



MANAGEMENT AND ACCOUNTABILITY

- Corporate governance
- External scrutiny
- Management of people
- Management of financial resources
- Ecologically sustainable development and environmental reporting

CORPORATE GOVERNANCE

The Speaker of the House of Representatives is responsible to the parliament for the department. The Clerk of the House of Representatives, who is responsible for managing the department, reports to the Speaker. Key elements of the department's corporate governance framework are outlined below.

Legislative structures

The department's operations are governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997*, and are subject to provisions of the *Fair Work Act 2009* and other legislation. Those Acts set out the responsibilities of the Clerk for the management of the department.

Ethical standards

The Parliamentary Service Values and Code of Conduct set out in the *Parliamentary Service Act 1999* provide a framework for the department's ethical conduct. The department actively promotes sound ethical behaviour. All staff new to the department receive a briefing on what it means to work in a values-based environment and how ethical standards apply to their day-to-day work.

Senior management

Senior management of the department consists of the Executive and managers at the Executive Band 2 level. The Executive comprises the Clerk, the Deputy Clerk and three Senior Executive Service (SES) Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom has management responsibility for one or two of the department's program components.

The Speaker announced in the House on 28 October 2009 that Mr Bernard Wright was to be appointed as Clerk in December at the conclusion of Mr Ian Harris's term as Clerk.

Following Mr Wright's appointment, selection processes were conducted and finalised for vacancies for Deputy Clerk (SES Band 2) and at the SES Band 1 level.

During the year, the Executive met on average every six weeks to discuss and decide on a wide range of departmental management issues.

Senior Management Coordination Group

The Senior Management Coordination Group (SMCG) coordinates corporate and related matters among the three parliamentary departments. The department is represented by the Serjeant-at-Arms, the Department of Parliamentary Services is represented by the Deputy Secretary, and the Usher of the Black Rod represents the Department of the Senate. The position of chair of the SMCG rotates annually among the three members. The Serjeant-at-Arms continued to chair the SMCG for the first six months of this financial year.

During the year, the SMCG discussed the need to reconsider the matters it deals with in order to refocus its meetings at a more strategic level. This was also in line with a recommendation made in the Parliamentary Service Commissioner's review (2008).

The SMCG met seven times in 2009–10.

Among the issues considered were:

- workplace relations
- building projects
- information technology and telecommunications, and
- common purchasing arrangements.

In July 2009, the SMCG received the report from the working group established to identify and review the potential for implementing common services arrangements shared by all three parliamentary departments.

While the working group was compiling information for its report, the Department of Parliamentary Services approached the chamber departments requesting consideration of either of the departments to provide its payroll. After deliberation, the department responded by agreeing to undertake the Department of Parliamentary Services' payroll function.

The main recommendation of the working group was that certain services in finance and human resources be further investigated for shared service arrangements.

The working group noted that there were several instances where services were currently being provided as a shared service and that some corporate arrangements were not amenable to a common services approach because the three departments have quite different processes.

Management committees

Audit Committee

The department's Audit Committee comprises the Clerk Assistant (Committees), the Clerk Assistant (Table), the Serjeant-at-Arms and an independent member (Mr David Toll). The committee, chaired by the Clerk Assistant (Table), met four times during the year.

The department's contracted internal auditor is KPMG. During the year the committee endorsed reports of the following internal audits and reviews:

- fraud risk assessment
- fraud control plan
- control of House of Representatives Chamber documents
- parliamentary committee printing
- asset management
- budget management and financial reporting.

The internal auditor also undertook fieldwork for advisory reports on the status of the department's section 31 revenue and a review of the department's IT security plan. The department collated the views of sponsors and other staff about the results and conduct

of internal audits, and the feedback was considered by the Audit Committee.

The Australian National Audit Office audited the department's financial statements and provided an unqualified audit report. One procedural item was identified for action, relating to the roles and responsibilities of the department and the Department of Parliamentary Services in the event of disruption of IT service provision. A similar finding was made for each of the parliamentary departments.

Consistent with the internal audit charter, the internal auditor provided an annual report on internal controls. The status of the department's control environment was considered to be sound. During the year, the committee approved an internal audit plan for the period 1 July 2010 to 30 June 2014.

Consultative Committee

The Consultative Committee, which is chaired by the Deputy Clerk, continued to be an important mechanism for communicating and consulting with staff on workplace issues. The committee's membership consists of:

- two union-nominated representatives
- two elected staff representatives, and
- four departmental representatives.

Routine matters discussed at the meetings included monitoring of the collective agreement, recruitment policy, general employment matters and reports from other committees. The committee met seven times during 2009–10. Discussions covered a further range of matters including issues relating to the shadowing arrangements and accommodation.

Planning and evaluation

More than seventy staff attended the department's annual planning workshop on 30 April 2010. The Clerk opened the workshop and outlined priorities and issues for the coming year. The purpose of the planning day was to identify themes to inform the development of the Corporate Plan 2010–13. Staff participated in syndicate groups on the following topics:

- external influences and responses
- values
- doing things differently
- staff opportunity and talent
- relationships and outreach
- collaboration, and
- efficiency, benchmarking and resources/ infrastructure and processes.

The Executive and a subset of the Executive Band 2 group considered the results of the workshop and identified issues for the corporate plan. Subsequently the Executive considered a draft at its meeting on 8 June 2010 and an amended draft was then circulated to the wider Executive Band 2 group for comment. It is anticipated that the plan will be in operation from July 2010.

Corporate plan

The Corporate Plan 2007–10 continued to be implemented this year. The priorities during the period of the corporate plan are closely linked with:

- improving our ability to serve our clients
- developing our people
- sustaining our capability, and
- maintaining strong relationships within the department, the parliament and beyond.

Business plan

The department's business plan for 2009–10 was issued in July 2009. Through the weekly senior management meeting and the six-monthly reporting meetings, senior managers were able to report that a very high level of achievement had been reached against the business plan.

Members' survey

The department receives periodic and ongoing feedback from members to gauge the effectiveness of its service provision.

In May and June 2010, the 2010 members' survey was conducted. This was the sixth survey, and followed the same format as in previous years. The number of questions in the survey was reduced by one due to removal of the printing entitlement.

The department surveyed a random sample of thirty members, eighteen of whom responded (twenty-three participated last year). The lower rate of participation may reflect the timing of the survey towards the end of the parliamentary cycle. All participants were asked whether they were satisfied with the advice, services and support they received from the department. The results confirmed that the department provided a high standard of service. Details of the survey findings are at Appendix 12.

Accountability mechanisms

The department's main external accountability mechanisms are the Portfolio Budget Statements and the annual report, which is prepared pursuant to section 65 of the *Parliamentary Service Act 1999*. The annual report for 2008–09 assessed performance against the targets set in the Portfolio Budget Statements 2008–09 and presented the financial statements of the department.

Copies of the department's annual report and Portfolio Budget Statements were provided to all members and published on the Parliament of Australia website.

Risk management and fraud control

The department reviewed its risk management policy and framework during the year. The plan was updated to incorporate the definition of risk in AS/NZS ISO 31000:2009 and to refer to the measurement and reporting of risk management performance. The plan will now be reviewed annually. Departmental staff will be informed of the revised document at the monthly forum to be held on in July 2010.

In accordance with the risk management policy, the department's risk management plan will be reviewed in 2011.

The department's fraud control plan and fraud risk assessment were endorsed by the Audit Committee during the year. They will be next reviewed in 2011.

As in previous years, new staff were informed of their financial management responsibilities and the department's fraud risk assessment and control plan in the regular induction programs. This year there was also a briefing on financial management responsibilities at a departmental monthly forum. There were no losses of public money or property and no instances of fraud identified during the year.

Service charters

The department's service charters for members and the community continued to provide the basis for the standards of service that members and the public can expect from the department. The service charter for members is included in the handbook provided to members at the start of the parliament.

There were no recorded complaints in the department's central complaints register during the year.

Social justice and equity impacts

The department's role is to support the House of Representatives rather than to deliver services directly to the public. Accordingly, contributing towards achieving social justice within the community, in the main, is not a direct responsibility of the department. However, the department meets social justice needs indirectly through its support for the work of the House of Representatives itself, its members and its committees.

Purchaser-provider arrangements

As mentioned, during the year the department assumed responsibility for provision of payroll services to the Department of Parliamentary Services. A draft service level agreement and associated fee structure were under negotiation at year end.

The department does not have any arrangements in place for selling services to an Australian government agency, and does not buy any services from a government agency. The department receives certain building, information technology and communication services from the Department of Parliamentary Services and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

EXTERNAL SCRUTINY

The department's operations are primarily administrative and are therefore not usually subjected to formal external scrutiny.

Judicial and administrative decisions

No judicial decisions or decisions in administrative tribunals during 2009–10 had, or are anticipated to have, a significant impact on the operation of the department.

Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman

Findings of the Australian National Audit Office in relation to its audit of the department's annual financial statements in 2009 are discussed under 'Audit Committee' (page 49).

During 2009–10, as in previous years, the department contributed to inquiries by the House Standing Committee on Procedure and the House Standing Committee on Petitions. The Clerk made a submission and a supplementary submission to the procedure committee this financial year (on the inquiry into the effectiveness of House committees). The Clerk also made a submission to the petitions committee (on the inquiry into its work) and appeared with the Clerk Assistant (Table) before the committee at a round table discussion on the same inquiry. The Serjeant-at-Arms and the Director, Information Systems and Publishing, gave evidence at a public hearing (on the inquiry into electronic petitioning to the House). The Clerk also made a submission to the Joint Committee on Publications, for its inquiry into the development of a digital repository and electronic distribution of the Parliamentary Papers Series.

No investigations by the Commonwealth Ombudsman in 2009–10 involved the department.

Freedom of information

Although the department is not considered to be a department or agency for the purposes of the *Freedom of Information Act 1982*, it seeks to comply with the intent of the Act in relation to the release of administrative information.

No freedom of information requests were received during the year:

We provide information about the department's structure on the Parliament of Australia website and in publications such as the annual report. We also widely disseminate information on the ways in which members of the public can interact with the work of the House and its committees.

Privacy

While the department is not an agency to which the *Privacy Act 1988* applies, we are committed to abiding by the principles of the legislation in our dealings with employees, including handling employees' records.

MANAGEMENT OF PEOPLE

Investors in People

The department holds accreditation against the Investors in People standard, an international quality standard that sets a level of good practice and a basis for continuous improvement of a department's or agency's performance through people.

During 2009–10, the department focused on some of the key areas for continuous improvement identified in the post-recognition assessment conducted by Investors in People in May 2009, as reported last year:

In particular, a wider management group has been formed including staff at the Executive Band 2 level. The goals of the group are to build departmental cohesion and capability by:

- increasing the range and depth of thinking and expertise brought to bear on whole-of-department decisions
- improving understanding and communication with staff in work areas about wider departmental matters, and
- addressing any feelings or perceptions that any functional area was isolated or removed from the life of the department.

Commonwealth Disability Strategy

All the department's employment policies continued to comply with the requirements of the *Disability Discrimination Act 1992*.

The department's employee collective agreement and all comprehensive determinations made under subsection 24(1) of the *Parliamentary Service Act 1999*, in place during 2009–10, contained the same clauses to allow staff with disabilities to lodge a complaint or grievance about any matter affecting their employment. During the year, there were no complaints or grievances about employment practices from staff with disabilities.

The department made recruitment information available to potential job applicants in electronic and non-electronic formats that are accessible to people with disabilities, as defined in the Act. No staff were recruited who required the department to make 'reasonable adjustments' to the workplace or work practices to accommodate additional needs caused by a disability.

Shared services: transfer of the Department of Parliamentary Services payroll

In response to a request from the Department of Parliamentary Services, the department agreed to implement that department's payroll as a shared service arrangement. The payroll was transferred onto Chris 21, the human resource management system currently being used by this department.

Implementation of the system commenced on 30 November 2009 and the first payment was made to Department of Parliamentary Services staff (except security staff) on payday 4 March 2010. Security staff will be paid from payday 8 July 2010.

Staff survey

In June 2010, the department conducted its sixth annual staff survey, the 2010 Survey Feedback Action. The survey, derived from a benchmarking exercise conducted in July 2004, incorporated the features of previous separate surveys, particularly the previous staff survey and leadership questionnaire, completed in 2003.

As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the satisfaction of staff with pay and conditions of service, and the strengths of the department. The results are taken into account in the department's ongoing development of its strategy for attracting and retaining staff.

The department has established a number of internal benchmarks based on the results of the survey. These benchmarks, or index scores, correspond to the total percentages of staff selecting 'strongly agree' and 'agree' (on a five point scale) in response to specific sets of questions. The 'core elements' satisfaction index measures the extent to which the department provides the core elements needed to attract, focus and keep the most talented staff (84.5 per cent in 2010, 82 per cent in 2009 and an average of 80.3 per cent over the last six annual surveys). The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (82 per cent in 2010, 85 per cent in 2009 and an average of 81.8 per cent over the last six annual surveys). The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (88 per cent in 2010, 86 per cent in 2009 and an average of 79.3 per cent over the last six annual surveys).

People strategies planning

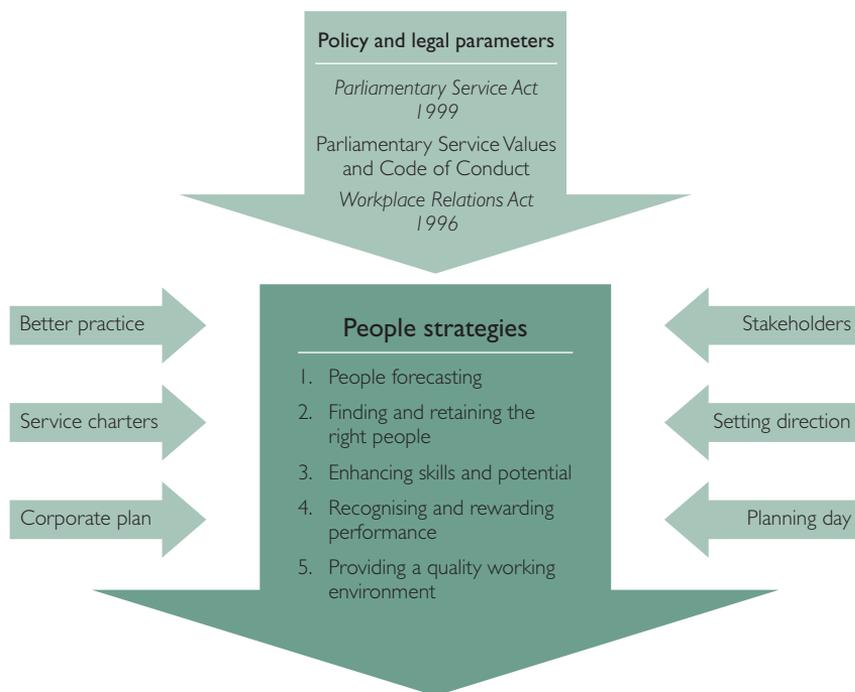
The department's people strategies framework (Figure 6) assists in achieving corporate outcomes through departmental staff.

People strategy 1: people forecasting

Workforce planning

At a meeting in July 2009, the Executive considered the staffing profile of the department. As in previous years, it was recognised that there would be changes at senior levels of staff and that there would be opportunities for staff to be promoted with regard to their potential. This will result in a slightly higher risk to the department as these staff will face a steep learning curve and it may be some time before they are able to work at full capacity. The Executive considered that this risk was manageable.

Figure 6 People strategies framework



Organisational reviews

The department conducts organisational reviews as required to ensure that workload is matched with the number of staff required to undertake the work in all areas, and that the classification levels or work value requirements of individual jobs are appropriate to the work being carried out.

People strategy 2: finding and retaining the right people

Recruitment of staff

The department advertised to fill 22 ongoing vacancies during 2009–10 (16 in 2008–09), of which 12 were filled by internal applicants. Of the ten external successful applicants, seven were women (in 2008–09, three of the four successful external applicants were women).

While continuing to explore the use of additional exercises to enhance the selection process, selection advisory committees also sought responses from referees to behaviourally based questions.

Retention of staff

A total of 15 ongoing and 15 non-ongoing staff left the department in 2009–10—a turnover rate of 11 per cent of ongoing staff. This compares with 9.6 per cent in 2009–10. Appendix 11 includes details of separations.

Exit interviews with staff leaving the department continued to be conducted by Senior Executive Service managers. Six interviews were conducted during the year; the main reasons given for leaving were to pursue a change in career, retirement or promotion.

Graduate placement program

The parliamentary graduate placement programs for 2009 and 2010 were conducted by the Department of the Senate and this department. The program involves three-month placements of people from the graduate recruitment programs of Australian government agencies. An objective of the program is to promote the work of the parliament to agencies and the staff of those agencies.

The program continued to draw a high level of interest from individual graduates and a range of agencies. We placed five graduates on three-month placements in 2009–10.

Feedback from graduates has confirmed that the program is very successful, that they would recommend it to other graduates and that the objectives of the placements have been achieved.

Administrative traineeships

The purpose of an administrative traineeship is to provide vocational training consistent with the needs of the department and general skills appropriate to the workforce, and to enhance the skill levels and future employment prospects of trainees.

Two trainees were employed in March 2009. The trainees completed their vocational training and their third rotation in March 2010, successfully completing their traineeships. Both trainees have been engaged as ongoing employees.

Alumni

The department has formed an alumni association of former staff. In 2007, former staff employed by the department were contacted and invited to indicate whether they wanted to be part of the Alumni and whether they wished to serve as a board member.

On 20 November 2009, the annual general meeting of the association was held; twenty-five members of the association attended. At the meeting, the two co-chairs were re-elected and the membership of the Alumni board was increased by self-nomination of attendees.

The board met once in 2010. Two receptions were held during 2009–10. Both receptions gave members of the Alumni and staff of the department an opportunity to meet socially.

People strategy 3: enhancing skills and potential

Training and development

Table 10 compares the department's training and development expenditure as a percentage of expenditure on salaries in 2008–09 and 2009–10. It also shows the average number of person-days spent on training and average staffing level in both years. The average number of training days for staff decreased from 5.0 days to 4.6 days of off-the-job training per person per year (Table 11). The decrease may have reflected the workload of staff during a key year in the parliamentary cycle.

Leadership development

During 2009–10, there was a continued emphasis on developing leaders at the classification levels of Parliamentary Service Level 6 and Executive Band 1. In December 2009, thirteen staff completed the second program conducted for the department by the Centre for Public Management. The program comprised six sessions on leadership concepts over several months. The third program commenced in April 2010.

Table 10 Expenditure on training and development programs, 2008–09 and 2009–10

	2008–09	2009–10
Expenditure as percentage of annual payroll	1.5%	2.0%
Average training days per person	5.0	4.6
Average staffing level	152.3	149.5

Table 11 Average attendance of staff at training courses, 2008–09 and 2009–10

Classification	Average staffing level 2009–10	Total number of training days attended 2009–10	Average number of training days attended	
			2008–09	2009–10
Senior Executive Service ^a	4.8	16.6	0.7	3.4
Executive Band 2	18.1	35.5	1.9	2.0
Executive Band 1	40.6	209.6	5.9	5.2
Parliamentary Service Level 6	21.6	98.5	4.8	4.5
Parliamentary Service Level 5	7.5	23.5	3.7	3.1
Parliamentary Service Level 4	23.9	115.5	5.6	4.8
Parliamentary Service Level 3	9.2	48.9	2.3	5.3
Parliamentary Service Level 2	22.7	30.9	3.1	1.3
Parliamentary Service Level 1	1.3	–	–	–
Not specified ^b		112.4		
Totals	149.7	690.9	5.0	4.6

a The Senior Executive Service staffing figure includes the Clerk of the House.

b This row reflects the attendance of departmental staff at certain in-house training and development programs where only the total numbers of staff in attendance were recorded.

Studybank

Sixteen staff participated in the department's Studybank program during the year (compared with twenty staff in 2008–09). Collectively, they received financial assistance of \$22,811 (compared with \$28,085 in 2008–09), along with some study leave on full pay.

Security-awareness training

As part of their induction program, all staff are required to undertake an online security-awareness training program provided by the Protective Security Coordination Branch of the Attorney-General's Department.

People strategy 4: recognising and rewarding performance

Performance assessment processes

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2009. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors.

The individual development plans are compiled and the development requirements of staff are reviewed. These then form the basis for the training program for the next calendar year.

People strategy 5: providing a quality working environment

Employee collective agreement

The Department of the House of Representatives Employee Collective Agreement 2009–10 covers all staff except SES staff, who are covered by a determination made under subsection 24(1) of the *Parliamentary Service Act 1999*.

The second pay rise under the agreement took effect on 1 January 2010. Staff salary scales under the agreement are summarised in Table 12.

The nominal expiry date for the current collective agreement is 31 December 2010. The bargaining process for an enterprise agreement will commence early in 2010–11.

Productivity

Productivity improvement focuses on increased flexibility, continuous improvement and provision of efficient and effective advice and services. The department and staff have worked together to achieve efficiencies through flexible staffing arrangements and the use of more efficient systems to improve services to clients.

Salaries expenditure

In 2009–10, salaries and allowances totalled \$15.6 million (\$15.7 million in 2008–09).

Table 12 Salary scales of staff covered by the collective agreement, at 1 January 2010

Classification	Salary scale
Executive Band 2	\$114,389–121,205
Executive Band 1	\$88,381–98,581
Parliamentary Service Level 6	\$71,225–80,834
Parliamentary Service Level 5	\$65,835–69,663
Parliamentary Service Level 4	\$58,203–62,971
Parliamentary Service Level 3	\$52,657–56,566
Parliamentary Service Level 2	\$46,796–51,096
Parliamentary Service Level 1	\$41,367–45,263

Workplace diversity

The department’s workplace diversity program aligns our workplace diversity strategies and actions with the Parliamentary Service Values. The program builds on the department’s existing commitment to embed the Parliamentary Service Values into our business.

Training in the prevention of discrimination, bullying and harassment was provided to all new staff and more extensive training was provided to supervisors. Additional training for new harassment contact officers was conducted for nominated staff and extended to staff undertaking staff and union representative roles. Staff were made aware of the harassment contact officers through a publicity campaign.

Occupational health and safety

The department’s aim under the health and safety management arrangements is to create and maintain a safe and healthy working environment.

Workstation assessments are conducted upon request, and include education on the correct setup of workstations. This information is also provided in orientation sessions for new staff.

Influenza vaccinations were offered to staff in May 2010 and sixty staff were vaccinated.

The department’s Comcare premium rate for 2009–10 was 0.69 per cent of payroll, a reduction from the rate in 2008–09 (0.80 per cent).

During the year, there were no dangerous occurrences requiring notification under section 68 of the *Occupational Health and Safety Act 1991*. No investigations were carried out and no directions or notices were received by the department in relation to section 29, 45, 46 or 47 of the Act

Table 13 Compensation claims incidence, by injury group, 2006–07 to 2009–10

Injury group	2006–07	2007–08	2008–09	2009–10
Fracture excluding back	–	–	–	–
Strain excluding back	5	–	1	2
External effects	–	–	–	–
Multiple injuries	1	–	–	–
Occupational overuse syndrome	–	–	1	–
Psychological injuries	2	–	1	–
Totals	6	0	3	2

Note: The 2008–09 figures have been adjusted for claims with a date of injury within the financial year that were lodged or accepted after the close of the financial year.

MANAGEMENT OF FINANCIAL RESOURCES

Assets management

The department's asset management strategy focuses on efficient asset utilisation and allows the department to identify underperforming assets. The department operates within a controlled environment at Parliament House, and the risk of loss for the majority of assets is minimal.

A stocktake of computing equipment, office machines and portable and attractive assets was completed during 2009–10.

A revaluation of property, plant and equipment was undertaken in May 2010. A revaluation increment of \$1.341 million is reported in the financial statements.

Impairment testing was conducted during stocktake and revaluation. There were no material impairment adjustments required.

Purchasing

The department undertook significant procurement of digital television sets for Members' suites and departmental offices. Replacement of all the ageing analogue sets was completed in June 2010, and installation was finalised during July 2010. Planning commenced during 2009–10, in conjunction with the Department of the Senate, to develop replacement strategies for office furniture (in departmental staff accommodation and members' staff accommodation). Work on the

project in 2009–10 included the development of a furniture style guide with procurement to commence during 2010–11.

Consultants

Consultancy services procured in 2009–10 with a value in excess of \$10,000 are shown in Table 14.

Competitive tendering and contracting

The department's contracting activities have been disclosed as required through the government's AusTender system. There were no instances during 2009–10 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the Chief Executive exempted a contract from being published on AusTender.

Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires the department to detail amounts paid to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations during the financial year.

The department's total advertising expenditure for 2009–10 was \$133,150, a decrease from the previous year's total (\$204,765).

Table 14 Consultancy services, 2009–10

Consultant name	Description	Contract payments 2009–10 (incl. GST)	Selection process	Justification
KPMG	Internal audit services	\$74,508	Open tender	Need for specialised or professional skills and independent research or assessment
Australian Valuation Office	Valuation services	\$18,480	Direct source	Need for specialised or professional skills and independent research or assessment

The expenditure was as follows:

- \$109,408 for publicising the work of the House and committees (\$168,233 in 2008–09)
- \$13,494 for advertising in relation to inquiries being undertaken by parliamentary committees (\$21,387 in 2008–09)
- \$5,183 for publicising recruitment advertising (\$11,728 in 2008–09)
- \$5,065 paid to the Attorney-General's Department for chamber-related gazettals (\$3,415 in 2008–09).
- The majority of advertising for 2009–10 was placed with Adcorp Australia.

Discretionary grants

The department did not administer any grant programs in 2009–10. As previously mentioned, training, equipment and project support were provided for some Pacific Island parliaments (page 38).

ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL REPORTING

The department is not subject to the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*; however, it has adopted policies and practices in energy and water use and recycling that contribute to sound environmental performance.

Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services, which is responsible for managing the Parliament House building and precincts. The department participates in meetings of the parliament-wide Environment Management Committee. The committee provides a useful forum for progressing environmental initiatives and improving environmental performance at Parliament House.

The Department of Parliamentary Services prepares an annual report on behalf of all parliamentary departments, in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*. The report is structured using core performance indicators of the Global Reporting Initiative, and is included in the Department of Parliamentary Services' annual report which is available from the Parliament of Australia website.

