

Appendices

Appendix A

Consultancy Services 2010–11, consultancy expenditure for \$10,000 or more

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
AGP Pty Limited	Ministerial carpark gate design	\$87,767	Restricted	B
Australian Government Solicitor	Legal services	\$17,526	Panel	B
Australian Valuation Office	Valuation of Departmental assets 2010–11	\$23,485		A A
Blake Dawson	Legal services	\$82,873	Panel	B
BVN Architecture Pty Ltd	Design additional office accommodation	\$36,379	Panel	B
	Design Hansard accommodation	\$22,000	Panel	B
	Support for additional office accommodation construction	\$51,590	Panel	B
	Support for additional office accommodation construction	\$33,000	Panel	B
	Support for additional office accommodation construction	\$44,000	Panel	B
	Detailed design for additional DPS office accommodation.	\$327,419	Panel	B
Davidson Trahaire Corpsych Pty Ltd	Employee Assistance Program—services 2010–11	\$30,250	Open	B

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
GHD Pty Ltd	Design mail screening room	\$36,654	Panel	B
	Design car park lighting	\$46,750	Panel	B
	Technical electrical engineering advice for business cases	\$10,450	Panel	B
	Professional services and advice for mail screening room	\$15,117	Panel	B
	Car park emergency light review	\$11,000	Panel	B
	Parliamentary security operations room (PSOR) relocation design services	\$49,604	Panel	B
	Review and design electrical system distribution board replacement	\$46,833	Panel	B
	Design water metering and reporting system	\$42,093	Panel	B
	Flusherette system advice	\$19,250	Panel	B
	Art store upgrade Feasibility Report	\$36,520	Panel	B
Guida Moseley Brown Pty Ltd	Design disability improvements	\$26,076	Panel	B
	Design public car park changes	\$268,252	Panel	B
	Design catering kitchens refurbishment	\$71,917	Panel	B
HBA Consulting Pty Ltd	Review of staffing levels	\$19,800	Direct	A

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
HBO EMTB Interiors (ACT) Pty Ltd	Design Library accommodation option study	\$27,156	Panel	B
	Design services— Ground Floor Library	\$25,168	Panel	B
	Design Senate & HoR security entry redevelopment	\$18,658	Panel	B
HineSight Development	P3M3 assessment	\$26,147	Direct	B
Hospitality Total Services Pty Ltd	Catering review	\$11,248	Direct	A
ICON Recruitment Pty Ltd	Sharepoint consultancy	\$19,772	Panel	B
Interaction Consulting Group Pty Ltd	Guide service delivery model	\$16,712	Direct	A
IT Power (Australia) Pty Ltd	Trial specification for solar trial	\$28,600	Restricted	B
LFA (ACT) Pty Ltd	Design consultancy landscape architecture	\$11,000	Panel	B
	Design study for the relocation of the PSOR—relocation	\$10,890	Panel	B
	Design services for consolidated DPS accommodation and workstation layouts	\$17,103	Panel	B
	Design building works for computer room	\$21,153	Panel	B
	Design study for ceiling tile replacement	\$22,888	Panel	B
	Design Senate accommodation	\$16,225	Panel	B
Mallesons Stephen Jaques	Legal services	\$39,362	Panel	B

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
Norman Disney and Young	Designs for kitchen refurbishments	\$344,432	Panel	B
	Kitchen audit	\$10,505	Panel	B
	Design for computer room fire suppression	\$15,224	Panel	B
	Design for internal office luminaires upgrade	\$20,897	Panel	B
	Data Centre airconditioning investigation	\$16,746	Panel	B
	Security upgrade design	\$14,741	Panel	B
Northrop Consulting Engineers Pty Ltd	Design Cooling Tower safety access upgrade	\$12,760	Panel	B
	Tech assistance for business cases	\$10,978	Panel	B
	Design pedestrian lighting improvements	\$10,402	Panel	B
	Design air actuator replacement	\$13,750	Panel	B
	Window film energy consultation	\$11,660	Panel	B
	Review scope of works for HVAC duct work maintenance	\$18,997	Panel	B
	Condition assessment of fan and pump motors replacement	\$79,024	Panel	B

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
PricewaterhouseCoopers	EDRMS post implementation review	\$26,400	Panel	C
	Business continuity and disaster recovery planning audit	\$12,870	Panel	C
	Control framework review	\$14,850	Panel	C
	Management of ISB stores audit	\$23,100	Panel	C
	Procurement and tendering audit	\$23,719	Panel	C
	Disposal of equipment from the former Staff Recreation Room review	\$26,400	Panel	C
	Administration and planning fees audit	\$12,513	Panel	C
	Information and reporting system audit	\$24,750	Panel	C
	Library ISR system review	\$11,550	Panel	C
	IT services review	\$32,780	Panel	C
Rider Levett Bucknall ACT Pty Ltd	Asset replacement consultancy	\$11,000	Restricted	B

Consultant	Description	Contract expenditure	Selection process ⁽¹⁾	Justification ⁽²⁾
Rudds Consulting Engineers Pty Ltd	Design services for kitchen refurbishments	\$27,511	Panel	B
	Design options for the UPS project	\$27,720	Panel	B
	UPS design documentation and defects liability consultation	\$ 68,640	Panel	B
	Rewrite of the DPS Standard Specifications	\$16,016	Panel	B
	Peer review and technical advice regarding trigeneration in Parliament House	\$12,474	Panel	B
SAI Global Limited	SafetyMAP surveillance audits	\$10,159	Direct	B
Sinclair Knight Merz (ACT)	Engineering study on window film	\$21,120	Panel	B
Sparke Helmore Lawyers	Legal services	\$11,000	Panel	B
Steensen Varming (Australia) Pty Ltd	Design for the independent base load chiller system	\$217,626	Panel	B
	Service enhancement construction support for the independent base load chiller system	\$10,230	Panel	B
WalterTurnbull Pty Ltd	Project delivery and project management audit	\$26,796	Panel	C
	IT governance and strategic planning audit	\$12,540	Panel	C
WSP Lincolne Scott Pty Ltd	Advice on independent base load chiller system	\$23,022	Direct	A
Total		\$2,726,170		

Notes:

(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 2009–10 annual report

There were no material errors in the Department of Parliamentary Services Annual Report and Financial Statements 2009–10.

Appendix C

Agency resource statement and summary resource tables by outcome

	Actual available appropriation for 2010–11 \$'000 (a)	Payments made 2010–11 \$'000 (b)	Balance reaminging 2010–11 \$'000 (a) – (b)
Ordinary Annual Services			
Departmental Appropriation			
Balance carried forward from previous year	14,390	14,390	-
Departmental appropriation as per 10–11 approp. bill	102,045	85,471	16,574
S.31 revenue	6,962	6,962	-
S.30 refunds	197	197	-
Total ordinary annual services	A 123,594	107,020	16,574
Departmental non-operating			
Equity injections	48,743	41,742	7,001
Administered non-operating			
Balance carried forward from previous year	14,487	14,487	-
Administered Assets and Liabilities	28,383	5,641	22,742
Total other services	B 91,613	61,870	29,743
Total Net Resourcing for the Department of Parliamentary Services	A + B 215,207	168,890	46,317

Resources for Outcomes

Budgeted Expenses and Resources for Outcome

Outcome 1: Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public	Budget*	Actual	Variation
	2010–11	2010–11	2010–11
	\$'000	\$'000	\$'000
	(a)	(b)	(a) – (b)
Administered appropriations			
Asset replacement (Parl. Appropriation Bill No. 1)	28,383	20,128	8,255
Administered Expenses			
Expenses not requiring appropriation in the Budget year	20,609	33,579	(12,970)
Total Administered Expenses	20,609	33,579	(12,970)
Program 1 - Library Services			
Program 1.1 - Research Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	11,768	11,554	214
Revenues from independent sources (s.31)	0	0	0
Expenses not requiring appropriation in the Budget year	525	594	(69)
Subtotal for Program 1.1	12,293	12,148	145
Program 1.2 - Information Access Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	9,779	10,214	(435)
Revenues from independent sources (s.31)	0	0	0
Expenses not requiring appropriation in the Budget year	667	971	(304)
Subtotal for Program 1.2	10,446	11,185	(739)
Subtotal for Program 1	22,739	23,333	(594)
Program 2 - Building and Occupant Services			
Program 2.1 - Security Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	28,285	26,342	1,943
Revenues from independent sources (s.31)	421	486	(65)
Expenses not requiring appropriation in the Budget year	3,931	3,734	197
Subtotal for Program 2.1	32,637	30,562	2,075
Program 2.2 - Facilities Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	1,477	4,077	(2,600)
Revenues from independent sources (s.31)	3,163	3,295	(132)
Expenses not requiring appropriation in the Budget year	267	266	1
Subtotal for Program 2.2	4,907	7,638	(2,731)
Subtotal for Program 2	37,544	38,200	(656)
Program 3 - Infrastructure Services			
Program 3.1 - Building Infrastructure Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	25,015	21,168	3,847
Revenues from independent sources (s.31)	143	291	(148)
Expenses not requiring appropriation in the Budget year	1,144	1,123	21
Subtotal for Program 3.1	26,302	22,582	3,720
Program 3.2 - IT Infrastructure Services			
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	10,135	9,924	211
Revenues from independent sources (s.31)	2,019	2,218	(199)
Expenses not requiring appropriation in the Budget year	9,331	9,462	(131)
Subtotal for Program 3.2	21,485	21,604	(119)
Subtotal for Program 3	47,787	44,186	3,601

Budgeted Expenses and Resources for Outcome (continued)

Program 4 - Parliamentary Records Service

Program 4.1 - Broadcasting Services

Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	6,010	5,698	312
Revenues from independent sources (s.31)	408	491	(83)
Expenses not requiring appropriation in the Budget year	498	598	(100)
Subtotal for Program 4.1	6,916	6,787	129

Program 4.2 - Hansard Services

Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	9,576	9,399	177
Revenues from independent sources (s.31)	0	0	0
Expenses not requiring appropriation in the Budget year	1,431	1,104	327
Subtotal for Program 4.2	11,007	10,503	504

Subtotal for Program 4

17,923	17,290	633
---------------	---------------	------------

Outcome 1 Totals by appropriation type

Administered appropriations			
Expenses not requiring appropriation in the Budget year	20,609	33,579	(12,970)
Departmental Expenses			
Ordinary Annual Services (Parl. Appropriation Bill No. 1)	102,045	98,376	3,669
Revenues from independent sources (s.31)	6,154	6,781	(627)
Expenses not requiring appropriation in the Budget year	17,794	17,852	(58)
Total expenses for Outcome 1	146,602	156,588	(9,986)

	2009-10	2010-11
Average staffing level (number)	735	721

* Full year budget, including any subsequent adjustment made to the 2010-11 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 (HMC), 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.

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

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

Quantity—The size of an output.

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

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

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

Staff Dining Room—The Staff Dining Room is also referred to as the Staff Cafeteria or the Staff Café.

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

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

Acronyms and abbreviations

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
AVAMA	Audio Visual Asset Management and Archiving
AWA	Australian Workplace Agreement
BCI	Building Condition Index
BSB	Building Services Branch
CCTV	Closed circuit television
CEI	Chief Executive's Instruction
CEO	Chief Executive Officer
CEP	Chief Executive's Procedure
CFO	Chief Finance Officer
CMB	Content Management Branch
CPG	Commonwealth Procurement Guidelines

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

LCI	Landscape Condition Index
MB	Megabyte
ML	Megalitre
NAA	National Archives of Australia
OHS	Occupational health and safety
OSCAR	Online System for Comprehensive Activity Reporting (greenhouse gas emissions)
ParlInfo	Parliamentary information system
PBO	Parliamentary Budget Office
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
PSLO	Parliamentary Service Liaison Officer
PSS	Parliamentary Security Service
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
TARDIS	Time and Information Recording System
UCA	Union Collective Agreement

Compliance index

The Department of Parliamentary Services is required at the end of each financial year to give a report to the Presiding Officers for presentation to each House of the Parliament under subsection 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 199
	Glossary	Page 185
	Abbreviations and acronyms	Page 187
	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 1–5
	Summary of significant issues and developments	Pages 1–5
	Overview of department's performance and financial results	Pages 1–5
	Outlook for 2011–12	Pages 1–5
Part 2—Departmental overview	Overview description of department	Pages 7–21
	Role and functions	Pages 7–21
	Organisational structure	Pages 7–9
	Outcome and program structure	Page 43
	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 (Parliamentary Library), 4 (Operations) and 5 (Environmental)
	Actual performance in relation to deliverables and KPIs set out in PBS	Parts 3 (Parliamentary Library), 4 (Operations) and 5 (Environmental)
	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 3 (Parliamentary Library), 4 (Operations) and 5 (Environmental)
	Trend Information	Parts 3 (Parliamentary Library), 4 (Operations) and 5 (Environmental)
	Performance of purchaser / provider arrangements	Not applicable
	Significant changes in nature of principle functions/services	Not applicable
	Factors, events or trends influencing departmental performance	Parts 3 (Parliamentary Library), 4 (Operations) and 5 (Environmental)

Part of report	Requirement item	Location
	Social inclusion outcomes	Not applicable
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	Not applicable
	Discussion and analysis of financial performance	Financial Statements, pages 111–170
	Discussion of any significant changes from the prior year or from budget.	Not applicable
	Agency resource statement and summary resource tables by outcome	Appendix C (pages 181–183)
	Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	Not applicable
Part 6—Management and accountability		
Corporate governance	Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines.	Page 101
	Statement of the main corporate governance practices in place	Pages 95–100
	Names of senior executive and their roles	Page 9
	Senior management committees and their roles	Pages 95–98
	Corporate and operational planning and associated performance reporting and review	Page 100
	Approach adopted to identify areas of significant financial or operational risk	Pages 98–99
	Certification of department's compliance with the Commonwealth Fraud Control Guidelines	Page 101
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Page 99
	How nature and amount of remuneration for SES officers is determined	Page 100
External scrutiny	Significant developments in external scrutiny	Page 108
	Judicial decisions and decisions of administrative tribunals	Page 108
	Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	Page 108
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Pages 102–106

Part of report	Requirement item	Location
	Workforce planning, staff turnover and retention	Pages 102–106
	Impact and features of collective agreements, determinations, common law contracts and AWAs	Pages 100–102
	Training and development undertaken and its impact	Pages 104–105
	Occupational health and safety performance	Pages 105–106
	Statistics on staffing	Pages 103–104
	Enterprise or collective agreements, determinations, common law contracts and AWAs	Pages 100–102
	Performance pay	Page 100
Assets management	Assessment of effectiveness of assets management	Page 108
Purchasing	Assessment of purchasing against core policies and principles	Pages 107–108
Consultants	Summary statement detailing consultancy services contracts	Page 107, Appendix A (pages 173–178)
Australian National Audit Office Access Clauses	Absence of provisions in contracts allowing access by the Auditor-General	Page 108
Exempt Contracts	Contracts exempt from AusTender	Page 108
Financial Statements	Financial Statements	Pages 111–170
Other Information	Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	Page 105–106
	Freedom of Information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	Page 108
	Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Page 109
	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Pages 81–94
	Grant Programs	Page 108
	Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Page 106
	Correction of material errors in previous annual report	Appendix B (page 180)
	List of requirements	Page 191

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 sustainability 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_Performance.htm.

Figure 7—GRI Indicators

GRI environmental indicators	Location
Material indicators	
EN 1 Materials used by weight or volume	Page 83 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 90
Energy indicators	
EN 3 Direct energy consumption by primary energy source	See Figure 5.3 page 87

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 5.7 page 93
Water indicator	
EN 8 Total water withdrawal by source	See page 84–86
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 2010–11
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 2010–11
Emissions, effluents and wastes indicators	
EN 16 Total direct and indirect greenhouse gas emissions by weight.	See Figure 5.7 page 93
EN 17 other relevant indirect greenhouse gas emissions by weight	Figure 5.7 page 93
EN 19 Emissions of ozone depleting substances by weight	Figure 5.9 page 94
EN 20 NO _x , SO _x , and other significant air emissions by type and weight	Figure 5.10 page 94
EN 21 Total water discharge by quality and destination	See page 92
EN 22 Total weight of waste by type and disposal	See pages 90–92
EN 23 Total number and volume of significant spills	See page 92
Products and services indicators	
EN 26 Initiatives to mitigate environmental impacts of products and services, and extent of impacts mitigation	See pages 84–92
EN 27 Percentage of products sold and their packaging materials that are reclaimed by category	Not applicable in 2010–11
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 2010–11

List of figures

Figure 1.1—Improvement Projects for Parliament House—a sample list	4
Figure 2.1—DPS Departmental Structure at 30 June 2011	9
Figure 3.1—Monthly views of the FlagPost blog	27
Figure 3.2—Subprogram 1.1—Research services—deliverables	32
Figure 3.3—Subprogram 1.1—Research services—price indicators	33
Figure 3.4—Distribution of client service hours by service type	33
Figure 3.5—Subprogram 1.1—Research services—key performance indicators	34
Figure 3.6—Subprogram 1.2—Information access services—deliverables	35
Figure 3.7—Subprogram 1.2—Information access services—price indicators	36
Figure 3.8—Subprogram 1.2—Information access services—key performance indicators	37
Figure 3.9—Library Organisational Chart at 30 June 2011	40
Figure 4.1—Relationship between Outcome and Programs	43
Figure 4.2—Subprogram 2.1—Security services—quality indicators	44
Figure 4.3—Subprogram 2.1—Security services—quantity indicators	44
Figure 4.4—Subprogram 2.1—Security services—Number of parliamentary, non-parliamentary functions and official visits requiring additional security resources	46
Figure 4.5—Subprogram 2.1—Security services—price indicator	46
Figure 4.6—Subprogram 2.2—Facilities services—quality indicators	47
Figure 4.7—Subprogram 2.2—Facilities services—quantity indicators	49
Figure 4.8—Subprogram 2.2—Facilities services—Parliament House Visitors 1988–2011	51
Figure 4.9—Subprogram 2.2—Facilities services—price indicator	52
Figure 4.10—Subprogram 3.1—Building infrastructure services—quality indicators	54
Figure 4.11—Subprogram 3.1—Building infrastructure services—Building Condition Index score by zone	55
Figure 4.12—Subprogram 3.1—Building infrastructure services—Design Integrity Index score by zone	56
Figure 4.13—Subprogram 3.1—Building infrastructure services—quantity indicators	57
Figure 4.14—Subprogram 3.1—Building infrastructure services—price indicators	59
Figure 4.15—Subprogram 3.2—IT infrastructure services—quality indicators	60
Figure 4.16—Subprogram 3.2—IT infrastructure services—Registered PCN users	61
Figure 4.17—Subprogram 3.2—IT infrastructure services—quantity indicators	62
Figure 4.18—Subprogram 3.2—IT infrastructure services—price indicators	64

Figure 4.19—Subprogram 4.1—Broadcasting services—quality indicator	66
Figure 4.20—Subprogram 4.1—Broadcasting services—quantity indicator	66
Figure 4.21—Subprograms 4.1 and 4.2—Broadcasting and Hansard—Chambers Hours 1993–94 to 2010–11	67
Figure 4.22—Subprograms 4.1 and 4.2—Broadcasting and Hansard—Committee Hours 1993–94 to 2010–11	67
Figure 4.23—Subprogram 4.1—Broadcasting services—price indicators	70
Figure 4.24—Subprogram 4.2—Hansard services—quality indicators	72
Figure 4.25—Subprogram 4.2—Hansard services—quantity indicators	74
Figure 4.26—Subprogram 4.2—Hansard services—price indicators	75
Figure 4.27—Administered items—Building works—quality, quantity and price indicators	78
Figure 4.28—Administered items—Artworks—quality, quantity and price indicators	79
Figure 5.1—Annual water consumption from 1988–89 to 2010–11	85
Figure 5.2—Breakdown of water use during 2010–11	85
Figure 5.3—Energy consumed at Parliament House and by transport	87
Figure 5.4—Annual electricity and gas consumption (in 000s of GJ)	90
Figure 5.5—Annual waste disposed to landfill and recycled	92
Figure 5.6—Annual quantity of landscape waste	93
Figure 5.7—Parliament House emissions (direct and indirect, including SES and operational vehicle fleets)	93
Figure 5.8—Annual greenhouse gas emissions from electricity and gas	94
Figure 5.9—Type of refrigerant use	94
Figure 5.10—Emissions of air pollutants from natural gas consumption	94
Figure 6.1—Audit Committee attendance	98
Figure 6.2—Classification and salary ranges at 30 June 2011	102
Figure 6.3—Staff numbers at 30 June 2011	103
Figure 6.4—Staff retention and turnover statistics	104
Figure 6.5—Advertising costs	109
Figure 6.6—Legal services expenditure	109
Figure 7—GRI Indicators	195

Index

A

- Access for the disabled 3
- Accountability 108
 - ANAO audits 108
 - Legal services expenditure 109
 - Other scrutiny 108
 - Senate committees 108
- Acronyms and abbreviations 187
- Administered items
 - Artworks 76
 - Building works 76
 - Overview 17
 - Performance 76
- Advertising costs 109
- AFP—Uniform Protection 45
- Air pollutants See Environment
- Art Advisory Committee 96
- Art Collection See Parliament
 - House Art Collection
- Asset management 108
- Audit Committee 97
- Australia Day Awards 10
- Australian National Audit Office 108

B

- Broadcasting
 - Customer satisfaction 65
 - Overview 16
 - Performance 65
- Building Condition Index 53, 55
- Building Services Branch
 - Highlights and achievements 13

- Overview 8
- Performance 42
- Business planning 100

C

- Case studies
 - Art services 77
 - Executive service 31
 - Health, recreation and well-being services 15
 - Internet and email access for handheld devices 63
 - Knowledge management 69
 - Solar panels rooftop pilot 89
 - Staff recognition Australia Day Achievement Medallions 10
- Chief Finance Officer Branch
 - Highlights and achievements 21
 - Overview 19
- Classification structures 102
- Closed circuit television system 2
- Committees
 - Art Advisory Committee 96
 - Audit Committee 97
 - Executive Committee 97
 - Joint House Committee 95
 - Joint Select Committee on the Parliamentary Budget Office (PBO) 1
 - Joint Standing Committee on the Parliamentary Library 23, 96
 - Presiding Officers' Information Technology Advisory Group 96

- Security Management Board 96
- Senate Standing Committee on Finance and Public Administration 108
- Strategy and Finance Committee 97
- Community engagement with Parliament House 50
- Competitive tendering and contracting 107
- Compliance Index 191
- Consultants 107, 173
- Content Management Branch
 - Highlights and achievements 16
 - Overview 16
 - Performance 65
- Corporate governance 95
- Customer satisfaction
 - Broadcasting services 65
 - Hansard services 71
 - Information access services 37
 - IT infrastructure services 60
 - Research services 35

D

- Departmental outcome statement 7
- Departmental services 7
- Departmental structure 7
- Digitisation of Hansard records 2
- Discretionary grants 108
- DPS Committees See Committees
- DPS Departmental Structure 9
- DPS Services Catalogue 100

E

- Earth Hour 88
- Emissions and effluents 91
 - Discharges to water 92
 - Greenhouse gas emissions 91
- Employment agreement 3
- Energy
 - Energy consumption 86
 - Energy-saving initiatives 88
 - Performance 86
- Energy-efficient technologies 3
- Engineering condition index 56
- Environment
 - Air pollutants 91
 - Chemical spills 92
 - Communication and promotion 83
 - Ecologically sustainable development 82
 - Emissions and effluents 91
 - Energy consumption 86
 - Greenhouse gas emissions 91, 94
 - Identification, management and monitoring of impacts 83
 - Initiatives 83, 84
 - Overview 81
 - Ozone-depleting substances 91
 - Strategic plans 83

- Sustainable Purchasing practices 83
- Sustainable transport 90
- Waste management initiatives 91
- Water consumption 84

- Ethics 99
- Executive Committee 97
- External scrutiny 108

F

- Facilities 48
- Federal election 1
- Financial statements 111
- Fraud control 99
 - Certification 101
- Freedom of information 108

G

- Global Reporting Initiative Index 195

H

- Hansard
 - Customer satisfaction 71
 - Overview 16
 - Performance 71
- Health and Recreation Centre 48
- Heritage
 - Design integrity 55
 - Heritage Management Framework for Parliament House 3
- HR services 100
 - Classification structures 102
 - Disability reporting mechanisms 106
 - Highlights and achievements 21
 - Management 102
 - Occupational health and safety 105
 - Remuneration for SES employees 100
 - Staff development and training 104
 - Workforce planning, staff retention and turnover 102

I

- Induction of new Senators and Members 1
- Information access services
 - Overview 33
 - Performance 36
- Infrastructure Services Branch
 - Highlights and achievements 14
 - Overview 13
- IT services
 - Electorate Office IT 2
 - Hansard Production IT System 2
 - ICT physical network upgrade 2
 - Information security 3
 - Information security issues 2
 - iPad and iPhone devices 2
 - Server consolidation 88
 - Wireless IT coverage 2

J

- Joint House Committee 95
- Joint Standing Committee on the Parliamentary Library 23, 96

L

- Landscape 90–93
 - Condition 54
 - Waste 90
- Legal services expenditure 109

M

- Management of human resources 102
- Material Errors 180

N

- Nurses Centre 48

O

- Occupational health and safety 105
- Organisation structure See DPS
 - Departmental Structure
- Outcome and Programs
 - Administered items 76
 - Effectiveness in achieving Outcome 41
 - Outcome statement 7
 - Program 1—Library Services
 - Subprogram 1.1—Research services 34
 - Subprogram 1.2—Information access services 36
 - Program 2—Building and occupant services 42
 - Security incidents 45
 - Subprogram 2.1—Security services 42
 - Subprogram 2.2—Facilities services 47
 - Program 3—Infrastructure services 53
 - Subprogram 3.1—Building infrastructure services 53
 - Subprogram 3.2—IT infrastructure services 60
 - Program 4—Parliamentary records services 65
 - Subprogram 4.1—Broadcasting services 65
 - Subprogram 4.2—Hansard services 68
 - Program 5—Parliament House works programs
 - Art services 76
 - Building 76
 - Relationship between Outcome and Programs 43

P

- Parliamentary Budget Office 3
- Parliamentary Librarian
 - Office of the 32
 - Review 24

- Parliamentary Library 8, 23
 - Achievements 2010–11 24–30
 - Client requests 35
 - Collection 36, 37
 - Databases 36, 37
 - Electronic Media Monitoring Service 37
 - Financial Report 38
 - Joint Standing Committee on the Parliamentary Library 23, 96
 - Organisational chart 40
 - Overview 32
 - Performance 34
 - Strategic and workforce planning 30
- Parliament House Art Collection 76
 - Conservation 78
 - Development 78
- Parliament House Briefing Room 3
- Parliament House website 3
- Parliament Shop 51
- Performance-based pay 100
- Performance information and reporting model 41
- Pre-election Policy Unit 1
- Presiding Officers' Information
 - Technology Advisory Group 96
- Program cost attribution 41
- Projects
 - Substantially completed in 2010–11 4
 - Underway in 2010–11 5
- Projects Branch
 - Art collection performance 76
 - Highlights and achievements 17
 - Overview 17
 - Projects performance 76
- Purchasing 107
 - Consultants 107
 - Exempt contracts 108

Q

- Questions on Notice 74, 108

R

- Recycling and waste management
 - Landscape waste 90–93
 - Waste generation and recycling 90
 - Waste management initiatives 91
- Research services
 - Overview 33
 - Performance 34
- Risk management 98

S

- Secretary's review 1
- Security Management Board 96
- Security systems 56
- Solar panels 2, 88, 89
- Staff development and training 104

Staffing, salary and classification structures 100
Staff numbers 103
Strategic plan 100
Strategy and Communication section
 Highlights and achievements 20
Strategy and Finance Committee 97

T

Trigeneration 88

V

Vehicles 86
Visitors to Parliament House 50

W

Water 84
 Consumption 84, 85
 Features reactivation 84, 89
 Saving initiatives 84
 Sewerage 92
Workforce planning 102
Workplace relations 105

Notes

Notes