by section 12.4 of the guidelines.

The fraud risk profile of DPS continues to be rated as 'moderate' and has not changed when compared with previous years.

There were two new instances of suspected fraud reported in 2011–12. One case related to a staff member attempting to alter a document in order to claim a reimbursement to which they were not entitled. The other case involved a staff member accessing and copying records which they were not authorised to access. The reports were dealt with using the procedures set out in the Fraud Control Policy and Framework and the Fraud Control Plan.

Ethics

Ethical matters arose out of evidence given by DPS to the Senate Finance and Public Administration Committee in 2011–12 regarding disposal of assets. DPS addressed these issues by instigating a Code of Conduct investigation and a review into disposal processes. DPS has taken steps to ensure that all future information provided to the Committee is accurate and comprehensive.

The Finance and Public Administration Committee also raised other issues with DPS such as alleged bullying and harassment and selection processes within DPS. DPS has in place policies, procedures and a structure to negate these issues. Bullying and harassment prevention measures are detailed over the page.

The DPS Audit Committee monitors ethical standards with an annual ethics 'health check'. The second ethics health check report (for the 2010–11 financial year) was considered by the Audit Committee in December 2011. The report indicated that the number of reported harassment incidents had increased from three to six since the previous year.

As a consequence of the Finance and Public Administration Committee's inquiry into the performance of DPS, Comcare undertook a bullying and harassment audit of DPS. The audit provided a number of recommendations.

In response to the audit, DPS has implemented a range of measures to address bullying and harassment, including:

- (a) implementation of control measures to effectively and practicably eliminate or minimise the potential for any workplace bullying that is identified in risk assessments;
- (b) reminding staff that DPS funds an Employee Assistance Program (EAP) through Davidson Trahaire Corpsych;
- (c) encouraging supervisors and managers to make use of the ManagerAssist service offered through the EAP; and
- (d) implementation of the department's 'Fostering Inclusion and Respect at DPS' diversity program, which seeks to positively impact on workplace culture, improve interactions between employees, and in the longer term build workforce capability that can respond to the department's business demands.

Employees are now also required to attend mandatory training programs every two years that are specifically related to bullying and harassment, professionalism in the Parliamentary Services and Fraud and Ethics Awareness training. In 2011–12, 339 attendances were recorded for these training programs.

Strategic Plan

The DPS Strategic Plan 2010–2013 provides a three-year action plan. The plan is publicly available on the Parliament House website at <http://www.aph.gov.au/binaries/dps/publications/dpsstrategicplan2010.pdf>

In 2012–13, a new corporate strategic plan will be developed.

Business Continuity Management

In order to ensure continuity of services to its clients, DPS has identified 20 critical services that are listed under the following three major areas of impact:

- (a) services to the Parliament;
- (b) services relating to the building; and
- (c) services to support DPS activities.

Each of these 20 critical services has a plan that identifies what arrangements will be put in place in the event of an interruption to business.

An internal audit report in 2011 (provided by DPS's contracted internal auditor, PricewaterhouseCoopers) made a number of recommendations to improve the current arrangements. The recommendations involved a top-down approach to guide continuity and recovery arrangements, and to then reflect this in a revised Business Continuity Framework and Policy. Also important was to have in place a defined schedule of exercises to test the critical service plans, as well as a schedule for the ongoing maintenance of components of the plan.

DPS accepted the recommendations and has been working on their implementation, including the development of a whole-of-department business continuity plan, the development of business continuity templates, an exercise schedule and revisions to the Business Continuity Framework and Policy.

In conjunction with the chamber departments, DPS also organised another Continuity of Parliament exercise in December 2011 (following the first such exercise in 2010). The exercise concentrated on issues around transferring activities to alternative sites and involved representatives from Defence, the Australian Federal Police and a number of other agencies.

The results of this exercise are being used to inform the next revision of the Continuity of Parliament plan.



DPS ref:12/1971/38

Senator the Hon John Hogg
President of the Senate
Parliament House
CANBERRA ACT 2600

Ms Anna Burke MP
Speaker of the House of Representatives
Parliament House
CANBERRA ACT 2600

Dear President and Speaker

DPS—Fraud control certification

I am writing to you to inform you about the status of fraud control in the Department of Parliamentary Services (DPS), as required by paragraph 5.8 of the *Commonwealth Fraud Control Guidelines 2011*.

I am satisfied that

- (a) fraud risk assessments and fraud control plans have been prepared;
- (b) DPS has appropriate fraud prevention, detection, investigation, data collection and reporting procedures in place; and
- (c) DPS has taken all reasonable measures to minimise the incidence of fraud including action to investigate and recover the proceeds of fraud.

For more details about fraud control in DPS, please refer to Part 5—Sustainability of the Department of Parliamentary Services Annual Report and Financial Statements 2011-12.

Yours sincerely


Carol Mills
Secretary

19 Oct 12

HR Services

Staffing, salary and classification structures

Remuneration for Senior Executive Service (SES) employees

The remuneration and other conditions of service for SES employees are governed by a determination made pursuant to section 24 of the *Parliamentary Service Act 1999* (the Act). The level of remuneration, and in some instances the conditions attaching to remuneration, varies. In general terms, salary increases provided to SES employees depend upon a rating of 'effective' or higher as assessed through the SES performance management arrangements.

The remuneration of the statutory position of Parliamentary Librarian is governed by a determination made pursuant to section 38E of the Act.

With the introduction of a Total Remuneration (TR) approach to SES salaries in the previous financial year, for those SES employees on a non-TR arrangement base salaries range from \$147,660 to \$236,150 and for those on a total remuneration approach the range is \$195,700 to \$221,450.

Performance-based salary advancement for non-SES staff

For non-SES staff, salary advancement is based on performance assessment as required by the Department of Parliamentary Services Enterprise Agreement 2011 (the Agreement).

The Agreement provides for salary advancement within a salary range subject to the achievement of an overall rating of 'effective' or higher through the performance management arrangements.

In 2011–12, a total of 626 DPS employees (86%) participated in performance reviews and career development feedback.

Salary increases under the enterprise agreement

A salary increase of 3% was paid on 1 July 2012, as allowed for under the DPS Enterprise Agreement 2011.

Overview of classification structures

Table 5.4 sets out the non-SES classifications and salary ranges for DPS staff as at 30 June 2012.

Table 5.4—Classification and salary ranges as at 30 June 2012

Classification	Salary range (\$)
Parliamentary Service Level 1	44,755 - 52,153
Parliamentary Service Level 2	53,167 - 57,076
Parliamentary Service Level 3	58,346 - 60,972
Parliamentary Service Level 4	62,190 - 67,577
Parliamentary Service Level 5	68,929 - 73,949
Parliamentary Service Level 6	75,427 - 84,774
Parliamentary Executive Level 1	91,789 - 104,800
Parliamentary Executive Level 2	106,895 - 126,751

Staff progress annually through the salary range in 3.5% increments, subject to effective performance.

Table 5.5 (over the page) sets out staff numbers (headcount) as at 30 June 2012. Staff numbers include inoperative staff i.e. those on more than 12 weeks' leave without pay from DPS.

Management of human resources

Introduction

The HR Services section had a number of priorities during 2011–12. During the first quarter, negotiations were finalised for a new industrial agreement, the DPS Enterprise Agreement 2011, which came into effect on 30 September 2011.

Workforce planning, staff retention and turnover

DPS Workforce composition

The DPS workforce headcount figure remained stable during 2011–12. There were 848 employees at June 2012, compared with 847 at June 2011.

Of the 848 employees, 726 were ongoing and 122 non-ongoing. Ongoing employment accounts for 86% of total DPS employment. Non-ongoing workforce accounts for 14%. Non-ongoing employees are engaged for irregular or intermittent duties (10%) or for a specified term (4%) to accommodate the sitting patterns of the Parliament.

In 2011–12, men comprised 62% of the workforce and women 38%. There was a slight change in numbers from the preceding year.

Employee Separations

There were 133 employee separations during 2011–12. This was an increase of 15 employees on the 118 separations in 2010–11. The overall separation rate for DPS in 2011–12 was 15.7%, up from 14% in 2010–11.

Resignations accounted for over a quarter (28%) of DPS total separations during the year followed by end of contract (20%), age retirements (19%), voluntary redundancy retirements (17%) and promotions/transfer (14%). There were two invalidity retirements and one death in 2011–12. Resignations fell from 32% to 28% this year; however, age retirements and voluntary redundancies showed increases of 5%.

Employees aged 55 years and over (41%) represented the highest proportion of employee separations, followed by 35–44 years (20%); 25–34 years (18%); 25–34 years (18%) and under 25 years (6%). Those employees aged 55 years and over primarily separated through age retirement, voluntary redundancy and end of contracts.

Five employees (26%) aged 45–54 years resigned at 54 years of age as a result of the 54 years/11 months CSS incentive. This represents 13.5% of total staff resignations.

Women and men accounted for 50% each of the total staff separation.

Exit interviews are offered to all employees leaving DPS. In 2011–12, only 23% volunteered to provide feedback on their employment experience at DPS, compared with 31% in 2010–11.

Table 5.5 — Staff numbers at classification level as at 30 June 2012³¹

Classification	Ongoing F/T			Ongoing P/T			Non-Ongoing F/T			Non-Ongoing P/T			Casual			Total		
	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total
Apprentice 1/2	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1
Apprentice 2/3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PSL1/2	9	76	6	22	1	1	0	0	0	0	0	0	0	32	16	131	147	
PSL 123	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	
PSL2/3	0	31	0	0	0	2	0	0	0	0	0	0	0	0	0	0	33	
PSL4/5	6	4	1	0	1	1	0	0	0	0	0	0	0	0	8	5	13	
PSL5/6	19	13	18	4	0	0	0	0	0	0	3	0	3	0	40	17	57	
PSL1	1	10	0	0	0	0	0	0	0	0	7	4	4	8	14	22		
PSL2	18	14	18	8	1	2	0	2	3	6	40	32	72					
PSL3	17	26	4	0	0	0	3	0	10	3	34	29	63					
PSL4	28	54	8	3	1	5	1	0	4	7	42	69	111					
PSL5	12	32	5	0	0	2	0	0	2	0	19	34	53					
PSL6	23	57	5	3	3	1	1	0	4	0	36	61	97					
PEL1	42	64	12	3	1	3	0	0	0	0	55	70	125					
PEL2	14	22	0	0	2	0	0	0	0	1	16	23	39					
Senior Executive Service 1	6	0	0	0	1	1	0	0	0	0	6	1	7					
Parliamentary Librarian	1	0	0	0	0	0	0	0	0	0	1	0	1					
Senior Executive Service 3	0	1	0	0	0	0	0	0	0	0	0	1	1					
Secretary	1	0	0	0	0	0	0	0	0	0	1	0	1					
Total	197	409	77	43	10	19	5	2	33	53	322	526	848					

31. Staffing figures are now reported as at 30 June. Previously they were reported as at the final pay period in the financial year.

Table 5.6 shows the total DPS staff separation figures since 2009–10.

Table 5.7 (over the page) shows employee separation by age and gender

Employee Commencements

During 2011–12, the total number of employee commencements increased by 4.7%. The highest proportion of commencements was in the 35–44 years age group (29%) followed by 25–34 years (22%) and 45–54 years (20%). The median age of employee commencements was 40 years. Women accounted for 47%

of recruitment compared with 53% for men. Tables 5.8 and 5.9 show employee commencements by year and gender, respectively.

Recruitment

In 2011–12, DPS measured its recruitment performance by the time it took to conduct a competitive selection process. For non-SES employees, the average time to finalise a vacancy was 42 working days. Not only is this an improvement on the 2010–11 figure of 59 days, but it is also 3 days below the APS target rate of 45 days.

Table 5.6—Staff retention and turnover statistics

	2009–10	2010–11	2011–12
Staff Number	848	847	848
Staff Separations (total)	147	118	133
Turnover	17.3%	14%	15.7%
Separations by type			
Transfers/promotions	33	26	18
Resignations	42	38	37
Age retirements	11	17	25
Invalidity retirements	1	1	2
Voluntary redundancy retirements	39	11	23
Terminations	2	0	0
Death	2	0	1
End of temporary contract	18	24	27
End of temporary transfer	0	1	0
Exit Interviews			
Interviews held	43	37	31
Participation rate	29%	31%	23%

Table 5.7—Employee separation by age and gender

Age Group	Female	Male	Total	% of workforce leaving by age
Under 25 years	4	4	8	6%
25–34 years	14	10	24	18%
35–44 years	13	14	27	20%
45–54 years	10	9	19	14%
55 years & over	25	30	55	41%
Total	66	67	133	
% of workforce leaving by gender	50%	50%		

DPS initiated an e-recruitment project in June 2012. It is anticipated that an e-recruitment system will be implemented in 2012–13 to further streamline manual processing systems.

The pathway was developed as a result of declining course attendance in critical employment risk areas such as work health and safety, bullying and harassment, and record keeping.

Staff development and training

In 2011–12, HR Services implemented the DPS Corporate Learning Pathway. The pathway provides a distinctive developmental focus for leadership, management and compliance training and is integrated into the department’s induction, probation, performance management and career development processes. It enables employees to identify their core training requirements against their job role and classification level.

In 2011–12, HR Services coordinated a total of 63 corporate training events. There was a total of 757 recorded attendances at these events. Attendance at corporate training averaged 10.8 hours per employee.

Corporate training participation rates significantly increased from 59% in 2010–11 to 81% attendees in 2011–12. The increase can be attributed to the implementation of the Corporate Learning Pathway program and a focus on compliance training.

Table 5.8—Staff commencements

	2009–10	2010–11	2011–12
Commencements	74	96	136
Commencement rate	8.7%	11.3%	16%

Table 5.9—Staff commencements in 2011–12 by Age/Gender

	Female	Male	Total
Under 25 years	7	12	19
25–34 years	15	15	30
35–44 years	17	23	40
45–54 years	15	12	27
55 years & Over	10	10	20
Total	64	72	136
% of workforce recruited by gender	47%	53%	

Employee Induction training

Four induction workshops were held for new DPS employees in 2011–12. The workshops were facilitated by HR Services. These employees also completed the online Parliamentary Service Induction e-learning module and attended training on the Parliamentary Service Values and Code of Conduct, records management, risk management and workplace health and safety.

Compliance training

Corporate compliance training was the main focus of corporate training in 2011–12. There were 560 recorded attendees at compliance training, of which 221 participants attended fraud and ethics training. DPS continued to provide training workshops for employees and supervisors in bullying and harassment and workplace health and safety. Overall, compliance training represented 73% of the total training participation rate for the year.

Accredited Training

During 2011–12, DPS provided formal training (in line with the Australian Qualifications Framework) in contract management and procurement to 24 DPS employees. These employees attained Diploma or Certificate IV level qualification. Non-accredited training in procurement and financial management was also provided as part of the corporate training program and was also well attended by DPS employees.

Leadership Development

Leadership development, targeting middle and senior level employees, was incorporated into the DPS Corporate Learning Pathway. Development activities included courses in *Building Team Leadership Skills* for PSL4-PEL1s; *Conversations that Count* for PSL5-PEL2s; *Results through People* for PSL6-PEL2s; and quarterly senior leadership meetings for the PEL1s, PEL2s and the SES leadership group.

A total of eight employees attended corporately sponsored external leadership development training in 2011–12. One employee attended the Australian Public Service Commission’s Career Development Assessment Centre and seven employees attended an external ‘From Management to Leadership’ residential leadership development program run by Centre for Public Management.

Studies Support

The department provided studies assistance support for 37 employees in 2011–12. Support included time to attend study activities and exams, and financial assistance towards course costs and books.

DPS presently does not have any formal programs in place for skills management and lifelong learning to support employees’ continued employability and assist them in managing their career endings.

Workplace relations

A three-year Enterprise Agreement commenced on 30 September 2011. It provides for an overall 9% salary increase during the life of the Agreement, paid at 3% per annum.

The DPS Consultative Forum, comprising representatives from management, staff and unions, met four times during 2011–12. The objectives of the Consultative Forum are to promote good industrial relations in DPS, improve mutual understanding between management and staff and provide a forum for consultation and open discussion aimed at resolving different points of view in a mutually acceptable manner.

DPS was required to attend at Fair Work Australia during 2011–12 for three separate disputes. Of the disputes, two matters were finalised in 2011–12, and the other is ongoing.

Work health and safety

Harmonisation of work health and safety legislation

As a result of moves to harmonise work health and safety legislation across Australia, the *Work Health and Safety Act 2011* (the WHS Act) came into effect on 1 January 2012. The WHS Act, administered by Comcare, covers all Commonwealth agencies.

The introduction of the WHS Act, associated regulations and codes of practice has resulted in a significant review of the department's policies, procedures and guidelines to ensure they comply with the new legislation. Staff from Comcare's Education Unit provided an overview of the WHS Act to the DPS Executive in January 2012.

Consultation within DPS on WHS issues

DPS maintains a high level of consultation on WHS issues. Staff are represented in formal joint management-worker health and safety committees that help monitor and advise on WHS programs.

The DPS Peak WHS Committee met four times during the year. The work of the committee is primarily directed at reviewing WHS policies and procedures and taking a strategic approach to WHS management across the department.

The DPS Contractors' WHS Subcommittee met four times. This forum provides a valuable mechanism to address WHS issues involving the work performed by the large number of contractors at Parliament House, including construction, maintenance, catering and cleaning. Individual branches also hold Branch WHS Committee meetings on a quarterly basis, addressing WHS issues at the local level.

A key component of the department's approach to health and safety is the Health and Safety Representatives (HSRs) Deputy HSRs and the Harassment Contact Officer (HCOs) network. There are a total of 28 HSRs and Deputies within DPS, and 9 HCOs.

WHS training

A range of WHS-related training was provided to staff throughout the year, including generic induction and refresher sessions. Following the introduction of mandatory attendance in late 2011, a significant increase in participation was recorded compared to the previous financial year. There were 56 staff who attended WHS for DPS Supervisors training (up from 31 in 2010–11), while 63 staff attended DPS WHS Awareness training (up from 39 in 2010–11). DPS also continued bullying and harassment prevention courses, which were attended by 43 supervisors and 80 staff, while around 150 Parliamentary Security Service officers undertook Values, Conduct and Behaviour training. Occupation-specific WHS training was also provided including: first aid; working in confined spaces; working at heights; manual handling; plant and equipment use; licences for forklifts and elevated work platforms; and defensive tactics.

WHS auditing

In 2011–12, DPS continued to undergo six-monthly surveillance audits of its WHS management system. An external audit found that DPS continued to comply with the

requirements of the SafetyMAP Initial Level auditing tool. DPS continued to maintain certification to Joint Accreditation System of Australia and New Zealand standards.

DPS participated in a Bullying Prevention Audit in 2011 as part of Comcare's Preventing Workplace Bullying Campaign. This involved a desktop audit of policies and procedures; interviews with various DPS staff, including members of the Work Health and Safety Unit, Health and Safety Representatives and Harassment Contact Officers; and an online worker survey open to all DPS staff. DPS is working through the recommendations of the Comcare report and has already addressed a number of low- and medium-priority recommendations, as well as two 'best practice' recommendations. See 'Ethics' in this part of the report for a summary of measures to prevent bullying and harassment that were implemented as a result of the Comcare audit.

Incident reporting and investigation

A total of 74 incident reports were submitted by DPS employees during 2011–12. One incident involving a visitor to Parliament House was notified to Comcare in accordance with Section 38 of the WHS Act. The incident was examined by DPS and it was determined that no further remedial work was necessary. Comcare did not conduct a formal investigation in relation to the reported incident.

There were no Provisional Improvement Notices issued under section 90 of the WHS Act and no notices or enforceable undertakings were issued under Parts 10 or 11 of the WHS Act.

Table 5.10 shows the number of WHS incident reports and the number of WHS representatives.

Table 5.10—Staff health and wellbeing

Indicator	2009–10	2010–11	2011–12
Work Occupational Health and Safety (WOH&S) Incident Reports	72	71	74
Number of Health and Safety Representatives	29	27	28

Disability reporting mechanisms

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission's (APSC) State of the Service Report and the APS Statistical Bulletin. These reports are available at www.apsc.gov.au. It should be noted that DPS is not subject to the reporting requirements imposed by the Australian Public Service Commission in respect of the provision of data for the State of the Service report or APS Statistical Bulletin. From 2010–11, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by a new National Disability Strategy which sets out a ten-year national policy framework for improving life for Australians with disability, their families and carers. A high-level report to track progress for people with disability at a national level will be produced by the Standing Council on Community, Housing and Disability Services to the Council of Australian Governments and will be available at www.fahcsia.gov.au. The Social Inclusion Measurement and Reporting Strategy agreed by the Government in December 2009 will also include some reporting on disability matters in its regular How Australia is Faring report and, if appropriate, in strategic change indicators in agency annual reports. More detail on social inclusion matters can be found at www.socialinclusion.gov.au.

Purchasing

Overview

Purchasing was managed in accordance with the Commonwealth Procurement Guidelines (CPGs) and DPS Chief Executive's Instructions (CEIs) and supporting procedures. DPS primary purchasing objectives were:

- (a) to ensure the principle of value for money was consistently obtained through:
 - encouraging competition;
 - promoting efficiency, effectiveness and ethical use of resources; and
 - conducting our business in an environment of accountability and transparency;
- (b) to support the business requirements of each branch within the department through a focus on better practice procurement; and
- (c) to involve small-to-medium enterprises wherever practicable.

DPS has a dedicated procurement unit to facilitate and monitor contracting and tendering activity across the department.

Consultants

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website www.tenders.gov.au.

DPS classifies consultants as individuals, partnerships or corporations engaged to provide professional, independent and expert advice or services to the department. DPS engages consultants where there is a need for independent research or assessment, or where specialised or professional skills not available in house are required.

During 2011–12, 99 new consultancy contracts were entered into with a total value of \$4,610,713 (GST inclusive). Overall expenditure on new and existing consultancies in 2011–12 was \$5,621,724 (GST inclusive).

The majority of consultancies (66%) were for engineering and architectural services. A further 9% related to information technology and communication services, and 8% to audit and governance services. The remainder related to the provision of miscellaneous management, planning and financial services.

DPS currently has standing offer panel arrangements for the following consultancy services:

- Architectural;
- Engineering; and
- Information Technology.

DPS also has access to consultancy panels used by other departments and for Whole-of-Government coordinated procurements for the following:

- Legal;
- HR; and
- Information Technology.

Competitive tendering and contracting

DPS did not conduct any competitive tendering or contracting processes that involved contracting out to another organisation the delivery of government activities previously performed by this department.

Exempt contracts

During 2011–12, no DPS contracts or standing offers were exempted by the Secretary for being published via AusTender on the basis that they would disclose exempt matters under the *Freedom of Information Act 1982*.

Asset Management

DPS provides asset management services to Parliament House, both for the building and for infrastructure supporting the delivery of other services to the Parliament. A detailed report on DPS management of these assets can be found in Part 3 of this report.

Accountability

External Scrutiny

Australian National Audit Office (ANAO) Audits

During 2011–12, DPS was the subject of an external compliance audit by the ANAO in relation to its financial statements for the period ending 30 June 2011, and an interim audit in preparation for the 2011–12 financial statement audit. The audit on the 2010–11 financial statements was unqualified.

There were no other ANAO reports during 2011–12 that directly involved DPS.

Senate Committees

DPS appeared before Senate Finance and Public Administration Committee Estimates hearings on three occasions during 2011–12: 17 October 2011 (Supplementary Budget Estimates), 13 February 2012 (Additional Estimates) and 22 May 2012 (Budget Estimates).

On 23 June 2011, the Senate referred the performance of the Department of Parliamentary Services to the Senate Finance and Public Administration Committee for inquiry and report. The original reporting date for this inquiry was 29 November 2011. The Committee released an interim report on 27 June 2012 and, on that date, the Senate granted an extension of time for reporting until 28 November 2012.

The inquiry has held two public hearings—on 16 November 2011 and 2 May 2012. Employees from DPS, including the Acting Secretary, the Deputy Secretary and the Parliamentary Librarian, gave evidence at the second hearing. DPS also provided a submission to the hearing.

Other Scrutiny

DPS was not subject to any significant judicial decisions or decisions of administrative tribunals, nor did the Ombudsman report on the activities of DPS in 2011–12.

Freedom of information

On 9 May 2012, the Australian Information Commissioner (AIC) amended the guidelines issued under section 93A of the *Freedom of Information Act 1982* (FOI Act) to state that the Department of the House of Representatives, the Department of the Senate and the Department of Parliamentary Services were subject to the FOI Act. Prior to this, the guidelines stated that the FOI Act did not apply to the departments of the Parliament. This change did not result from an amendment to the FOI Act or any other legislation.

DPS has sought to comply with the spirit of the FOI Act in responding to requests for documents on a case-by-case basis, and continues to respond to requests as they are received. The three parliamentary departments are developing an appropriate framework to deal with them, in relation to other obligations arising under the FOI Act. It has not been possible to have administrative arrangements to satisfy all FOI Act requirements in place immediately. However DPS is committed to progressively implementing any measures necessary to establish appropriate arrangements.

During 2011–12, DPS received eight FOI requests. Between 1 July 2011 and 9 May 2012, DPS had received four FOI requests: three responses were provided; DPS did not hold the information requested for in the fourth request.

DPS's Information Request Register was established for requests after 9 May 2012, as advised by the AIC and is located at:

http://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Information_Requests.

Requests received before 9 May have not been included on the register. Four requests were received after 9 May 2012. Three were for documents not held by DPS, and one request was withdrawn.

Discretionary grants

DPS does not administer any discretionary grant programs.

Table 5.11—Advertising costs

Supplier	Item	Amount (GST inclusive)
Adcorp Australia	Recruitment advertisements	\$41,561
Earlybird Marketing and Events	Parliament House promotional material including, a marketing action plan, advertising and management, digital and social media proposal, stakeholder engagement, public relations, and development, printing and print management of flyers (external promotion)	\$67,967
Environmetrics	Visitor surveys (market research)	\$23,595
Orima	Staff survey and customer survey (market research and HR management)	\$67,232
Zoo Advertising	Development, printing and print management of self-guided tour brochures and fact sheets, and internal newsletter and style guide	\$65,658

Advertising and market research

All Commonwealth departments and agencies are required, under section 311A of the *Commonwealth Electoral Act 1918*, to provide a statement setting out particulars of amounts paid to:

- (a) advertising agencies;
- (b) market research organisations;
- (c) polling organisations;
- (d) direct mail organisations; and
- (e) media advertising organisations.

Table 5.11 sets out amounts over \$11,900 (GST inclusive) paid by DPS during 2011–12. No money was paid to any organisation covered in paragraph (b), (c) or (d).

No advertising campaigns were undertaken by the department in 2011–12.

Legal services expenditure

The *Legal Services Directions 2005* (paragraph 11.1(ba)) require FMA Act agencies to make their expenditure on legal services publicly available. DPS has no in-house providers of legal services and therefore requirements for legal advice are outsourced. In 2012–13, DPS sourced legal advice via a panel of legal service providers, using a Deed of Standing Offer put in place by the Department of Finance and Deregulation. DPS sought legal advice on issues relating to workplace arrangements, public liability, moral rights, contracts and licences.

Table 5.12 shows the amount DPS spent on legal services during 2011–12.

Table 5.12—Legal services expenditure

Services	Amount (GST inclusive)
External expenditure on professional fees	\$206,509
External expenditure on counsel	\$23,736
Administrative disbursements on external legal services	\$4,335
Total (legal services expenditure—all external)	\$234,580

Environment

Overview

DPS reports annually on elements of environmental performance in line with the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999* (EPBC Act) on its own behalf and on behalf of the Departments of the Senate and the House of Representatives.

DPS also reports under:

- the Energy Efficiency in Government Operations (EEGO) policy;
- the National Environmental Protection Measures (NEPM) Act;
- the National Pollution Inventory (NPI); and
- the Australian Packaging Covenant (NPC).

Ecologically sustainable development

The objective of Ecologically Sustainable Development (ESD) is defined as ‘development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends’.

DPS reports annually on ESD through this report. Program 3.1 in DPS Portfolio Budget Statement 2011–12 set energy and water consumption, greenhouse gas emissions and recycling targets.

Identification, management and monitoring of environmental impacts

DPS aims to ensure that the vital functions of Parliament House operate effectively, while minimising resource consumption and waste production by:

- monitoring environmental performance;
- implementing programs and projects to improve environmental performance; and
- developing forward plans to improve environmental performance.

Many activities at Parliament House, including maintenance, engineering, landscape, ICT, catering and office-based services—have the potential to affect the environment through energy consumption, greenhouse gas emissions and waste generation.

DPS works to improve outcomes in these areas in a number of ways. In 2011–12, actions included:

- energy reductions resulting from replacement of equipment with more efficient technology;
- ongoing water savings including through completion of drought tolerant grass planting in the landscape; and
- improved waste management from the development of an organic waste recycling scheme.

DPS also emphasises environmental improvements when undertaking the planning and delivery of infrastructure projects.

Project activities adhere to an environmental checklist that includes consideration of: whole-of-life principles; reuse and recycling of materials where possible; and energy, water and waste minimisation.

Communication and promotion

DPS provides information on its environmental performance and initiatives through its website, internal circulars and newsletters. (http://www.aph.gov.au/Visit_Parliament/About_the_Building/Environmental_Management).

DPS also conducted several activities to assist in educating building occupants on environmental initiatives impacting Parliament House, including the following.

- Promotion of non-polluting forms of transport—National Ride to Work Day was held on 12 October 2011. Building occupants were provided with information on how to travel safely to work using their bicycles. 36 cyclists registered to participate in the program. Consultation on initiatives to encourage riding to work was undertaken via workshops and the customer survey. In response to feedback from the workshops, additional lockers have been made available and there has been an increase in the number of bicycle racks available in various car parks.
- Reduction in energy use—Parliament House has signed up for the 10% energy efficiency challenge and has this year reduced energy consumption by 1.1% which has been achieved through improvements in building infrastructure and promotion of methods of reducing energy consumption to building occupants. Parliament House also participated in Earth Hour on 31 March 2012. The reduction in energy during Earth Hour was 4.7% of normal energy consumption. This initiative encourages building occupants to review what energy they use and encourages them to maintain good practices.
- Reduction in landfill waste—World Environment Day on 5 June 2012 at Parliament House providing tips on how parliamentary staff can help the environment, including the initiative to reduce landfill by using KeepCups instead of paper cups. During the promotion period 119 cups were sold.

Environmental performance

Water consumption

Total water consumption for 2011–12 was 156,853kL. Although this represented a 2.6% increase over 2009–10, it was still the second lowest level since the opening of Parliament House in 1988.

The increase in consumption from 2009–10 levels was mainly attributable to the reactivation of water features and a change back from an election year (2010–11) in which water consumption is typically lower as a result of fewer staff occupying the building.

Landscape water consumption decreased by 5.5% compared to 2010–11. This continued a downward trend over the last six years thanks to a program of introducing water-efficient couch grass and lower evaporation rates because of cooler weather. In 2011–12, the remaining areas planned for replacement around Parliament Drive were completed, representing 20% of the total lawn areas at Parliament House.

Figure 10 shows a breakdown of water use during 2011–12.

In 2011–12, two newly installed 45,000 litre water tanks reached capacity as a result of rainwater collection. The rainwater is mainly used for irrigating greenhouse plants. In future, excess rainwater will be transferred to small watering trucks for localised use in the landscape.

Energy

In 2011–12, energy improvement projects included:

- a solar electricity integration pilot;
- upgrade of kitchen equipment;
- upgrade of heating and cooling systems; and
- installation of energy-efficient lighting.

Electricity and natural gas consumption at Parliament House comprised 98%—139,349GJ—of total energy use. Gas is used for heating, general hot water and in kitchens. Electricity powers a variety of services including office lighting, mechanical services, lifts, chillers,

computer equipment and boosted hot water heating. In 2011–12, electricity consumption decreased by 3% and natural gas consumption increased by 5%. Gas consumption increased mainly as a result of lower autumn and winter temperatures.

Although significant reductions in energy consumption have been achieved, the analysis shows a small upward trend in recent years. This can be attributed to extra accommodation requirements, ageing equipment and operational demands.

During 2010–11, solar panels—with a maximum capacity of 43kW—were installed on the roof of part of the Senate wing and the Gardeners Compound to test integration with building systems.

As an additional outcome of the successful integration trial, in 2011–12, the total output from the panels was 59,501 kWh, or enough to power the lights in both the Senate and House of Representatives chambers.

DPS is monitoring developments in solar technology and the practicality of expanding solar power for the future.

Figure 10—Breakdown of water use during 2011–12

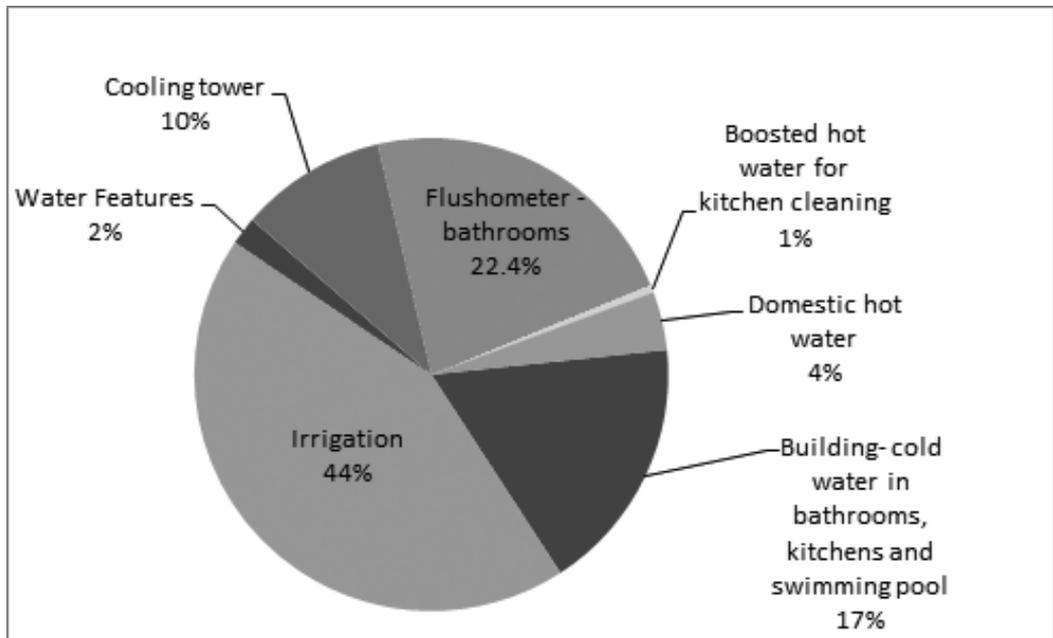


Table 5.13 show energy consumption at Parliament House and by transport

Energy-saving initiatives

DPS also undertook an Energy Use and Efficiency Review in 2011–12 to examine how current environmental strategies align with best practice. The review supported the strategic direction of energy efficiency measures in place and made some recommendations on how to better align internal policies and procedures to achieve set targets. Initiatives to conserve energy—including implementing more energy-efficient lighting schemes; upgrading building heating and cooling equipment; and improving kitchen equipment efficiency—have been, or are being implemented as set out below.

Lighting

Energy savings from lighting is a continued focus throughout the building. During 2011–12, lighting efficiency projects at Parliament House included:

- replacement of the 2nd floor library lighting including installation of occupancy sensors;
- replacement (stage one) of lighting in House of Representatives office suites;
- replacement of Forecourt car park lighting; and
- ongoing improvements to corridor and general circulation lighting using LED technology.

Table 5.13—Energy consumed at Parliament House and by transport

Indicator	Energy Consumption (GJ)		
	2009–10	2010–11	2011–12
Parliament House (building)	140,763	139,595	139,349
Passenger Vehicles	1,978	1,694	1,625
Other Transport	394 ³²	377	441
Total energy consumption	143,134	141,665	141,415

32. This number was incorrectly reported as 447 in the 2009–10 and 2010–11 annual reports

10% Energy Efficiency challenge

As reported in Part 3—Report on performance, on 17 August 2011 the Parliament resolved to join the ‘Do Something!’ energy efficiency campaign (the 10% challenge) to reduce energy and fuel usage at Parliament House by 10%.

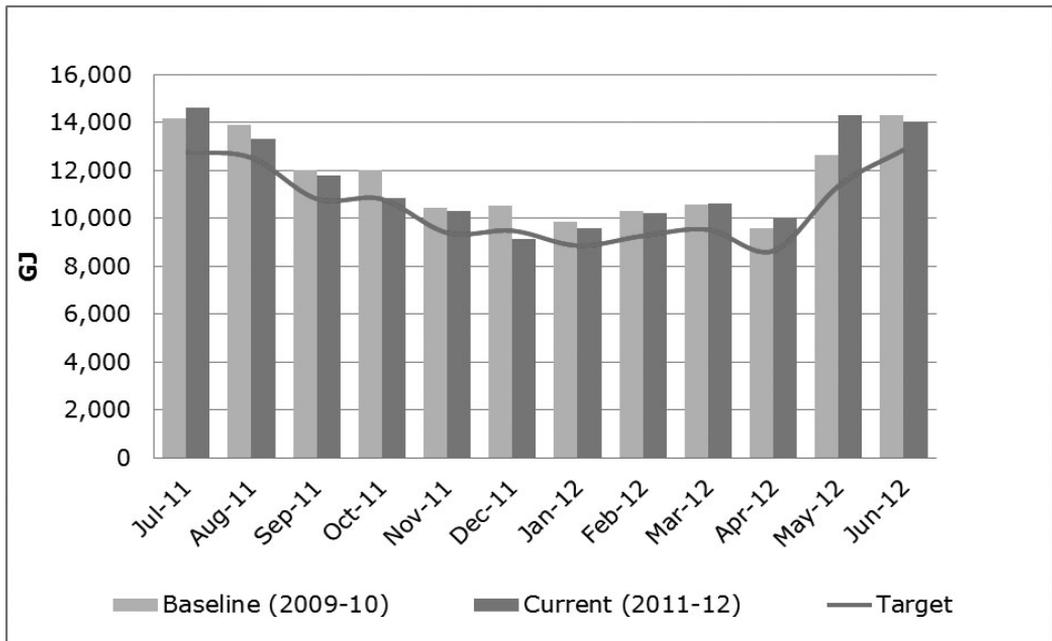


Total energy consumption for the building in the baseline year of 2009–10 was 140,402 gigajoules (GJ). A reduction of annual energy use to 126,361GJ will therefore be required if Parliament House is to meet the 10% objective. DPS has set 30 June 2015 as the target date for this goal.

A senior working group comprising executive staff from the parliamentary departments has been established to provide leadership in facilitating actions required to meet the 10% challenge over the coming years. The group met on two occasions in 2011–12.

In this, the first year of the challenge, energy consumption was 138,818GJ—an overall reduction of 1.1%. A half-year energy reduction of 4.3% was achieved at the end of December 2011, but was not sustainable throughout the remainder of the year due to unusually low winter temperatures. Figure 11 shows monthly energy usage in 2011–12 compared to the same period in 2009–10 (the baseline).

Figure 11—Monthly energy performance (for the 10% challenge)



Sustainable Transport

Most transport-related energy consumption is associated with private commuter vehicles, and taxi travel to and from Parliament House.

DPS provides bike storage, shower and change room facilities for people who cycle to Parliament House and promoted cycling to building occupants through the 2011 annual Ride to Work day.

Vehicles

Parliament House’s passenger vehicle fleet consisted of 33 leased vehicles in 2011–12. Eighteen vehicles (55%) achieved a rating higher than 10.5 in the Green Vehicle Guide—well above the whole-of-government’s target of 28% set for the passenger vehicle fleet.

Recycling and waste management

Parliament House waste is generated from a diverse range of activities within the building. The complex nature of waste streams within the building means it is often difficult to identify changes to reported quantities; however, as

illustrated in Figure 12, the amount of general waste (excluding construction waste) sent to landfill in 2011–12 was 403 tonnes. This is an increase of 19% compared to the 340 tonnes sent in 2010–11. DPS provides facilities to recycle paper, cardboard, printer cartridges, lamps, used oil, grease, batteries, landscape, metal, polystyrene and co-mingled waste.

The quantity of paper recycled decreased by 11% from 315 tonnes in 2010–11 to 279 tonnes in 2011–12.

The change may be attributed to less landfill waste generated in 2010 due to an election year, in which there are fewer building occupants, and more paper recycled as result of office clean-ups following the election.

The preferred method for disposing of green waste at Parliament House is to chip the material on site and re-use it in the landscape. When waste generated in the landscape cannot be chipped on site—for example, due to volume or composition—the material is taken off site to be recycled or sent to landfill. During 2011–12, 256 tonnes of landscape waste was sent for recycling by various private companies and none was sent to landfill.

Figure 12—Annual waste disposed to landfill and recycled

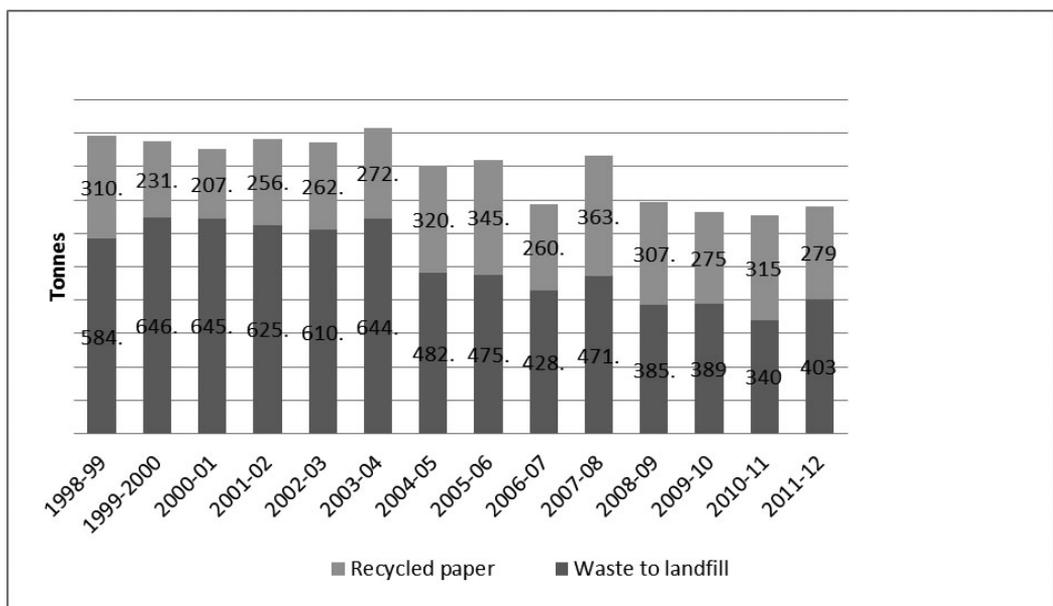


Figure 13 shows annual trends in landscape waste and recycling rates. The peak in landscape waste 2005–06 was because of waste generated by turf replacement projects on the grass ramps. The increases of landscape waste over the last two years, compared to the previous four, are due to project activity in the building.

Co-mingled waste includes metal cans, glass bottles, milk cartons and plastic which are

collected in a common bin. During 2011–12, 30 tonnes³³ of co-mingled waste was collected and recycled. This was a reduction of 6% (32 tonnes) from 2010–11.

To improve recycling, DPS plans to develop improved signage and bin management in offices and suites together with providing timely recycling education and awareness for staff and building occupants. Figure 14 illustrates annual co-mingled recycling rates.

Figure 13—Annual quantity of landscape waste

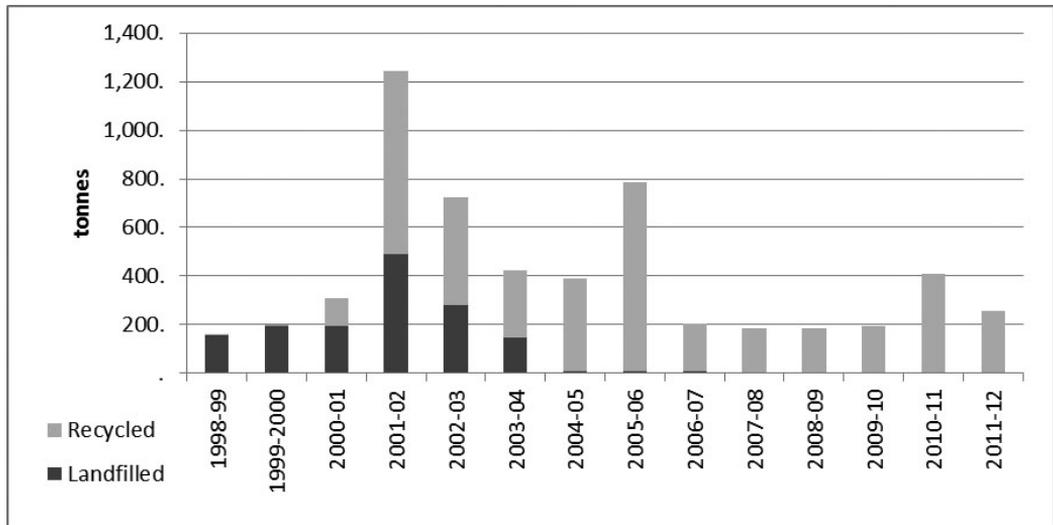
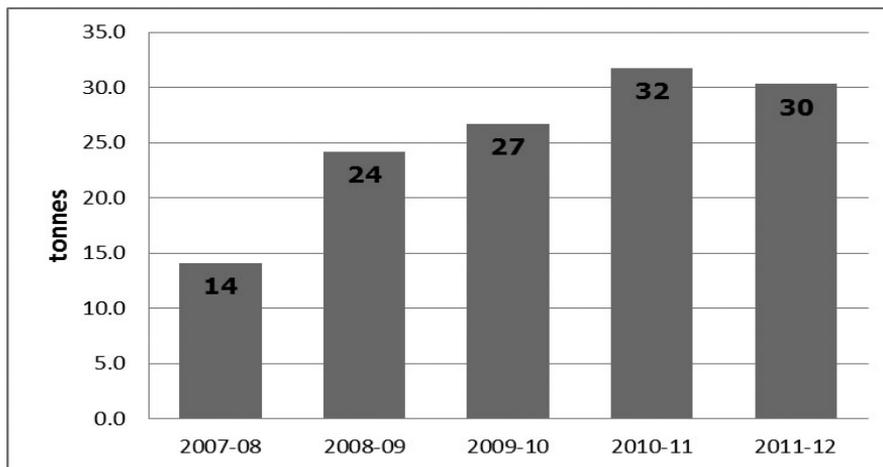


Figure 14—Annual co-mingled recycling waste



33. Co-mingled quantities are based on volume to weight conversion factors. Since co-mingling was introduced at Parliament House, a factor of 250 kg per cubic metre has been used by DPS which was based on an internal waste audit. As part of the 2011–12 sustainability reporting pilot, a conversion factor of 63 kg/m³ was agreed to (based on Victoria’s ‘Waste Wise’ factors) and specified by DoFD. Co-mingled quantities prior to 2011–12 have been adjusted to reflect the conversion factor change and provide comparative results.

Organic waste recycling

Recycling organic waste assists the environment by reducing greenhouse gas emissions (methane) and groundwater pollution caused from the breakdown of organic food matter in landfill. Diversion of organic waste from landfill is one of three key initiatives in the ACT Government's Waste Strategy 2011–2025 aiming to reduce emissions from waste and minimise the impact on diminishing landfill sites.

Waste audits at Parliament House indicate that up to 90% of catering waste comprises organic waste and paper towelling material that can be recycled. A plan to trial food waste recycling, starting with the catering areas in Parliament House, was finalised in 2011–12 and will commence in early 2012–13.

Emissions and effluents

Greenhouse gas emissions

During 2011–12, 27,264 tonnes of carbon dioxide equivalent (CO₂-e) were generated from energy consumption at Parliament House. As illustrated in table 5.12, net greenhouse gas emissions decreased from 27,980 tonnes CO₂-e in 2010–11 to 27,264 tonnes CO₂-e in 2011–12, a reduction of 2.56%.

DPS purchased 10% of its electricity from renewable sources through the whole-of-government energy contract to assist in reducing emissions.

Table 5.14 shows direct and indirect emissions, including SES and operational vehicle fleets.

Table 5.14—Parliament House emissions

Emission Category	Comment	2009–10 (tonnes CO ₂ -e)	2010–11 (tonnes CO ₂ -e)	2011–12 (tonnes CO ₂ -e)
Scope 1	Emissions at the source of the activity (for example, emitted from gas and fuels used at Parliament House and by vehicles)	2,461	2,557	2,688
Scope 2	Emissions generated elsewhere (for example, by the power plants that produce the electricity used at Parliament House)	24,407	20,745	19,993
Scope 3	Indirect emissions, meaning emissions generated during the delivery of electricity, gas and fuel to Parliament House, over which DPS has little control.	4,204	4,678	4,583
Scopes 1 & 2	DPS has direct responsibility for these emissions.	26,868	23,302	22,681
Scopes 1,2 and 3	Direct and indirect emissions.	31,072	27,980	27,264

Figure 15 shows annual greenhouse gas emissions since Parliament House opened in 1988.

DPS is reducing the requirement for ozone depleting gases through timely replacement of older equipment with equipment that uses safe refrigerants.

Ozone depleting substances

Parliament House uses refrigerants that contain ozone-depleting substances. These are used for chillers, cool rooms and refrigerators.

During 2011–12, three new chillers were in operation, using refrigerants with zero ozone depletion. In 2012–13, newly installed cool rooms, freezers and refrigerators will also operate using ozone-safe refrigerants.

Figure 15—Annual greenhouse gas emissions from electricity and gas

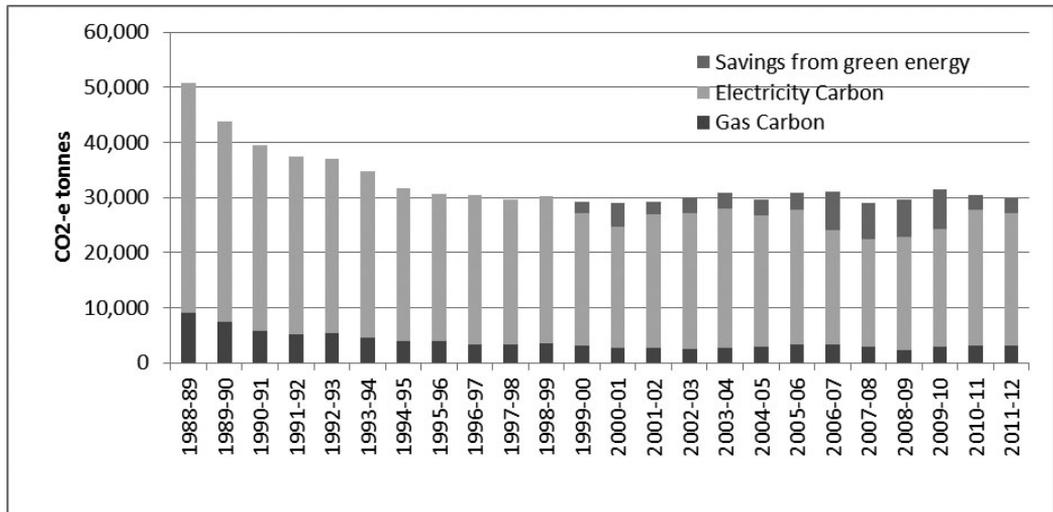


Table 5.15—Emissions of air pollutants from natural gas consumption³⁴

Air pollutants	2009–10 (kg)	2010–11 (kg)	2011–12 (kg)
Carbon monoxide	1,814	1,912	2,009
Oxides of nitrogen	2,153	2,270	2,389
Particulate matter (PM10)	159	168	177
Particulate matter (PM2.5)	159	168	176
Total Volatile organic compounds	119	125	131
Sulphur dioxide	24	25	26
Polycyclic aromatic hydrocarbons	<1 (0.14)	<1(0.015)	<1(0.015)

34. Air pollutants are calculated using the National Pollution Inventory (NPI) online reporting tool.

Air pollutants—NO_x, SO_x and particulates

The combustion of natural gas for heating, hot water and cooking purposes generates oxides of nitrogen (NO_x), oxides of sulphur (SO_x) and other air pollutants. Each year, DPS reports on these emissions to the National Pollution Inventory (www.npi.gov.au). Table 5.15 lists these emissions for 2011–12. Parliament House gas combustion increased by 5% in 2011–12 as a result of colder autumn and winter temperatures and, as a result, the majority of air pollution emissions increased in proportion.

Discharges to water

Sewage from Parliament House is required, under a trade waste agreement, to be equivalent to domestic strength. To ensure these requirements are met, the following facilities are in place:

- a grease trap on each kitchen drain;
- a coalescing plate filter on the vehicle wash-down bay (to prevent oil from entering the sewer); and
- a system to remove paint solids from paint brush washing facilities before they enter the sewer.

Significant spills of chemicals, oils and fuels

In 2011–12, there were no significant spills of chemicals, oils or fuels from Parliament House.