

QUEEN'S TERRACE



CAFÉ



APPENDICES

8

Appendix A: Workforce statistics	232
Appendix B: Environmental management	235
Appendix C: Advertising and market research	246
Appendix D: Legal services expenditure	247
Appendix E: Disability reporting	248
Appendix F: Correction of material errors in previous annual report	249



APPENDIX A: WORKFORCE STATISTICS

Staff profile by headcount

TABLE 38: Ongoing, non-ongoing, sessional and casual employees at 30 June 2017

Actual Headcount	Ongoing						Non-ongoing						Total
	Full-time		Part-time		Sessional		Full-time		Part-time		Casual		
	F	M	F	M	F	M	F	M	F	M	F	M	
PSL1	1	9					1	1			7	2	21
PSL1-2 [#]	19	103			1	8					3	24	158
PSL1-2-3 [#]		3											3
PSL2	7	13	4	4	2	1	5	11		1	8	9	65
PSL2-3 [#]		19		1				1					21
PSL3	9	24	1				9	3	1		7	3	57
PSL4	30	52	11		1		9	8	4		3	3	121
PSL4 (Graduate)							2						2
PSL4-5 [#]	5	13	2				2	2	1				25
PSL5	23	40	4		1		5	4	1	2			80
PSL5-6 [#]	12	8	7		18	8					5	1	59
PSL6	48	75	9				3	4		1		1	141
PEL1	50	68	11	6	1		5	7	1	1	1	3	154
PEL2	20	23	2				1			1			47
SES1	2	10											12
SES2	2	1											3
Secretary							1	1					2*
Parliamentary Librarian							1						1
Total	228	461	51	11	24	17	43	42	9	6	34	46	972

Notes:

Staffing figures extracted from DPS Payroll 7 July 2017

denotes a broadband classification

* the Secretary was on leave as at 30 June 2017 and his position was filled temporarily through higher duties.

TABLE 39: Ongoing, non-ongoing, sessional and casual employees as at 30 June 2016

Actual Headcount	Ongoing						Non-ongoing						Total		
	Full-time		Part-time		Sessional		Full-time		Part-time		Sessional		Casual		
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
PSL1		7		1				1	1	1			7	1	19
PSL12 [#]	15	82		1	1	10		2				2	6	28	147
PSL123 [#]		1													1
PSL2	7	13	6	4	3	1	3	2			1		6	11	57
PSL23 [#]		14		1											15
PSL3	16	21	1				4	1					5	4	52
PSL4	23	57	6		1	1	4	2					3	5	102
PSL45 [#]	6	10	1				1	1	1						20
PSL5	18	36	6				1	2	1						64
PSL56 [#]	12	9	8		18	8							5	1	61
PSL6	34	70	5	2			8	1	1				2		123
PEL1	49	66	14	4			6	3		2			1	2	147
PEL2	13	29	3				1		1	1					48
SES1	4	10													14
SES2	1		1												2
Parliamentary Librarian								1							1
Secretary									1						1
Total	198	425	51	13	23	20	29	16	5	4	1	2	35	52	874

Notes:

denotes a broadband classification

Remuneration

TABLE 40: Actual salary ranges (excluding casual rates) at 30 June 2017

Classification	Step	July 2013
		3% *
PSL 1 DPS	Min	\$47,480
	Max	\$55,297
PSL 2 DPS	Min	\$56,404
	Max	\$60,552
PSL 3 DPS	Min	\$61,900
	Max	\$64,685
PSL 4 DPS	Min	\$65,978
	Max	\$71,693
PSL 5 DPS	Min	\$73,126
	Max	\$78,452
PSL 6 DPS	Min	\$80,020
	Max	\$89,937
PEL 1 DPS	Min	\$97,379
	Max	\$111,183
PEL 2 DPS	Min	\$113,405
	Max	\$131,833
	Barrier	\$134,470

*Note: these figures reflect minimum and maximum salary points only and excludes superannuation and other benefits.

TABLE 41: SES base salary table at 30 June 2017

Classification	Step	
SES Band 1 & 2	Min	\$178,330
	Max	N/A

Notes:

The Secretary determines the salaries of all SES staff.

These figures reflect base salary only and exclude superannuation and other benefits.

The remuneration of the Secretary and the Parliamentary Librarian is set by the Presiding Officers after consultation with the Remuneration Tribunal.

APPENDIX B: ENVIRONMENTAL MANAGEMENT

Environmental management

DPS reports annually on elements of environmental performance, in line with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), for the management of resources for which it is responsible.

DPS also reports under the:

- Energy Efficiency in Government Operations (EEGO) Policy
- *National Environment Protection Measures (Implementation) Act 1998*, and
- National Pollutant Inventory (NPI).

Ecologically Sustainable Development

The objective of Ecologically Sustainable Development (ESD) is defined as 'development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends'.⁵⁸

DPS reports annually on ESD through this report.

Identification, management and monitoring of environmental impacts

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

- monitoring environmental performance
- implementing programs and projects to improve environmental outcomes, and
- developing plans to improve environmental sustainability.

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

DPS incorporates environmental guidelines and checklists in the procurement of products and services and in the planning and delivery of projects, including consideration of:

- whole-of-life principles
- sustainable procurement principles
- reuse and recycling of materials, and
- energy, water and waste minimisation.

⁵⁸ National Strategy for Ecologically Sustainable Development 1992

Communication and promotion

DPS provides information on its environmental performance and promotes sustainability initiatives, this includes encouraging participation in annual environmental events such as National Recycling Week.

Environmental performance

Water consumption

Total water consumption for 2016–17 was 198,446KL, representing a decrease of 13 per cent on the 227,068KL consumed the previous year. Landscape water consumption increased from 93,629KL in 2015–16 to 96,725KL in 2016–17, representing an increase of three per cent. Building water consumption in 2016–17 was 101,721KL, a decrease of 24 per cent on the 133,439KL consumed the previous year. Annual water consumption for APH is shown in Figure 20.

FIGURE 20: Annual water consumption 2006–07 to 2016–17

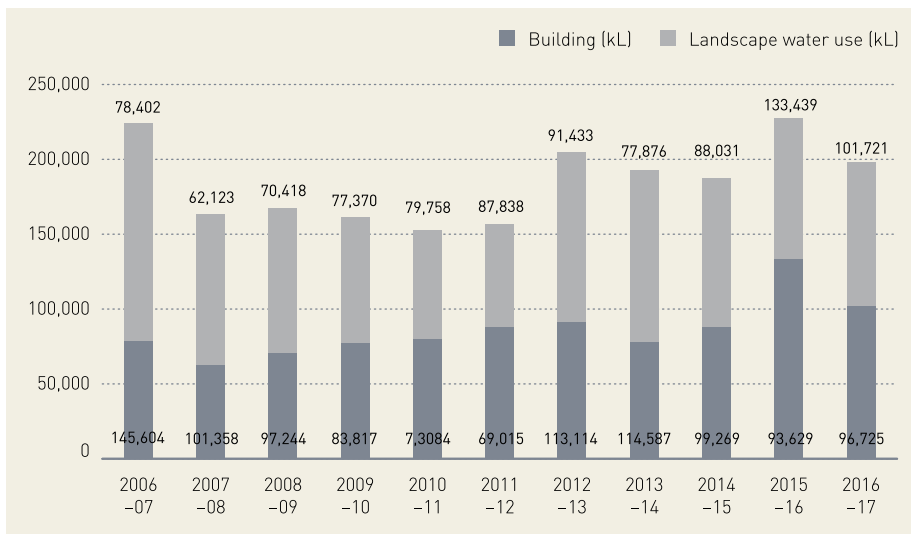
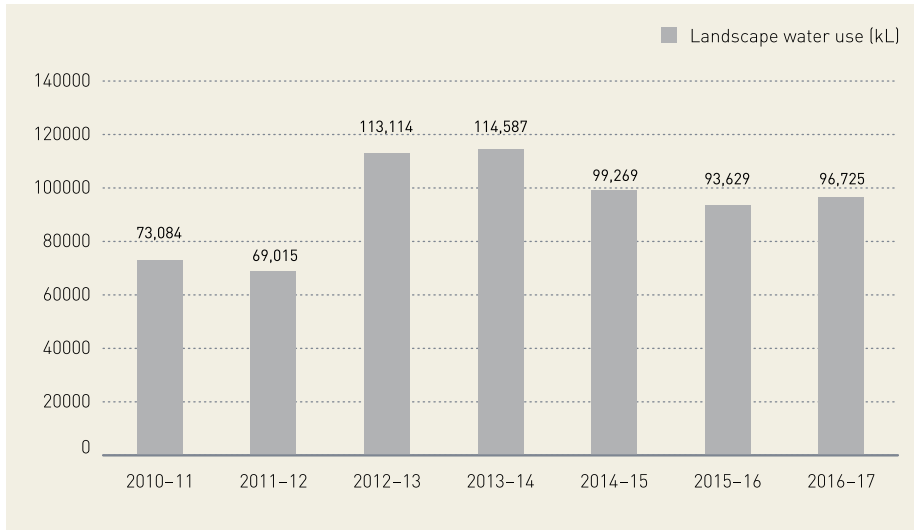


FIGURE 21: Annual landscape water consumption 2010–11 to 2016–17

Water saving initiatives

Lake water supply initiative

The ongoing reliance on potable (high-quality drinking) water for maintaining the APH landscape is expected to be problematic for DPS in the coming years, as water utility costs increase and drier weather conditions are expected to become more frequent, resulting in higher water consumption.

A feasibility study completed in late 2014 concluded that water sourced from Lake Burley Griffin could provide a safe, reliable and cost effective water supply for landscape irrigation. Landscape irrigation accounts for between 40 and 60 per cent of total water use at APH.

A comprehensive risk assessment, which considered water availability, DPS demand, water quality, route options, financial models, as well as the possibility of delivering lake water under a shared infrastructure arrangement, was completed.

An application for a Water Access Entitlement was successfully lodged with the ACT Government, which will allow DPS to extract 115,000KL of raw water annually from Lake Burley Griffin to be treated and used to replace the current irrigation water.

Work on the detailed design and construction tender documentation of an infrastructure solution has commenced. The overarching design consideration is for a safe and reliable separation of lake water from the existing potable water system, while allowing ready access to either water source, through an appropriate switching arrangement for the purpose of irrigation activities. Works approval from the NCA was given in April 2017 and the approach to market for construction services is underway.

Energy consumption

In 2016–17, total energy consumed at APH, other tenancies, and by DPS vehicles was 145,431 GJ, representing an increase of six per cent from the previous year. Electricity consumption increased by 1.5 per cent, natural gas consumption increased by 15 per cent, diesel fuel energy (non-transport) increased by 19 per cent, and energy for DPS vehicles increased by eight per cent compared with 2015–16.

Table 42 shows energy consumption by the APH building, tenancies and DPS vehicles.

Building energy use comprises:

- natural gas for heating, general hot water and in kitchens
- electricity to power office lighting, mechanical services, lifts, cooling and ICT equipment, and
- a small amount of diesel mainly used for testing the emergency backup generators.

TABLE 42: Energy consumed at Parliament House, DPS tenancies and by DPS vehicles

Indicator	Energy consumption (GJ)		
	2014–15	2015–16	2016–17
Parliament House building ⁵⁹	138,669	136,916	144,385
Minter Ellison building ⁶⁰	–	–	614
Transport–passenger vehicles	199	73	69
Other transport ⁶¹	301	325	363
Total energy consumption	139,169	137,315	145,431

59 Includes electricity, natural gas and diesel (non-transport).

60 Electricity use from July 2016 related to DPS tenancy at Minter Ellison building.

61 Includes LPG, diesel and petrol used for maintenance and loading dock vehicles.

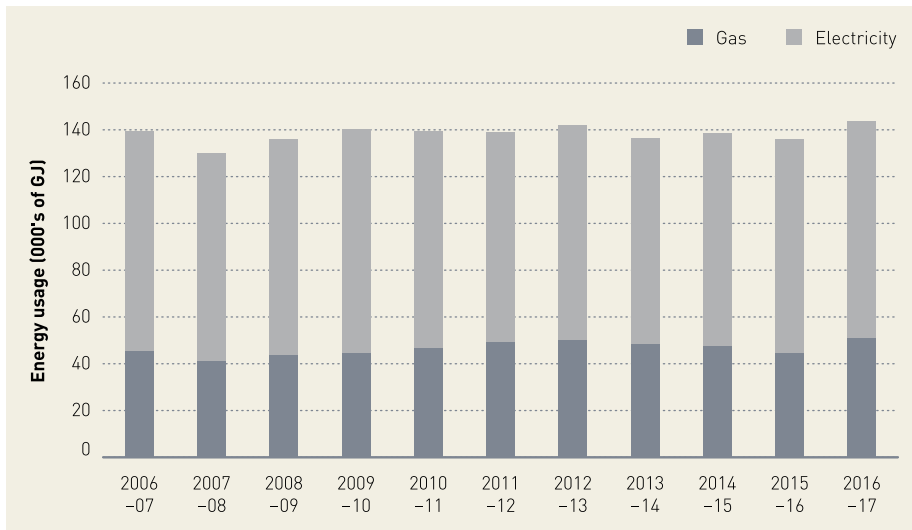
FIGURE 22: APH annual electricity and gas consumption from 2006–07 to 2016–17

Figure 22 shows total APH electricity and gas usage in 2016–17 increased compared with previous years. The comparative increase in energy use is mainly due to higher gas consumption as a result of ageing heating equipment—boiler heating equipment is scheduled for major upgrades over the coming years commencing in late 2017.

Transport energy use

In 2016–17, there was a six per cent reduction in energy use associated with DPS passenger vehicles compared with 2015–16. Other transport energy increased by 12 per cent, consisting of fuel used in DPS maintenance and loading dock vehicles, many of which operate on electric power to reduce emissions.

Energy saving initiatives

In 2016–17, energy improvement works that commenced or are scheduled to commence in 2017 include an upgrade of two large central chillers and associated control systems, and the upgrade of six large boilers used to heat the building. This new heating and cooling equipment will provide energy savings through increased efficiency.

Further capital works projects commencing in 2017 include upgrade of lighting control systems and emergency lighting in the building—incorporating energy efficient equipment. Other routine lighting improvements are performed by DPS Electrical Services, incorporating installation of energy saving LED lamps into maintenance programs—areas recently upgraded to LED lamps include the public areas (first floor) and the corridors surrounding the Senate and House of Representatives chambers.

Recycling and waste management

Parliament House waste is generated from a diverse range of activities within the building. Quantities and types of waste fluctuate throughout the year depending on building occupancy, sitting patterns, construction projects, office refurbishments, and election cycles.

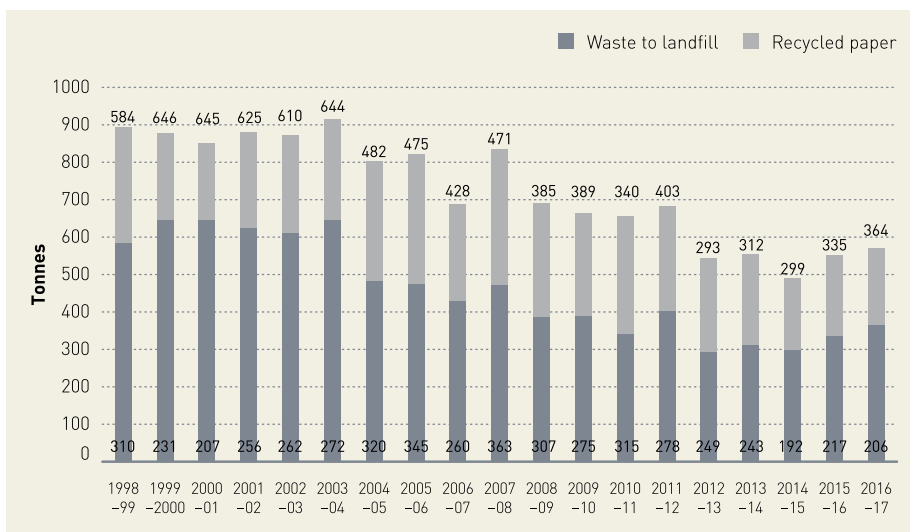
DPS provides facilities to recycle paper, cardboard, printer cartridges, lamps, used oil, grease, batteries, landscape material, metal, organic food waste and co-mingled waste.

In 2016–17, the amount of general waste (excluding construction waste) sent to landfill was 364 tonnes. This is an increase of nine per cent compared with the 335 tonnes sent in 2015–16. Furniture replacement programs in the Senate and House of Representatives involving disposal of old furniture contributed to an increase in general waste.

In 2016–17, a total of 206 tonnes of paper was recycled—a decrease of five per cent compared with the 217 tonnes in 2015–16. The amount of paper and cardboard recycled varies annually depending on parliamentary business and other building activity.

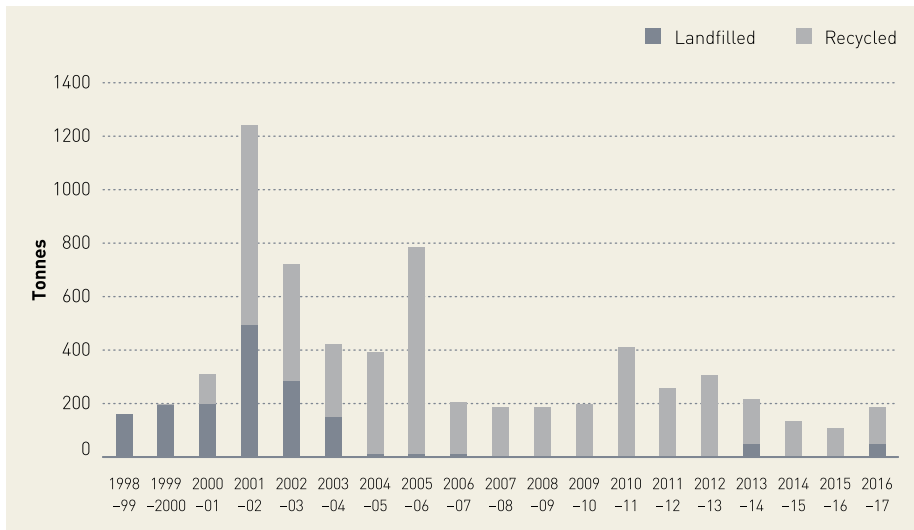
Construction waste is managed under project contracts and where possible and appropriate, construction materials are reused, recycled or disposed of in an environmentally friendly manner.

FIGURE 23: APH annual waste disposed to landfill and paper recycled



The preferred method for disposing of green landscape waste at APH is to chip the material on site and re-use it in the gardens. When waste generated in the landscape cannot be chipped on site the material is taken off site to be recycled or sent to landfill. During 2016–17, 137 tonnes of landscape waste was sent for recycling and 48 tonnes of non-recyclable material was sent to landfill. Figure 24 shows annual trends in landscape waste and recycling rates.

FIGURE 24: Annual quantity of landscape waste (tonnes)



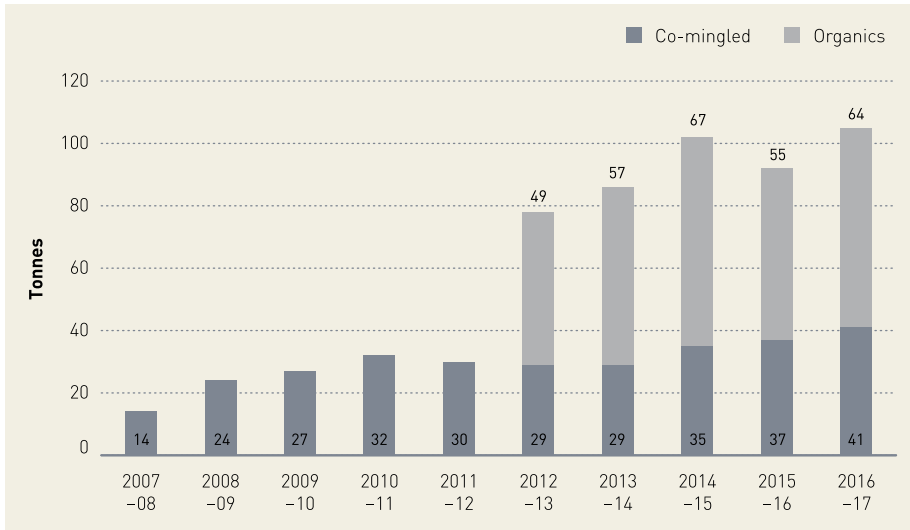
Co-mingled organic waste recycling

Co-mingled waste includes metal cans, glass bottles, milk cartons and plastic, collected in a common bin. During 2016–17, a total of 41 tonnes of co-mingled waste was collected and recycled, an 11 per cent increase compared to the amount collected and recycled in 2015–16.

DPS collects organic food waste from catering operations in the building for recycling at a local worm farm. Since being introduced in 2012, the initiative has helped reduce the burden on ACT landfill sites and reduce emissions (methane) caused by the breakdown of food waste.

During 2016–17, a total of 64 tonnes of organic waste was diverted from landfill and converted into garden compost material using the worm farm. Figure 25 illustrates annual co-mingled and organic recycling rates.

FIGURE 25: APH annual co-mingled and organic waste recycled (tonnes)



Emissions and effluents

Greenhouse gas emissions

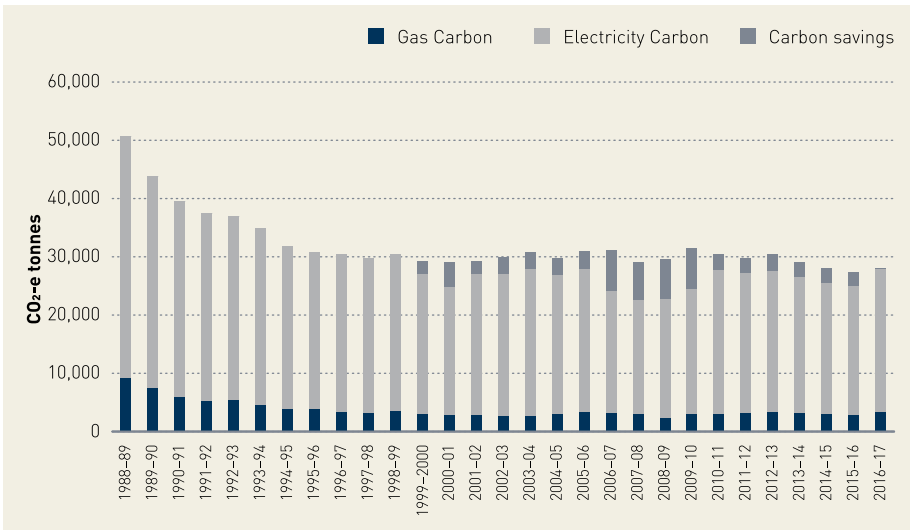
During 2016–17, a total of 28,200 tonnes of carbon dioxide equivalent (CO₂e) was generated from Parliament House operations and DPS tenancies,⁶² representing a 13 per cent increase from 2015–16. The increase in emissions is mainly due to ceasing procurement of green energy under the whole-of-government electricity contract from 1 July 2016. In 2016–17, DPS reduced CO₂ emissions by 54 tonnes from clean electricity generated by roof-top solar panels at APH. Table 43 shows the breakdown of emissions within various categories.

⁶² Emissions related to electricity use from July 2016 for DPS tenancy at Minter Ellison building.

TABLE 43: Annual greenhouse gas emissions (direct and indirect, including passenger and operational vehicle fleets)

Emission category	Comment	2014–15 (tonnes CO ₂ e)	2015–16 (tonnes CO ₂ e)	2016–17 (tonnes CO ₂ e)
Scope 1	Emissions at the source of the activity (for example, emitted from gas and fuels used at APH and by vehicles)	2,504	2,350	2,702
Scope 2	Emissions generated elsewhere (for example, by the power plants that produce the electricity used at APH and DPS tenancies)	19,374	19,283	21,736
Scope 3	Indirect emissions, meaning emissions generated during the delivery of electricity, gas and fuel to APH, over which DPS has little control	3,627	3,326	3,762
Scopes 1 and 2 total	DPS has direct responsibility for these emissions	21,878	21,633	24,438
Total net emissions (Scopes 1, 2 and 3)	Direct and indirect emissions including offsets	25,505	24,959	28,200

FIGURE 26: APH greenhouse gas emissions from electricity and gas, and carbon savings from roof-top solar panels



Emission reductions from recycling

In 2016-17, DPS diverted 64 tonnes of organic food waste from landfill to a local recycling facility—equivalent to reducing lifetime landfill CO₂ emissions by 122 tonnes.⁶³

Ozone-depleting substances

APH relies on refrigerants that contain ozone-depleting substances (ODS). These are used for chillers, cool rooms and refrigerators. DPS is reducing the requirement for ozone-depleting gases through timely replacement of older equipment with equipment that uses environmentally safer refrigerants.

In 2016-17, DPS replaced two large chillers containing ODS with new types free of ODS—completing an extensive upgrade program started in 2010 of all five building chillers to ODS free units.

63 Conversion factor equals 1.9 tonnes CO₂ per tonne of solid food waste—National Greenhouse Accounts (NGA) Factors (2016).

Air pollutants

The combustion of natural gas at APH for heating, hot water and cooking purposes generates oxides of nitrogen (NO_x), oxides of sulphur (SO_x) and other air pollutants. DPS reports annually on these emissions to the National Pollution Inventory (www.npi.gov.au).

Discharges to water

Sewage from APH is required, under a trade waste agreement, to be equivalent to domestic strength (a domestic equivalent is a concentration or level the same as would be found in household waste water). To ensure these requirements are met, the following facilities are in place:

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

Significant spills of chemicals, oils and fuels

In 2016–17, there were no significant spills of chemicals, oils or fuels from APH.

APPENDIX C: ADVERTISING AND MARKET RESEARCH

In accordance with section 311A of the *Commonwealth Electoral Act 1918*, DPS annually reports expenditure on advertising and market research. Expenditure by DPS in 2016–17 was as follows:

TABLE 44: Advertising costs (ex GST)

Description	2015–16	2016–17
Dentsu Mitchell	\$29,188.97	\$25,486.85
Canberra Convention Bureau	\$2,000	Nil
National Capital Education Tourism Project	\$1,250	\$1,136.36
ACT Government – Chief Minister, Treasury and Economic Development	Nil	\$9,382.82

During 2016–17, DPS did not conduct any government advertising campaigns.

APPENDIX D: LEGAL SERVICES EXPENDITURE

This is a statement of legal services expenditure by the Department of Parliamentary Services for 2016–17, published in compliance with paragraph 11.1 (ba) of the Legal Services Directions 2005.

TABLE 45: Legal services expenditure (ex GST)

Description	2015–16	2016–17
Total legal services expenditure	\$257,401	\$578,459
Total internal legal services expenditure	\$934,019	\$525,704
Total external legal services expenditure	\$1,191,421	\$1,104,163

APPENDIX E: DISABILITY REPORTING

Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission’s State of the Service reports and the *APS Statistical Bulletin*. These reports are available at www.apsc.gov.au. From 2010–11, entities have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–20, which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these progress reports was published in 2014, and can be found at www.dss.gov.au

APPENDIX F: CORRECTION OF MATERIAL ERRORS IN PREVIOUS ANNUAL REPORT

- There were 15 separations due to voluntary redundancies in 2015–16, not 16 separations as reported on page 159 of the 2015–16 Annual Report.
- The 2015–16 DPS Annual Report reported the DPS Work Health and Safety (WHS) Committee met once each quarter in 2015–16 (see page 149). In 2015–16 the Committee met three times.
- The SES base salary table at 30 June 2016 was accidentally omitted from the previous report (see page 220). The table is set out below.

TABLE 46: SES base salary table at 30 June 2016

Classification	Step	
SES Band 1 & 2	Min	\$178,330
	Max	N/A

Notes:

The Secretary determines the salaries of all SES staff.

These figures reflect base salary only and exclude superannuation and other benefits.