Appendices

Appendix A

Consultancy Services 2009-10, consultancy expenditure for \$10,000 or more

Consultant	Description	Contract expenditure	Selection process (1)	Justification ⁽²⁾
Advance FM Pty Ltd	Review of the Engineering Services Condition Index (ESCI)	\$19,965	Restricted	В
AECOM Australia Pty LtdDAp	Data hub storage design	\$60,940	Restricted	В
	Mechanical, Electrical & Fire Protection	\$15,510	Restricted	В
Arup Pty Limited	Review of Maintenance Services	62,276	Direct	А
	Provision of services for the Technical Review of Maintenance Services.	\$27,225	Direct	А
Australian Government Solicitor	Legal services	\$17,854	Panel	В
Australian Public Service Commission	Career Transition Advice	\$11,000	Direct	В
Australian Valuation Office	Valuation of Departmental & Administered Assets	\$39,050	Direct	В
Blake Dawson	Legal services	\$39,454	Panel	В
	Legal services	\$13,661	Panel	В
Bligh Voller Nield	Concept design for additional DPS office accommodation.	\$101,530	Panel	В
	Detailed design for additional DPS office accommodation.	\$327,419	Panel	В

Consultant	Description	Contract expenditure	Selection process (1)	Justification ⁽²⁾
		expenditure	process	
Davidson Trahaire Corpsych Pty Ltd	Employee Assistance Program - Services 2009/2010	\$37,813	Open	В
Grey Advantage Consulting Pty Ltd	Financial advice for Catering Contracts	\$25,410	Direct	С
	Financial advice for Catering Contracts	\$15,426	Direct	С
Guida Moseley Brown P/L	Design documents and report for the Forecourt paving rectification	\$16,253	Panel	В
Guida Moseley Brown P/L	Design Service - Reflection Pool Barrier	\$40,636	Panel	В
HBO EMTB Interiors (ACT) Pty Ltd	Accommodation and Storage Review	\$10,547	Panel	В
	Detailed design Security Points 2 & 3	\$58,300	Panel	В
	Architectural Services - Design costs for Area 4E Ground (behind Staff Cafe)	\$39,609	Panel	В
LB International Pty Ltd	Car Park Barrier Design	\$16,500	Direct	В
LFA (ACT) Pty Ltd	Architectural services	\$59,866	Panel	В
Mallesons Stephen Jagues	Legal services	\$31,101	Panel	В
σαγασσ	Legal services	\$27,363	Panel	В
Minter Ellison	Legal services	\$15,513	Panel	В
National Safety Council of Australia Limited	Roof access safety system investigation	\$17,077	Restricted	В
Northrop Consulting Engineers Pty Ltd	External Lighting Upgrade Design additional scope/	\$29,370	Panel	В
Parsons Brinkerhoff Australia	Level 2 Energy Audit of Parliament House	\$11,000	Open	С

Consultant	Description	Contract expenditure	Selection process (1)	Justification ⁽²⁾
RD Gossip Pty Ltd	Car park re- configuration design	\$16,380	Direct	В
Sangster Design Group Pty Ltd	Kitchen Consultant advice	\$16,245	Restricted	В
Signet Group International P/L	Review of AFP-UP external policing arrangements.	\$32,794	Direct	В
Sinclair Knight Merz (ACT)	Water Audit Services	\$66,755	Panel	В
	Design of Roof Power outlets	\$20,570	Panel	В
Sparke Helmore Lawyers	Legal services	\$11,886	Panel	В
Steensen Varming (Australia) P/L	Trigen Design Option Study	\$80,878	Panel	В
	Design for project Refrigerant Leak Detection	\$11,660	Panel	В
	Detail Design for Independant Base Load chiller System	\$72,611	Panel	В
	Detail Design for Basement Computer Room - Remediation	\$21,871	Panel	В
Steensen Varming (Australia) P/L	Trigeneraiton Cost Benefit Analysis	\$11,000	Panel	В
Walter Turnbull (Internal audits)	Financial processing and assets stocktakes	\$22,935	Panel	С
	Management and performance of cleaning contracts	\$41,278	Panel	С
	Review of DPS Performance Management Scheme	\$25,080	Panel	С
	Rostering – Content Management Branch	\$20,213	Panel	С

Consultant	Description	Contract expenditure	Selection process (1)	Justification ⁽²⁾
Webb Australia Group (ACT) Pty Ltd	Power factor correction specification	\$26,950	Direct	С
TOTAL		\$1,686,774		

(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 2008-09 annual report

There were no material errors in the Department of Parliamentary Services Annual Report and Financial Statements 2008-09.

Appendix C

Agency Resource Statement 2009-10

Total Net Resourcing for the Department of

Parliamentary Services

Agency resource statement and summary resource tables by outcome

Payments Actual available Balance made **DEPARTMENT OF PARLIAMENTARY SERVICES** appropriation for Remaining 2009-10¹ 2009-10 2009-10 \$000 \$000 \$000 (a) (b) (a) - (b) **Ordinary Annual Services Departmental Appropriation** Balance carried forward from previous year 67,672 67,672 Departmental appropriation as per 09-10 approp bill 118,165 74,596 43,569 Less Finance Minister Determination under Operation Sunlight (27,232)(27,232)S.31 revenue 6,503 6,503 S.30 refunds 165 165 Total ordinary annual services 165,273 148,936 16,337 Administered non-operating Balance carried forward from previous year 18,193 15,486 2,707 Administered Assets and Liabilities 11,780 11,780 **Total other services** 29,973 15,486 14,487

A+B

195,246

164,422

30,824

^{1.} These figures are extracted from note 22 of the financial statements after adjusting for GST payments and receipts.

Resources for Outcomes

Expenses and Resources for Outcome 1:			
Outcome 1: Occupants of Parliament House are supported by integrated services and facilities,	Budget*	Actual Expenses	Variation
Parliament functions effectively and its work and	2009-10	2009-10	2009-10
•	\$'000	\$'000	\$'000
building are accessible to the public	(a)	(b)	(a)-(b)
Administered appropriation	(-)	(-)	(-) (-)
Asset replacement	11,780	20,643	(8,863)
Total Administered appropriation	11,780	20,643	(8,863)
Total Namimotorou appropriation	11,100	20,040	(0,000)
Program 1 - Library Services			
Program 1.1: Research Services			
Ordinary Annual Services (Parl. Appropriation Bill No.1)	11,688	12,157	(469)
Revenues from other sources (s.31)		-	-
Total for Program 1.1	11,688	12,157	(469)
Program 1.2: Information Access Services			
Ordinary Annual Services (Parl. Appropriation Bill No.1)	10,286	10,704	(418)
Revenues from other sources (s.31)	-	-	-
Total for Program 1.2	10,286	10,704	(418)
Program 2 - Building and Occupant Services			
Program 2.1 - Security Services			
•	24 220	20.420	1 001
Ordinary Annual Services (Parl. Appropriation Bill No.1) Revenues from other sources (s.31)	31,230 325	29,429 370	1,801 (45)
Total for Program 2.1	31,555	29,799	1,756
·	,	-,	,
Program 2.2: Facilities Services	7 440	4.000	0.000
Ordinary Annual Services (Parl. Appropriation Bill No.1)	7,416	4,320	3,096
Revenues from other sources (s.31) Total for Program 2.2	3,410 10,826	3,340 7,660	70 3,166
	10,020	7,000	3,100
Program 3 - Infrastructure Services			
Program 3.1 - Building Infrastructure Services	00.000	00.400	(0.540)
Ordinary Annual Services (Parl. Appropriation Bill No.1) Revenues from other sources (s.31)	20,890 76	23,438 62	(2,548) 14
Total for Program 3.1	20,966	23,500	(2,534)
-	20,000	20,000	(2,004)
Program 3.2: IT Infrastructure Services			
Ordinary Annual Services (Parl. Appropriation Bill No.1)	19,336	18,784	552
Revenues from other sources (s.31)	2,222	2,097	125
Total for Program 3.2	21,558	20,881	677
Program 4 - Parliamentary Records Service			
Program 4.1 - Broadcasting Services			
Ordinary Annual Services (Parl. Appropriation Bill No.1)	6416	6,089	327
Revenues from other sources (s.31)	370	351	19
Total for Program 4.1	6,786	6,440	346
Program 4.2: Hansard Services			
Ordinary Annual Services (Parl. Appropriation Bill No.1)	10,903	10,862	41
Revenues from other sources (s.31)	27	0	27
Total for Program 4.2	10,930	10,862	68
Total Expenses for Outcome 1 Departmental	124,595	122,003	2,592
Less Finance Minister Determination under Operation Sunlight	(27,232)	,000	-,002
Total Departmental	97,363	122,003	(24,640)
	·	*	
Total Administered	11,780	20,643	(8,863)
	2008-09	2009-10	
	2000 00	2000 10	

 $^{^{\}star}$ full-year budget, including any subsequent adjustment made to the 2009-10 budget.

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.

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.

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, parliamentary departments and other agencies prescribed under the *Financial Management and Accountability Act 1997*. Authorities are bodies corporate 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*.

Authorities—see Agencies.

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

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 it is the 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.

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

Fabric—see Building fabric.

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.

Outcomes and programs—Parliamentary outcomes are the intended results, impacts or consequences of actions by the Parliament on the Australian community. Commonwealth programs are the primary vehicle by which parliamentary agencies achieve the intended results of their outcome statements.

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.

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

Programs—see Outcomes and programs.

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.

Acronyms and abbreviations

AAC	Art Advisory Committee
ACT	Australian Capital Territory
AFP	Australian Federal Police
AFP-UP	Australian Federal Police–Uniform Protection
ANAO	Australian National Audit Office
APSC	Australian Public Service Commission
AWA	Australian Workplace Agreement
BCA	Building Code of Australia
BCI	Building Condition Index
BSB	Building Services Branch
CCTV	Closed circuit television
CDS	Commonwealth Disability Strategy
CEI	Chief Executive's Instruction
CEO	Chief Executive Officer
CEP	Chief Executive's Procedure
CFO	Chief Finance Officer
CMB	Content Management Branch

CRF	
	Consolidated Revenue Fund
DART	Digital Audio Recording and Transcription System
DEWHA I	Department of Environment, Water, Heritage and the Arts
DI	Design integrity
DII I	Design Integrity Index
DOFD I	Department of Finance and Deregulation
DPS I	Department of Parliamentary Services
EDRMS I	Electronic Document and Records Management System
EMMS I	Electronic Media Monitoring Service
ESCI	Engineering Systems Condition Index
ESD I	Ecologically sustainable development
EWI	Emergency Warning and Intercommunication System
Finance	Department of Finance and Deregulation
FMA	Financial Management and Accountability (Act)
GBPs	General briefs and publications
GJ	Gigajoule (a joule is a measure of energy; giga is 10 ⁹)
GBM	Governance and Business Management
GRI	Global Reporting Initiative
GST	Goods and Services Tax
HMC	Historic Memorials Collection
HPS I	Hansard Production System
HRS I	HR Services section
HVAC	Heating, ventilation and air conditioning
IAB I	Information Access Branch
ICT I	Information and communications technology
ISB I	Infrastructure Services Branch
ITSA I	Information Technology Security Adviser
JHC	Joint House Committee
kL I	Kilolitre (1,000 litres)
KM	Knowledge Management

L	Litre
LCI	Landscape Condition Index
ML	Megalitre
NAA	National Archives of Australia
NSC	National Security Committee of Cabinet
OHS	Occupational health and safety
OSCAR	Online System for Comprehensive Activity Reporting (greenhouse gas emissions)
ParlInfo	Parliamentary information system
PBS	Portfolio Budget Statement
PCN	Parliamentary Computing Network
PHBR	Parliament House Briefing Room
PHPSC	Parliament House Protective Security Controller
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
SARMS	Service and Request Management System
SES	Senior Executive Service
SFC	Strategy and Finance Committee
SMB	Security Management Board
SOE	Standard Operating Environment
UCA	Union Collective Agreement

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 2010.

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	Letters of transmittal	Pages iii, v
Aids to access	Table of contents	Page vii
	Index	Page 189
	Glossary	Page 175
	Abbreviations and acronyms	Page 179
	Contact officer	Page ii
	Internet home page address and Internet address of report	Page ii

Part of report	Requirement item	Location
Part 1—Secretary's review	Review by departmental Secretary	Pages 1-4
	Summary of significant issues and developments	Pages 1-4
	Overview of department's performance and financial results	Pages 1-4
	Outlook for 2010-11	Pages 1-4
Part 2—Departmental overview	Overview description of department	Page 5
	Role and functions	pages 5-16
	Organisational structure	Page 7
	Outcome and program structure	Page 35
	Where outcome and program 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 programs and contribution to outcome	Parts 3 and 4
	Actual performance in relation to deliverables and KPIs set out in PBS	Parts 4 and 5 (Part 3 Parliamentary Library)
	Performance of purchaser / provider arrangements	Not applicable
	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	Parts 4 and 5 (Part 3 Parliamentary Library)
	Trend Information	Parts 4 and 5 (Part 3 Parliamentary Library)
	Discussion and analysis of financial performance	Financial Statements, page 105
	Agency resource statement and summary resource tables by outcome	Appendix C (page 172)
Part 6—Management and accountability		
Corporate governance	Statement of the main corporate governance practices in place	Pages 89-94
	Names of senior executive and their roles	Page 7

Part of report	Requirement item	Location
	Senior management committees and their roles	Pages 89-92
	Corporate and operational planning and associated performance reporting and review	Pages 93-94
	Approach adopted to identify areas of significant financial or operational risk	Pages 92-93
	Certification of department's compliance with the Commonwealth Fraud Control Guidelines	Page 95
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Page 93
	How nature and amount of remuneration for SES officers is determined	Page 94
External scrutiny	Significant developments in external scrutiny	Page 102
	Judicial decisions and decisions of administrative tribunals	Page 102
	Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Page 102
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Page 96
	Workforce planning, staff turnover and retention	Page 96
	Impact and features of collective agreements, determinations, common law contracts and AWAs	Pages 94, 99
	Training and development undertaken and its impact	Page 96
	Occupational health and safety performance	Page 99
	Statistics on staffing	Pages 97-98
	Collective agreements, determinations, common law contracts and AWAs	Page 99
	Performance pay	Page 94
Assets management	Assessment of effectiveness of assets management	Page 102
Purchasing	Assessment of purchasing against core policies and principles	Page 101
Consultants	Summary statement detailing consultancy services contracts	Page 101, Appendix A (page 167)
Australian National Audit Office Access Clauses	Absence of provisions in contracts allowing access by the Auditor-General	Page 101
Exempt Contracts	Contracts exempt from AusTender	Page 102

Part of report	Requirement item	Location
Commonwealth Disability Strategy	Report on performance in implementing the Commonwealth Disability Strategy	Page 100
Financial Statements	Financial Statements	Page 105
Other Information	Occupational health and safety (section 74 of the Occupational Health and Safety Act 1991)	Page 99
	Freedom of Information (subsection 8(1) of the Freedom of Information Act 1982)	Page 102
	Advertising and Market Research (Section 311A of the Commonwealth Electoral Act 1918) and statement on advertising campaigns	Page 102
	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Part 5
	Grant Programs	page 102
	Correction of material errors in previous annual report	Appendix B (page 171)
	List of requirements	Page 181

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 Parliament House website at the following address: http://www.aph.gov.au/ dps/building/EMS/EM_Perfomance.htm.

Figure 7—GRI Indicators

GRI environmental indicators	Location
Material indicators	
EN 1 Materials used by weight or volume	Page 74 indicates sustainable purchasing practices for materials with environmental impacts. Data not available on total use
EN 2 Percentage of materials used that are recycled input materials.	See page 84
Energy indicators	
EN 3 Direct energy consumption by primary energy source	See Figure 5.4 page 81

GRI environmental indicators	Location
EN 4 Indirect energy consumption by primary source	Indirect energy not measured. Greenhouse gas emissions from indirect energy use are shown in Figure 5.8 page 86
Water indicator	
EN 8 Total water withdrawal by source	See page 76 – 80
EN 11 Location and size of land owned, leased, or managed in or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Not applicable in 2009-10
EN 12 Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	Not applicable in 2009-10
Emissions, effluents and wastes indicators	
EN 16 Total direct and indirect greenhouse gas emissions by weight.	See Figure 5.8 page 86
EN 17 other relevant indirect greenhouse gas emissions by weight	Figure 5.8 page 86
EN 19 Emissions of ozone depleting substances by weight	Figure 5.10 page 87
EN 20 NOx, SOx, and other significant air emissions by type and weight	Figure 5.11 page 87
EN 21 Total water discharge by quality and destination	See page 85
EN 22 Total weight of waste by type and disposal	See page 84 – 85
EN 23 Total number and volume of significant spills	See page 85
Products and services indicators	
EN 26 Initiatives to mitigate environmental impacts of products and services, and extent of impacts mitigation	See page 82 – 83
EN 27 Percentage of products sold and their packaging materials that are reclaimed by category	Not applicable in 2009-10
Compliance indicator	
EN 28 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	None recorded in 2009-10

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