APPENDICES

APPENDIX A CONTACT INFORMATION

Physical address

Old Parliament House
18 King George Terrace
PARKES ACT 2600

Mailing address

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PO Box 7088
CANBERRA BC ACT 2610

General enquiries

Phone (02) 6270 8222
Fax (02) 6270 8111
E-mail info@moadoph.gov.au
Website moadoph.gov.au

Australian Prime Ministers Centre

Phone (02) 6270 8270
Email apmc@moadoph.gov.au

School programs

Phone (02) 6270 8282
Email bookings@moadoph.gov.au

APPENDIX B ADVISORY COUNCIL

At 30 June 2009, the Old Parliament House Advisory Council had six members (as shown in Table 11), and four vacancies for members. Mr Peter Rush of the Department of the Prime Minister and Cabinet was an official observer of the council.

The terms of the Rt Hon Doug Anthony (former Chair) and Mr Fred Brenchley expired during 2008–09.

Table 11 Old Parliament House Advisory Council members at 30 June 2009

Role	Name	Background	Term
Chair	Mr William McInnes	Writer and actor	16 February 2009 to 15 February 2012
Deputy Chair	The Hon Susan Ryan	Former senator and minister	16 May 2008 to 15 May 2011
Member	The Hon Paul Calvert	Former President of the Senate	16 May 2008 to 15 May 2011
Member	Dr Jane Lennon	Heritage expert	24 July 2007 to 23 July 2010
Member	Mr Geoff Pryor	Cartoonist and artist	24 July 2007 to 23 July 2010
Member	Dr John Byron	Academic	26 June 2008 to 25 June 2011

APPENDIX C CHARTER OF OPERATIONS

The Old Parliament House Charter of Operations, which sets out the agency's obligations and services to the public, is reviewed annually. Table 12 describes performance against the standards set out in the charter for 2008–09.

Table 12 Summary of performance against the Charter of Operations, 2008–09

Standard	Performance
OPH will provide national leadership within the broader collections sector by:	
Working cooperatively with major institutions such as the National Museum, National Archives of Australia, National Film and Sound Archive, and National Library of Australia as appropriate on the implementation of redevelopment initiatives, including Stage Two of the Australian Prime Ministers Centre (APMC) and other initiatives related to its role as a museum of our democratic traditions.	Achieved, as part of the development of the Museum of Australian Democracy.
Developing cooperative and complementary collecting arrangements with other key institutions.	Achieved, as part of the development of the Museum of Australian Democracy.
Developing key linkages with academia, libraries, research institutions and other bodies with similar interests in our political, parliamentary and social history.	Achieved, as part of the development of the Museum of Australian Democracy.
Exchanging information on the operational implications of implementing Heritage Management Plans with other collecting institutions which have EPBC Act requirements and responsibilities.	Achieved through a program of collaborative research programs and conferences.

Standard	Performance
OPH will work collaboratively with the other national collecting institutions to explore operational efficiencies through shared services by:	
Working through the Heads of Cultural Institutions (HOCI) and various APMC-related forums to develop a strategic approach to common collection policy and operational issues, including storage, preservation and digitisation. Working with the Corporate Management Forum of the Commonwealth Cultural, Collecting and Exhibiting Agencies to explore and implement opportunities for ongoing cooperation between member agencies in areas of common interest, such as corporate services. Working with the Commonwealth Collecting Institutions Public Program Working Group to explore issues and opportunities that will inform and enhance current program development and delivery and avoid duplication.	OPH was an active participant in the discussions and activities of all of these cooperative bodies.
OPH will jointly agree on the parameters of its collecting with national collecting institutions and avoid overlap by:	
Having a clearly defined and understood collection development policy.	OPH has clearly defined guidelines for the development of its own collection.
Working with other cultural institutions through such avenues as HOCI and APMC-related forums to develop a strategic approach to common collection acquisition issues and to avoid areas of potential overlap.	OPH was an active participant in relevant discussions through such forums.
OPH will develop frameworks and strategies in conjunction with the national collecting institutions around common areas of collection management by:	
Having regard to the findings and recommendations in the Australian National Audit Office report *Safe and Accessible National Collections 2004* in developing, maintaining and providing access to its collection. Working through established networks and working groups covering registration, conservation, security and facilities management to develop, implement and promote strategies that improve the safe and appropriate care of the collection.	In addition to having a clearly defined Collection Management Policy, OPH actively participated in consultative discussions on such issues.

Table 12 continued

Standard	Performance
OPH will ensure the widest possible access to collections through the development of exhibitions including touring exhibitions, education and public programs by:	
Researching and mounting innovative and diverse collaborative, in-house and travelling exhibitions across various media focusing on aspects of our social and political history. Exhibitions in 2008–09 include: • *Billy Hughes at War* (at OPH 26 June 2008 – 1 February 2009). Examines the life and times of Prime Minister Hughes, particularly focusing on the issues surrounding Australia's involvement in the Great War of 1914–1918. • *Beyond Reasonable Drought* (8 July – 26 October 2008). Photographs documenting the impact of the drought on Australian communities. • The ongoing exhibition component of the Australian Prime Ministers Centre, which opened in June 2007, and will be continually developed and refreshed. • An expanded program of long-term exhibitions on Australian democracy as part of OPH's redevelopment initiatives, from May 2009.	OPH maintained an active program of collaborative, in-house and travelling exhibitions.
OPH will complete the implementation of a package of major redevelopment initiatives, which will:	
Deliver a suite of new exhibitions, visitor activities, education and research programs and online services that will allow visitors to explore the past, present and future of Australian democracy. This will include new exhibitions on democracy in the former Parliamentary Library and adjoining spaces, as well as a range of programs that will extend the themes throughout OPH as part of a coherent visitor experience to both the building and its website.	This program was successfully undertaken in 2008–09 and delivered by the May 2009 deadline.
As part of these initiatives, OPH will continue development of the Australian Prime Ministers Centre by:	
Establishing Stage Two of the APMC, with the research centre and fellows facilities in the south-east (House of Representatives) wing of the building and relocation of the Prime Ministers exhibition to the former Parliamentary Library spaces (most recently occupied by the National Portrait Gallery), and the implementation of a range of associated activities.	Development of the Australian Prime Ministers Centre Stage Two was successfully completed in 2008–09 as part of the development of the museum.

Standard	Performance
OPH will continue to develop and provide Education and Learning programs by a range of initiatives, including:	
Providing high-quality, curriculum-based education programs as one of the mandatory destinations for schools/organisations wishing to access the Parliamentary and Civics Education Rebate (PACER). Developing self-guiding and online education programs for both school students and life-long learners as part of the major redevelopment initiatives.	OPH continued to provide a range of education programs for students, including those from schools visiting Canberra under the PACER scheme, and developed new self-guiding and online education programs as part of the Museum of Australian Democracy initiatives.
OPH will continue the implementation of a major Capital Works Program by:	
Continuing to carry out its current Capital Works Plan (2007–12), which defines the future direction for capital works at OPH over a five-year period. Undertaking a range of upgrading works to improve compliance with the current Building Code of Australia, maximising the area of the building accessible to the public, and facilitating many of the major redevelopment initiatives. Relevant activities include asbestos removal and refurbishment in the south-east (House of Representatives) wing, consistent with the government's policy for public buildings, and the enhancement of OPH access and storage infrastructure.	OPH continued its program of capital works developments and building maintenance activities. This included the removal of asbestos from, and redevelopment of, the south-east wing of the building.
Undertaking all works in accordance with the requirements of relevant heritage legislation and the OPH Heritage Management Plan.	All such works were undertaken in compliance with the requirements of the Building Code of Australia, relevant heritage legislation and the Heritage Management Plan.

Table 12 continued

Standard	Performance
OPH will ensure the widest possible access to collections by undertaking partnerships with other Commonwealth, state, territory and local government agencies by:	
Building partnerships and collaborating with relevant agencies with regard to exhibitions, loans programs and events.	OPH through such measures as participating in forums, seeking loans and touring exhibitions built such partnerships in 2008–09.
Working cooperatively with key APMC stakeholders to improve access in key collecting institutions with significant prime ministerial collections.	The Australian Prime Ministers Centre worked closely and cooperatively with its stakeholders to achieve this goal.
Working through HOCI, participate in the Federated Discovery Service managed by the National Library of Australia. This will enable web users to search for cultural information from the databases of all the national collecting institutions and the Collections Australia Network in a single search.	Old Parliament House continued to work through HOCI, and plans are in place to begin contributing data to the Libraries Australia federated database in the course of 2009–10.
OPH will engage strategically with Australian Government and Cultural Ministers Council key initiatives by:	
Actively engaging with the Collections Council of Australia through its key programs, initiatives and products as appropriate.	While OPH did not engage directly with the Collections Council of Australia during 2008–09, it participated in a review of the Collections Australia Network, which included examination of the relationship between the network and the Collections Council.
Working cooperatively with the minister, relevant areas of the portfolio (including the Department of the Prime Minister and Cabinet), as appropriate, and other national cultural institutions to effectively fulfil OPH's role as Australia's major museum of political, parliamentary and social history.	OPH worked closely with its successive ministers and across the portfolio to achieve this goal. It also hosts an annual meeting of representatives from cultural institutions which held prime ministerial material.

Standard	Performance
OPH will undertake activities that will develop stronger links with the broader creative sector and assist it to develop and grow by:	
Delivering the APMC's fellowships and summer scholarships program. This brings both leading and developing scholars to research and source the collections and programs of many of the national collecting institutions, including OPH. Applications for the 2008–09 fellowships and scholarships closed at the end of September 2008.	During the year, holders of 2007–08 fellowships and scholarships completed their associated activities, and recipients of 2008–09 fellowships and scholarships were chosen and announced. All had commenced and completed their projects by 30 June 2009.

APMC = Australian Prime Ministers Centre, EPBC Act = *Environment Protection and Biodiversity Conservation Act 1999*, HOCI = Heads of Cultural Institutions, OPH = Old Parliament House, PACER = Parliamentary and Civics Education Rebate

APPENDIX D AUSTRALIAN PRIME MINISTERS CENTRE RESEARCH ACTIVITIES

Table 13 Research fellows and summer scholars, 2008–09

Researcher	Project
Fellows	
Bird, Dr David Archivist and school historian, Camberwell Grammar School	The primary outcome of this research project will be a chapter entitled 'The political thinking and practice of Joseph Lyons' to be published in a manuscript dealing with Australian responses to the ideological challenges of the political Right in the 1930s. Dr Bird will look at Lyons as an innovator both domestically and externally, with an interest in the politics of the 'third way'.
Bridge, Professor Carl Head of Menzies Centre for Australian Studies, United Kingdom	The primary outcome of this research project will be a biographical study of former prime minister William (Billy) Morris Hughes. The study will be published as a short book in a series of studies on world leaders who negotiated the Treaty of Versailles in 1919.
Lee, Dr David Director, Historical Publications and Information Section, Department of Foreign Affairs and Trade	Dr Lee will conclude work on a biography of Stanley Melbourne Bruce which was commenced under a 2007–08 APMC Fellowship. The biography will examine his post prime ministerial career in particular, with a focus on Bruce as a consistent internationalist.
Mein-Smith, Professor Philippa Professor of History and Director of New Zealand – Australia Research Centre, University of Canterbury	Why was John McEwen such a friend of New Zealand? The primary outcome of this research project will be two academic papers on the role of former prime minister John McEwen in developing Australia – New Zealand relationships, particularly the Australia – New Zealand Free Trade Agreement in 1965.
Piggott, Mr Michael Former Archivist, University of Melbourne (now retired)	Mr Piggott will undertake a bibliographic project to identify and describe collections in the Australian National University official archives and the Noel Butlin Archives which directly document Australian prime ministers up to Menzies.

Researcher	Project
Richardson, Dr Nick Group News Editor, Leader Community Newspapers	Dr Richardson will prepare an academic conference paper outlining the background, implementation and impact of the use of radio in the 1931 federal election campaign. This paper will contend that radio helped to establish a new means of interaction between the government and the nation, and that it was an essential element of Joe Lyons' popular support.
Rutland, Professor Suzanne Chair, Department of Hebrew, Biblical and Jewish Studies, University of Sydney	Professor Rutland will research the Australian role in the human rights campaign for Soviet Jewry. The primary outcome of this project is a contribution to a book on the Australian role in the human rights campaign for Soviet Jewry. The book will focus in particular on the role played by prime ministers Fraser and Hawke, who strongly supported the campaign.
Wurth, Mr Bob Author and John Curtin Prime Ministerial Library visiting scholar for 2009	Mr Wurth will develop a web resource examining the personal associations between John Curtin and Robert Menzies and Tatsuo Kawai, Japan's first minister to Australia. A particular focus will be the continuing relationship between the Curtin and Kawai families following the visit of Kawai to the Curtin family home in July 1941. The web resource will be published on the John Curtin Prime Ministerial Library website. A small travelling exhibition and public lecture may also result from this research.
Summer scholar	
Barrett Meyering, Isabelle Bachelor of Arts, Honours in History, University of Sydney	Ms Barrett Meyering was awarded a summer scholarship for her project to prepare a guide to the policy speeches of all prime ministers and opposition leaders at federal elections from 1901 to 2001. Publication of the guide on the Old Parliament House website is planned for late 2009. Because Ms Barrett Meyering was also awarded an Australian War Memorial Summer Scholarship in 2008–09, she commenced her Australian Prime Ministers Centre scholarship in March 2009.

Table 14 Programs delivered by 2007–08 fellows in 2008–09

Fellow	Title and description	Date and venue
't Hart, Professor Paul	Public lecture: *A Strident Strategist: Billy Hughes at War* Promotional description: 'Discover the man behind the controversial conscription debate during the First World War—former Prime Minister Billy Hughes. Join Professor Paul 't Hart and colleague Matthew Laing from the Research School of Social Sciences at ANU, as they discuss Hughes's leadership style during the conscription crises.'	3 September 2008 House of Representatives Chamber, Old Parliament House
Lake, Professor Marilyn	Public lecture: *Mexico is the land of mystery and imagination—Alfred Deakin as colonial cosmopolitan* Promotional description: 'Follow the extensive and exotic travels of Alfred Deakin in the 1880s, with Professor Marilyn Lake. Discover how Deakin's travels paradoxically inspired his cosmopolitanism while confirming his Anglo-Saxonism and growing support for the 'White Australia' policy.'	11 September 2008 House of Representatives Chamber, Old Parliament House
Shortis, John (with Moya Simpson)	Performance: *Prime Time—the Fellowship Show* Promotional description: 'Barton, Deakin, Watson, Reid, Fisher, Cook, Bruce, Scullin—sounds like a list of Canberra suburbs— but the names of our earliest Prime Ministers will be brought to life in this premiere performance by musical duo Shortis and Simpson.'	19 October 2008 Kings Hall, Old Parliament House

APPENDIX E
STAFFING

This section provides statistics on staffing, including numbers, gender, locations and salaries, as stipulated in the *Requirements for annual reports for departments, executive agencies and FMA Act bodies*. All staff were employed in the Australian Capital Territory.

Table 15 Staff members, by classification, gender and employment status, at 30 June 2009

	Full-time			Part-time			Casual			Total
	F	M	Total	F	M	Total	F	M	Total	
APS3	5	1	6	7	4	11	8	1	9	**26**
APS4	3	4	7	3	1	4				**11**
APS5	7	2	9		1	1				**10**
APS6	7	4	11	1	1	2				**13**
EL1	7	2	9	1		1				**10**
EL2	4	4	8							**8**
PAO3	1		1							**1**
SESB1	1	1	2							**2**
Total	**35**	**18**	**53**	**12**	**7**	**19**	**8**	**1**	**9**	**81**

APS = Australian Public Service level, EL = Executive Level, PAO = Public Affairs Officer level, SESB = Senior Executive Service Band

Figures in Tables 15 and 16 do not include the position of Director, whose remuneration is determined by the minister with advice from the Remuneration Tribunal.

Table 16 Full-time equivalent staff members at 30 June 2009

	Female	Male	Total
APS3	17.4	5.1	22.5
APS4	5.1	4.6	9.7
APS5	7.0	2.8	9.8
APS6	7.8	4.6	12.4
EL1	7.5	2.0	9.5
EL2	4.0	4.0	8.0
PAO3	1.0		1.0
SESB1	1.0	1.0	2.0
Total	**50.8**	**24.1**	**74.9**

APS = Australian Public Service level, EL = Executive Level, PAO = Public Affairs Officer level, SESB = Senior Executive Service Band

Table 17 Terms and conditions of staff members at 30 June 2009

	December 2007 s. 24(1) determination	July 2008 s. 24(1) determination	Individual s. 24(1) determination	Australian Workplace Agreement
APS3	5	21		
APS4	7	4		
APS5	3	7		
APS6	8	5		
EL1	8	1	1	
EL2	6	1	1	
PAO3	1			
SESB1			2	
Total	**38**	**39**	**4**	

APS = Australian Public Service level, EL = Executive Level, PAO = Public Affairs Officer level, SESB = Senior Executive Service Band

Table 18 Salary ranges available under collective agreements and general s. 24(1) determinations at 30 June 2009

	Minimum ($)	Maximum ($)
APS1	36,589	41,112
APS2	43,578	46,193
APS3	47,738	52,162
APS4	53,731	57,179
APS5	58,713	62,285
APS6	64,156	72,875
EL1	78,903	89,026
EL2	94,527	117,000
SESB1	123,000	139,000

APS = Australian Public Service level, EL = Executive Level, SESB = Senior Executive Service Band
Notes: These are the salary ranges available to employees under determinations made under s. 24(1) of the *Public Service Act 1999* as part of machinery of government changes in December 2007 and July 2008. They also include salary ranges for individual s. 24 determinations.
While no OPH staff were on Australian Workplace Agreements in 2008–09, five non-SES officers were entitled to conditions specified in pre-existing AWAs.

APPENDIX F FREEDOM OF INFORMATION

Section 8 of the *Freedom of Information Act 1982* (FOI Act) requires each Australian Government agency to publish detailed information about the way it is organised, its powers, the kinds of decisions it makes, the documents it holds, the way members of the public can obtain access to these documents and any arrangements for public involvement in the work of the agency.

This annual report includes information about the organisation and major functions of Old Parliament House. The following statement supplements the general information provided elsewhere in this annual report.

Information about the agency

Relevant information regarding Old Parliament House's functions, organisation and operations is contained elsewhere in this annual report.

Powers

Old Parliament House makes decisions that affect members of the public. These decisions are made having regard to the Heritage Management Plan 2008–13 and the Collection Management Policy.

Categories of documents

Old Parliament House holds a large range of documents in the following categories:

- General policy—administrative files, consultants' reports, memorandums of understanding, agreements, submissions, guidelines for programs, financial records, staffing records, Chief Executive's Instructions, and tender evaluations and contracts
- Specific—Advisory Council records; the Australian Prime Ministers Centre research and scholarship program; and documents relating to the development and maintenance of exhibitions, visitor programs, collection development and maintenance, interpretation of the site and conservation and maintenance of the building and its heritage values
- Parliamentary—briefing documents, ministerial submissions, policy advice and ministerial correspondence
- Public—promotional and visitor information on the Museum of Australian Democracy at Old Parliament House and its programs.

Facilities for access

Other than promotional material which is made available on the premises, no formal arrangements exist for physical access to Old Parliament House documents. A number of promotional documents and planning documents, such as the Corporate Plan and Heritage Management Plan, are made available for electronic access through the agency's website.

Procedures and contact details

Information about freedom of information requests can be obtained from the FOI Contact Officer. Decisions on whether original documents or copies will be made available will be made in consultation with the applicant.

Members of the public seeking access to documents under the FOI Act should make a request in writing to the agency. Requests should include contact details and an Australian address to which notifications can be posted, and should be addressed to:

Freedom of Information Contact Officer

Old Parliament House
PO Box 7088
CANBERRA BC ACT 2610

Phone: (02) 6270 8171
Fax: (02) 6270 8235
Email: foi@moadoph.gov.au

No initial fees apply for lodging FOI applications, but charges may apply for costs associated with processing applications.

Arrangements for outside participation

The Old Parliament House Advisory Council's views are sought on a wide range of issues and taken into account in the development of policy, procedures and programs.

The Heritage Management Plan requires agency management to maintain ongoing consultation with community and government bodies regarding any proposed actions that would affect the site's heritage values.

The agency also liaises with relevant groups and organisations on key common issues, policies and programs, as appropriate. In particular, an Expert Advisory Panel exists to assist in the future development of the Australian Prime Ministers Centre.

Visitors are also encouraged to provide feedback on their experiences, and their comments are taken into account in planning and developing programs.

Applications received in 2008–09

The agency did not receive any applications under the FOI Act during 2008–09. The agency also did not receive any requests for review by the Administrative Appeals Tribunal during 2008–09.

APPENDIX G OCCUPATIONAL HEALTH AND SAFETY

This appendix addresses the annual reporting requirements set out for Commonwealth agencies in s. 74 of the *Occupational Health and Safety Act 1991* (OH&S Act).

Arrangements

The agency's Health and Safety Management Arrangements were developed, approved and implemented during the year in accordance with the OH&S Act and in consultation with all employees. An OH&S Policy was established and implemented, and health and safety workplace representatives were appointed.

The OH&S Committee was established and met three times in 2008–09. The committee reports regularly to the Executive Management Group and to all staff, and publishes the minutes of its meetings on the intranet. Vacancies for health and safety representatives were filled in accordance with the OH&S Act.

Measures

The agency continued to promote a supportive working environment by providing staff access to the Employee Assistance Program. All employees and volunteers were offered free influenza vaccinations: 56 employees and volunteers chose to receive the vaccination. Three employees accepted the offer of workstation assessments.

Training was provided for health and safety representatives, first aid officers, fire wardens and harassment contact officers. Strategies and training to enhance workplace safety were implemented.

It is likely that the absence of compensation claims from staff in 2008–09 was an outcome of these measures.

Incidents and investigations

Five accidents were reported to Comcare, and one to Comcover, under s. 68 of the OH&S Act.

No investigations were carried out or notices given under ss. 29, 46 and 47 of the OH&S Act.

APPENDIX H ECOLOGICALLY SUSTAINABLE DEVELOPMENT

This appendix addresses the annual reporting requirements contained in s. 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) The EPBC Act identifies five core principles of ecologically sustainable development (ESD):

- Decision-making processes should effectively integrate both long-term and short-term economic, environmental, social and equitable considerations.
- Lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation.
- The present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.
- The conservation of biological diversity and ecological integrity should be a fundamental consideration in decision making.
- Improved valuation, pricing and incentive mechanisms should be promoted.

Old Parliament House's outcome and outputs contribute to ESD both by conserving and maintaining unique heritage assets for future generations and by promoting awareness of the economic, environmental, social and equitable considerations that have shaped decision making and development in Australia.

The agency's heritage management framework, including the Heritage Management Plan and the Heritage Actions Committee, ensures that the principles of ESD are considered when the agency makes decisions that may affect the heritage values and environment of the building and its surroundings.

In 2008–09, Old Parliament House commenced development of a new Environmental Policy. When finalised and adopted, the principles of this policy will assist environmental performance and contribute to minimising adverse environmental impacts, while still meeting heritage responsibilities. This will be a first step in establishing an environmental management system (EMS) which will eventually align Old Parliament House policies and practices with the international standard ISO 14001.

Figure 11 lists measures which Old Parliament House adopted in 2008–09 to minimise the impact of its activities on the environment.

Figure 11 Environmental measures adopted in 2008–09

Office light, power and central services	The Building Services Section is responsible for building management and ensures that building operations are effectively managed to gain maximum operational energy performance and meet the Australian Government's energy intensity targets set out in the 2006 Energy Efficiency in Government Operations Policy. The Capital Projects Section is responsible for building development and must ensure all major refurbishments of Old Parliament House meet the minimum energy performance standard set out in the policy. Old Parliament House: • ensures that non-essential lights are switched off at appropriate times or when not in use • uses curtains or blinds at appropriate times to maximise the effectiveness and efficiency of air conditioning and heating systems.
Appliances and office equipment	The purchase of energy-efficient appliances and office equipment, such as computers, fridges and photocopiers, plays an important role in achieving a 4.5-star Australian Building Greenhouse Rating for office light and power. To maximise energy efficiency, the agency applies the following principles: • where practical, purchase equipment that has an Energy Star standard of 4-star or better • use energy management options that enable office equipment to power down when not in use • energy-intensive or unapproved electrical items will not be allowed for personal use • personal computers and monitors will be shut down at the end of each day and in extended non-use periods • recycled-paper toilet paper will be used.
Water conservation	Old Parliament House has introduced water-saving devices in the building's showers and hand basins. Old Parliament House: • introduces other water conservation measures where possible, having regard to heritage responsibilities • complies with local government water restriction policies and plans.

APPENDIX I
AGENCY AND OUTCOME RESOURCES

Table 19 Agency Resource Statement, 2008–09

	Actual available appropriation	Payments made	Balance remaining
	2008–09	2008–09	2008–09
	$'000	$'000	$'000
	(a)	(b)	(a–b)
Ordinary Annual Services[1]			
Departmental			
S. 32 transfer of agency function	1,906[1]	–	1,906
Departmental outputs	10,407[2]	9,946	461
Departmental outputs	4,455[3]	4,455	–
S. 31 relevant agency receipts	240	–	240
Total	**17,008**	**14,401**	**2,607**
Administered expenses			
Outcome 1	–	–	–
Total	**–**	**–**	**–**
Total ordinary annual services A	**17,008**	**14,401**	**2,607**
Other services[2]			
Administered expenses			
New administered expenses			
Outcome 1	–	–	–
Total	**–**	**–**	**–**
Departmental non-operating			
S. 32 transfer of agency function	206[4]	102	104
Equity injections	619[5]	362	257
Previous years' outputs	-		
Total	**825**	**464**	361
Administered non-operating			
Administered assets and liabilities	11,777	11,777	–
FMA s. 32 Transfer of agency function – Depreciation funding	11,253[6]	6,801	4,452
Appropriation under FMA Act section 30A for GST funding	1,720	1,720	–
Total	**24,750**	**20,298**	**4,452**
Total other services[2] B	**25,575**	**20,762**	**4,813**
Total available annual appropriations	**42,583**	**35,163**	**7,420**
Total resourcing and payments	**42,583**	**35,163**	**7,420**
Total net resourcing for agency	**42,583**	**35,163**	**7,420**

1 A section 32 was signed with DEWHA transferring agency funding.

2 A section 32 was signed on 3 July 2008 with DEWHA to transfer $9.500 million. A second section 32 was signed on 24 October 2008 with DEWHA to transfer $0.907 million.

3 Appropriation Bill (No.3) 2008–09 includes $2.987 million for the establishment as an Executive Agency (including improved education and public programs) and $1.468 million adjustment to appropriations.

4 A section 32 was signed on 24 October 2008 with DEWHA transferring $0.206 million in capital funding.

5 Appropriation Bill (No. 4) 2008–09 represents the equity injection for OPH–establishment as an executive agency.

6 A section 32 was signed on 24 October 2008 with DEWHA transferring $9.157 million in administered funding. A second section 32 was signed on 14 May 2009 with DEWHA to transfer $2.096 million.

Note: All figures are GST inclusive.

Table 20 Resources for Outcome 1, 2008–09

	Expenses		
	Budget 2008-09 $'000	Actual 2008-09 $'000	Variation $'000
Output Group 1.1			
Administered expenses			
Ordinary Annual Services	2,137	2,204	(67)
Departmental expenses			
Ordinary Annual Services	7,029	7,022	7
Total expenses for Outcome 1	**9,166**	**9,226**	**(60)**
Output Group 1.2			
Administered expenses			
Ordinary Annual Services	355	116	239
Departmental expenses			
Ordinary Annual Services	7,889	7,882	7
Total expenses for Outcome 1	**8,244**	**7,998**	**246**
Program 1: Old Parliament House			
Administered expenses			
Ordinary Annual Services	2,492	2,320	172
Departmental expenses			
Ordinary Annual Services	14,918	14,904	14
Total expenses for Outcome 1	**17,410**	**17,224**	**186**

	2008–09	2008–09	2009–10
Average staffing level (number)	**82**	74.9	**82**

Note: The departmental expenses budget includes services received free of charge of $56.

APPENDIX J GRANT PROGRAMS AND CONSULTANCY SERVICES

This section provides statistics on grant programs and consultancies, as stipulated in the *Requirements for annual reports for departments, executive agencies and FMA Act bodies*.

Grant programs

Old Parliament House managed no grant programs, and so made no grants, in 2008–09.

Consultancy services

Table 21 provides details of all consultancy contracts let by the agency in 2008–09 to the value of $10,000 or more (inclusive of GST).

One consultant, Colmar Brunton Pty Ltd, has also been included in Appendix K, Advertising and market research, because it is a market research organisation.

Table 21 Consultancy contracts let to the value of $10,000 or more, 2008–09

Consultant name	Description	Price including GST ($)	Selection process[a]	Justification[b]
Eric Martin and Associates	South-east wing redevelopment—architectural services	66,000	Panel	B
HBA Consulting	Workplace relations advice	33,000	Select	B
Eric Martin and Associates	Education Precinct Project	30,800	Panel	B
GHD Pty Ltd	Rear verandah project—architectural services	30,000	Panel	B
International Conservation Services	External render repairs assessment	24,300	Panel	C
Sheehan and Associates Pty Ltd	Accounting advice and assistance	13,200	Direct sourcing	B
Professor Graeme Davison	Expert review of interpretive framework for redevelopment	10,000	Direct sourcing	B
Total		**207,300**		

GST = goods and services tax

a Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (December 2008).

Open tender:
A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are generally sought from the Australian Government AusTender internet site.

Select tender:
A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. This procurement process may only be used under certain defined circumstances.

Direct sourcing:
A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Panel:
An arrangement under which a number of suppliers, initially selected through an open tender process, may each supply property or services to an agency as specified in the panel arrangements. Quotes are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the supply of goods and services may be provided for a predetermined length of time, usually at a pre-arranged price.

b Justification for decision to use consultancy:
A—skills currently unavailable within agency
B—need for specialised or professional skills
C—need for independent research or assessment.

APPENDIX K ADVERTISING AND MARKETING RESEARCH

This appendix addresses the annual reporting requirements contained in s. 311A of the *Commonwealth Electoral Act 1918*.

The total payment by Old Parliament House to advertising and market research organisations in 2008–09 was $600,517 and comprised payments to:

- advertising agencies
- market research organisations
- media advertising organisations.

Table 21 lists the individual payments of more than $10,900 (inclusive of GST) made in 2008–09.

Table 22 Payments of more than $10,900 for advertising and market research, 2008–09

Name	Type of organisation	Purpose	Amount ($)
Colmar Brunton Pty Ltd	Market research organisation	Conduct an online research survey	77,000
hma Blaze Pty Ltd	Media agency	Book media placement for advertising campaign	221,181
Icelab Pty Ltd	Website development agency	Develop public relations campaign website	16,908
Pulse Communications Pty Ltd	Public relations agency	Develop and Conduct *What's on Your Mind?* promotional campaign	122,583
ORIMA Research Pty Ltd	Market research organisation	Provide research services for Museum of Australian Democracy television advertising	10,970
ZOO Communications Pty Ltd	Advertising agency	Provide graphic design and creative development of advertising and branding campaigns	162,845

REFERENCES

GLOSSARY AND ABBREVIATIONS LIST

AARNet	Australian Academic Record Network
ANU	Australian National University
APMC	Australian Prime Ministers Centre
APS	Australian Public Service
AWA	Australian Workplace Agreement
Commonwealth Heritage List	The Commonwealth Heritage List, established under the *Environment Protection and Biodiversity Conservation Act 1999*, comprises natural, Indigenous and historic heritage places which are either entirely within a Commonwealth area, or outside the Australian jurisdiction and owned or leased by the Commonwealth or a Commonwealth Authority, and which the Heritage Minister is satisfied have one or more Commonwealth Heritage values. The list can include places connected to defence, communications, customs and other government activities.
curtilage	The grounds of a building. The curtilage of Old Parliament House comprises the area bounded by the centre lines of King George Terrace, Queen Victoria Terrace and Parliament Square in Parkes.
DCITA	Department of Communications, Information Technology and the Arts
DEWHA	Department of the Environment, Water, Heritage and the Arts
EMG	Executive Management Group
EMS	environmental management system
EPBC Act	*Environment Protection and Biodiversity Conservation Act 1999*
ESD	ecologically sustainable development
fabric	The materials of which a building is constructed.
FMA Act	*Financial Management and Accountability Act 1997*
FOI Act	*Freedom of Information Act 1982*
FTE	full-time equivalent
GST	goods and services tax

heritage values	Heritage values identify what is significant or outstanding against the National Heritage List, Commonwealth Heritage List or other criteria. Heritage values include any element of a place's natural and cultural environment that has aesthetic, scientific and social or other significance, for current and future generations.
HOCI	Heads of Cultural Institutions
Hon, the	The Honourable—A title that is accorded to the holders of certain Commonwealth offices, including ministers and former ministers.
ICT	information and communications technology
KPI	Key performance indicator
National Heritage List	The National Heritage List lists places of outstanding heritage significance to Australia. It includes natural, historic and Indigenous places that are of outstanding national heritage value to the Australian nation.
OH&S	occupational health and safety
OH&S Act	*Occupational Health and Safety Act 1991*
OPH	Old Parliament House
PACER	Parliament and Civics Education Rebate
Rt Hon, the	The Right Honourable—A title that is accorded to certain senior Commonwealth ministers who were appointed members of the United Kingdom Privy Council.
SES	Senior Executive Service
SMG	Senior Management Group
south-east wing	A portion of the Old Parliament House building that adjoins the House of Representatives, on the south-east side of the building. It is not part of the original 1927 building, but was added in stages, beginning in the 1940s.

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