



# DEPARTMENTAL OVERVIEW

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DPS Art Collection and Exhibitions staff undertaking routine cleaning of sculpture by Jock Clutterbuck (born 1945) *Homage to the full moon, 1984, Parliament House Art Collection, Department of Parliamentary Services, Canberra, ACT*

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## OUR PURPOSE, ROLE AND FUNCTION

DPS supports the functions of Parliament House and the work of parliamentarians through the provision of professional services, advice and facilities and the ongoing maintenance of Parliament House; and makes the building and the important activity that takes place within it, accessible.

Our purpose is reflected in our four strategic themes that outline how we seek to achieve our purpose as custodians of Parliament House.

### Strategic themes

- Respond to the changing needs of the Parliament
- Enhance the Parliament's engagement with the community
- Effective stewardship of Australian Parliament House
- Effective delivery of the Australian Parliament House works program

DPS provides services and products to support the functioning of the Australian Parliament, and the work of parliamentarians. Working in collaboration with the house departments, DPS provides, or facilitates the following:

- library and research services
- information and communication technology
- security services
- building, grounds and design intent services
- audio visual services and Hansard
- art services
- visitor services
- food and beverage services
- retail, health, banking, and childcare services, and
- corporate, administrative and strategic services for DPS.

## OUR VISION

Supporting Australia's Parliament and parliamentarians through innovative, unified and client focussed services. We are custodians for Parliament House as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike.

We support this vision through five pillars:

### Our people

- our pride is reflected in the quality and integrity of our work
- we are a learning organisation and take personal accountability for our work, and
- we value our staff and their insights and invest in their development.

### Our clients

- we are proactive and solutions oriented
- we facilitate one connected service experience, and
- we are recognised for our professionalism and 'extra mile' service focus.

### Our colleagues

- we are collegiate and have a shared purpose
- we recognise that our individual efforts impact on all our colleagues, and
- we work collaboratively to achieve positive outcomes.

### Our visitors

- we are renowned for delivering an excellent visitor experience
- we are ambassadors for our national institution and our country, and
- we are a showcase for the products of our region.

### Our building

- we protect our internationally significant building and work respectfully in partnership with its designers
- we will strive to meet the accommodation needs for the whole of Parliament, and
- our workspaces will be safe, appealing and contemporary.

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## OUTCOMES AND PROGRAMS

### Outcome 1

Support the functions of Parliament and parliamentarians through the provision of professional services, advice and facilities and maintain Australian Parliament House.

In the *2017–18 Portfolio Budget Statement* DPS had two programs:

#### **Program 1—Parliamentary Services had the following objectives:**

- implement efficient and effective infrastructure, systems and services to respond to the changing needs of Parliament and our parliamentarians
- explore and develop innovative technology and systems for the delivery of timely information and services to parliamentarians
- retain the Parliamentary Library’s position as our clients’ preferred and trusted source of high quality information, analysis and advice
- enhance our visitor experience and community engagement including the use of social media and emerging technologies
- enhance electronic access to parliamentary information for the community to easily engage with the parliamentary process
- champion opportunities for parliamentary strengthening
- ensure adaptations of the building uses are strategic, appropriate and reference design integrity principles
- ensure a secure environment while maintaining public accessibility
- effectively manage all assets within Parliament House including collections, and
- maintain Parliament House and the precinct as befits its status as an iconic building and location of national significance.

#### **Program 2—Parliament House Works Program had the following objectives:**

- effectively manage a capital works program for Parliament House to function effectively as a safe and accessible workplace, and
- deliver a security upgrade capital works program that meets the needs of the Parliament.

## SUMMARY OF FINANCIAL PERFORMANCE

DPS receives departmental and administered operating and capital funding as well as funds through third-party drawing rights.

Details of the DPS appropriations, programs and an explanation of the results are provided below:

**TABLE 1: Summary of Financial Performance**

| Department of Parliamentary Services             | Actual Available Appropriation for 2017–18 | Payments made 2017–18 | Balance Remaining 2017–18 |
|--|--|-----------------------|---------------------------|
|  | \$'000                                     | \$'000                | \$'000                    |
|  | (a)  | (b)                   | (a) – (b)                 |
| <b>Ordinary Annual Services<sup>1</sup></b>      |  |                       |                           |
| Departmental Appropriation <sup>2</sup>          | 176,374                                    | 148,833               | 27,541                    |
| Administered Annual Appropriation                | 9,235                                      | 5,994                 | 3,241                     |
| <b>Total Ordinary Annual Services</b>            | <b>A</b>                                   | <b>185,609</b>        | <b>154,827</b>            |
| <b>Other services</b>                            |  |                       |                           |
| Administered Assets and Liabilities <sup>3</sup> | 167,382                                    | 88,849                | 78,533                    |
| <b>Total Other Services</b>                      | <b>B</b>                                   | <b>167,382</b>        | <b>88,849</b>             |
| <b>Total Net resourcing and payments</b>         | <b>A+B</b>                                 | <b>352,991</b>        | <b>243,676</b>            |

1 *Appropriation (Parliamentary Departments) Act (No.1) 2017–18*. This includes prior year departmental appropriation, capital and s.74 relevant agency receipts.

2 Includes an amount of \$17.6 million in 2017–18 for the Departmental Capital Budget. For accounting purposes this has been designated as 'contributions by owners'.

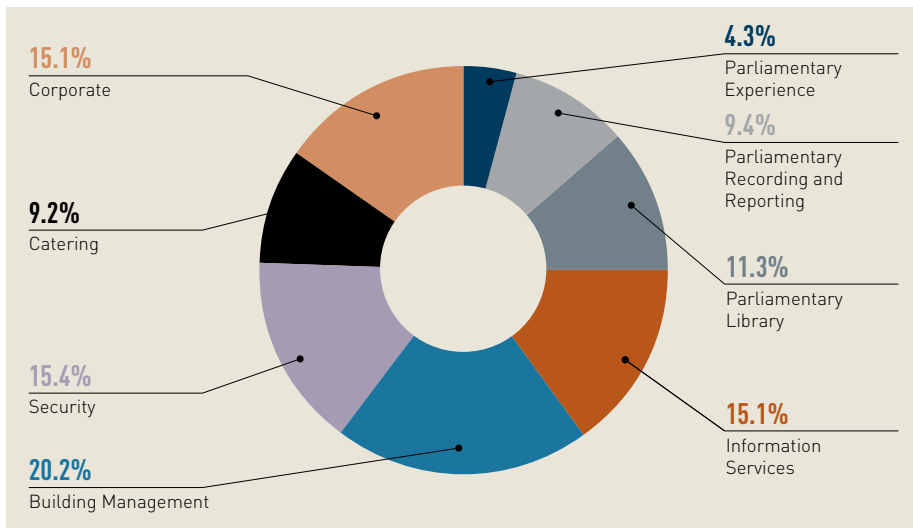
3 Includes *Appropriation (Parliamentary Departments) Act (No.1) 2017–18* less appropriations that lapsed during the year.

## Departmental operating and capital results

DPS recorded an operating loss of \$21.9 million in 2017–18. This loss was primarily caused by \$22.3 million in depreciation and amortisation which is not funded through revenue appropriations, but rather through the department's capital budget. The remaining surplus of \$0.4 million was due to lower than budgeted employee expenditure.

The total departmental expenses excluding depreciation and amortisation were \$136.7 million. This consisted of \$86.4 million in employee expenses, \$49.8 million in supplier costs and \$0.5 million in write downs and loss on sale of assets. This was mostly funded by \$123.0 million in revenue from government and \$14.1 million in own source revenue.

**FIGURE 1:** Departmental Operating Expenses by Function Area



Departmental capital is used to deliver a program of work in support of the work of parliamentarians, occupants of the building and visitors to Parliament House. It incorporates activities relating to technology, the Parliamentary Library and parliamentary experience.

The departmental capital result for 2017–18 was \$14.1 million. This is \$3.5 million less than the \$17.6 million in departmental capital appropriated for 2017–18. In addition to these asset additions, \$2.7 million of assets were transferred to DPS from the other parliamentary departments.

## Administered operating and capital results

The administered activities of the department deliver a building works program that maintains Parliament House as a safe and accessible workplace and public building. It incorporates activities relating to the building or art within the building. The administered program also includes the Australian Parliament House Security Upgrade project budget measure which was originally appropriated in 2014–15.

DPS spent \$88.8 million in administered capital and \$5.9 million in administered operating in 2017–18 (excluding depreciation and amortisation), which was \$36.9 million less than the planned amount. The primary delay was related to the security capital works, for which DPS will seek to move funds from 2017–18 to the forward estimates.

## Third party drawing rights

DPS has access to the Department of Finance's appropriation for the purposes of providing infrastructure and communications technology services to electorate offices and former Prime Ministers, and photographic services to Parliament. From 1 July 2017 to 31 December 2017 this access was in accordance with the *Parliamentary Entitlements Act 1990*. On 1 January 2018 the *Parliamentary Business Resource Act 2017* (PBR Act) commenced, replacing the framework that governs the remuneration and public resources provided to parliamentarians. From 1 January 2018 to 30 June 2018 access was in accordance with the newly introduced PBR Act. In 2017–18 DPS replaced network equipment in each electorate office and Commonwealth Parliament Office as part of a project to enhance network services for parliamentarians. The result is increased network bandwidth and WiFi in those locations, to provide an improved user experience and enable parliamentarians and their staff to connect to a range of devices wirelessly. DPS drew down \$18.8 million from the Department of Finance's appropriation to deliver these services.

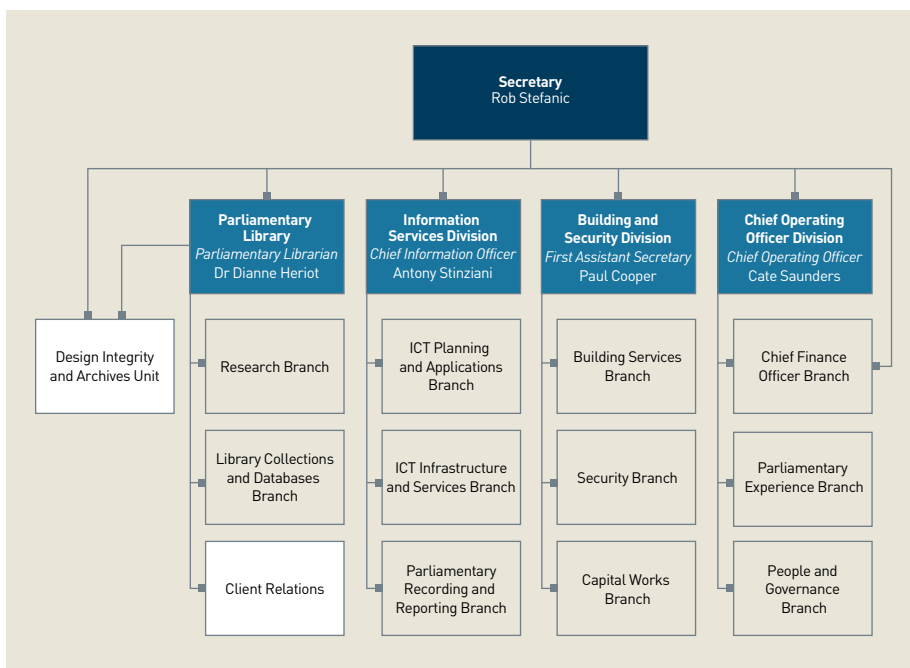


## DEPARTMENTAL STRUCTURE

DPS is established as a department under the *Parliamentary Service Act 1999* (PS Act). The PS Act provides that the department consists of a Secretary of the department, together with the Parliamentary Librarian and Parliamentary Service employees assisting the Secretary and the Parliamentary Librarian. The Secretary is the Accountable Authority and is the leader of DPS. DPS reports to the Presiding Officers of the Parliament (the Speaker of the House of Representatives and the President of the Senate).

The Parliamentary Librarian is the holder of a statutory office established by authority of the PS Act. The Parliamentary Librarian reports directly to the Presiding Officers—and to the Joint Standing Committee on the Parliamentary Library—in respect of her statutory functions.

**FIGURE 2:** DPS Organisation Chart (as at 30 June 2018)



## DPS STRUCTURAL CHANGES

During 2017–18 DPS implemented the following structural change.

- On 1 July 2017 the Program Delivery Branch merged with the Capital Works Branch, and reports to the Assistant Secretary, Capital Works Branch. This change was made to assist in the unified delivery of the capital works plan and security hardening works and to help minimise disruption to building occupants and visitors.

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## SENIOR EXECUTIVES AS AT 30 JUNE 2018

### Secretary, Rob Stefanic

Mr Rob Stefanic was appointed Secretary of DPS in December 2015, after 19 years' experience in the parliamentary service at the NSW Parliament. As head of the NSW Department of Parliamentary Services for over four and a half years, he implemented service reforms and oversaw a major program of capital works. Mr Stefanic forged a strong cooperative relationship with the parliamentary departments to develop successive strategic plans for the Parliament and to achieve 'whole of parliament' outcomes. Prior to this, he served as Chief Information Officer for the department, overseeing the delivery of ICT, library, archival and Hansard services to the NSW Parliament.



Prior to joining DPS in NSW, Mr Stefanic worked for the Department of the Legislative Council at the NSW Parliament where he held a number of senior positions including that of Clerk Assistant, leading the corporate support function and Committee Secretary for various standing and select committees. Before working in the parliamentary environment he worked in the chartered accounting and legal fields. Mr Stefanic has a Bachelor of Commerce, Bachelor of Laws (Hons) and Executive Master of Public Administration degrees.

### Parliamentary Librarian, Dr Dianne Heriot

Dr Dianne Heriot was appointed as Parliamentary Librarian in May 2012, and subsequently appointed for a second term in May 2017. Prior to that, she was Assistant Secretary of the Research Branch of the Parliamentary Library.

Dr Heriot has many years' experience in senior management positions in the Australian Public Service including in the Attorney-General's Department and the Department of the Prime Minister and Cabinet. She has a Bachelor of Arts (Hons), Master of Arts (Medieval Studies) and Doctor of Philosophy in Literature.



### Chief Information Officer, Antony Stinziani

The Chief Information Officer (CIO) is responsible for all ICT services across the Parliament and electorate offices. Mr Antony Stinziani commenced as the CIO at DPS in November 2017. Previously Mr Stinziani served in the role of CIO at Geoscience Australia. Mr Stinziani has more than 25 years of experience in government ICT and a strong track record of leadership with a focus on strategic alignment and transformation of ICT. Mr Stinziani is responsible for the current *Parliament of Australia ICT Strategic Plan 2013–18* and for the development and implementation of the new *Australian Parliament Digital Strategy 2019–22*.



Mr Stinziani holds a degree in public sector management and ICT and is a graduate of the Australian Institute of Company Directors. He is also member of the Carers ACT Board of Directors and Carers Australia Board of Directors.

From 1 July 2017 until 10 November 2017 the position of A/g Chief Information Officer was held by Ian McKenzie.

### First Assistant Secretary, Paul Cooper

Mr Paul Cooper was appointed First Assistant Secretary, Building and Security Division in July 2017. Prior to this he had been acting in the role since June 2016. Previously, Mr Cooper served in the role of Assistant Secretary, Security Branch. Prior to these DPS roles, Mr Cooper occupied various roles within the Attorney-General's portfolio. Mr Cooper is an experienced SES officer with an extensive background in security issues and people management.



### Chief Operating Officer, Cate Saunders

Ms Cate Saunders was appointed as Chief Operating Officer in December 2017. Before joining DPS, Ms Saunders was head of the People and Culture Branch at the Civil Aviation Safety Authority (CASA) and prior to this she was Chief Operating Officer at the Australian Pesticides and Veterinary Medicines Authority (APVMA). Over an eight year period, Ms Saunders held a number of senior positions with the Australian Federal Police (AFP). Prior to joining the Australian Public Service in 2000, Ms Saunders worked in the private sector for Coopers and Lybrand and Ernst & Young.



Ms Saunders is a member of the Institute of Chartered Accountants and a graduate of the Institute of Company Directors.

From 1 July 2017 until 6 December 2017 the position of Chief Operating Officer, was held by Myra Croke PSM.