

## **Appendix**



**Appendix A****Appendix A—Consultancy services 2006-07**

Table 1: Consultancy contracts let in 2006-07 for \$10,000 or more

<b>Consultant name</b>	<b>Description</b>	<b>Contract price</b>	<b>Selection process (1)</b>	<b>Justification (2)</b>
GHD Pty Ltd	Water hammer investigation	\$11,000	Direct sourcing	B
Clayton Utz	Legal services (salary packaging)	\$33,333	Panel	B
Clayton Utz	Legal services (ParlInfo and Bills systems RFTs)	\$51,060	Panel	B
Australian Government Solicitor	Legal services (review of contract templates)	\$12,772	Panel	B
Australian Government Solicitor	Legal services (PSS authorisations under the <i>Parliamentary Precincts Act 1988</i> )	\$10,191	Panel	B
Heritage Management Consultants Pty Ltd	Development of a Parliament House Heritage Strategy	\$15,600	Direct sourcing	B
Lawson Consulting Group	Strategic Plan for delivery of food and beverage services	\$16,500	Direct sourcing	B
Elliott Architects	Design for modifications to the Prime Minister's dining and sitting rooms	\$48,400	Direct sourcing	B
Australian Valuation Office	Valuation services	\$11,000	Direct sourcing	C
Performance and Governance Pty Ltd	Investigation services	\$14,520	Direct sourcing	C
Signet Group International Pty Ltd	Security review	\$79,200	Direct sourcing	B,C
Dimension Data Australia Pty Ltd	IT architecture review	\$56,617	Panel	B

**Appendix A**

<b>Consultant name</b>	<b>Description</b>	<b>Contract price</b>	<b>Selection process (1)</b>	<b>Justification (2)</b>
Performance and Governance Pty Ltd	Investigation services	\$14,520	Direct sourcing	C
Australian Valuation Office	Valuation services	\$13,200	Direct sourcing	C
<b>TOTAL</b>		\$387,913		

**(1) Explanation of selection process terms:**

**Direct sourcing:** A single potential supplier is invited to bid because of their unique expertise and their special ability to supply the services sought.

**Panel:** An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply services to the department as specified in the panel arrangements. This category includes standing offers and supplier panels where the consultant offers to supply services for a pre-determined length of time, usually at a pre-arranged price.

**(2) Justification for decision to use consultancy:**

- A Skills are currently unavailable within the department
- B A need for specialised or professional skills
- C A need for independent research or assessment

**Appendix B—Material errors in 2005-06 annual report***Financial Statement – Statement of Changes in Equity*

616 In the DPS Annual Report 2005-06, a printing error resulted in the omission of the Statement of Changes in Equity from the financial statements for the period ending 30 June 2006. The statement is provided in Table 2 below.

Table 2: *Statement of Changes in Equity*

**DEPARTMENT OF PARLIAMENTARY SERVICES****STATEMENT of CHANGES in EQUITY**

*for the year ended 30 June 2006*

	Accumulated Results		Asset Revaluation Reserve		Contributed Equity/Capital		Total equity	
	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000	2006 \$'000	2005 \$'000
<b>Opening Balance</b>	<b>(926)</b>	<b>(1,655)</b>	<b>1,033</b>	-	<b>85,031</b>	58,338	<b>85,138</b>	56,683
Adjustment for errors	-	-	-	-	-	-	-	-
Adjustment for changes in Accounting policies	-	-	-	-	-	-	-	-
<b>Adjusted Opening Balance</b>	<b>(926)</b>	<b>(1,655)</b>	<b>1,033</b>	-	<b>85,031</b>	58,338	<b>85,138</b>	56,683
<b>Income and Expenses</b>								-
Revaluation adjustment	-	-	<b>314</b>	1,033	-	-	<b>314</b>	1,033
<b>Sub-total income and expenses recognised directly in equity</b>	<b>-</b>	<b>-</b>	<b>314</b>	1,033	<b>-</b>	<b>-</b>	<b>314</b>	1,033
Net Operating result	<b>939</b>	729	-	-	-	-	<b>1,757</b>	729
<b>Total Income and Expenses</b>	<b>939</b>	729	<b>314</b>	1,033	<b>-</b>	<b>-</b>	<b>1,253</b>	1,762
<b>Transactions with Owners</b>								
<b>Distribution to Owners</b>								
Returns on capital	-	-	-	-	-	-	-	-
Dividends	-	-	-	-	-	-	-	-
<b>Contributions by Owners</b>								
Appropriation (equity injection)	-	-	-	-	<b>476</b>	-	<b>476</b>	-
Restructuring (Note 10)	-	-	-	-	-	26,693	-	26,693
<b>Sub-total Transactions with Owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>476</b>	26,693	<b>476</b>	26,693
<b>Transfers between Equity Components</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Closing balance at 30 June</b>	<b>13</b>	(926)	<b>1,347</b>	1,033	<b>85,507</b>	85,031	<b>86,867</b>	85,138

The above statement should be read in conjunction with the accompanying notes.

**Appendix B**

*2005-06 Performance Indicators*

617 In compiling performance indicators for Part 4 of the 2006-07 Annual Report, a number of inconsistencies were discovered in 2005-06 performance information reported in the 2005-06 Annual Report relating to Hansard and Broadcasting services.

618 Comparative information for 2005-06 has been adjusted in the relevant performance indicator tables used in this report. Where this has been done, adjusted figures have been italicised and footnoted on the page where the adjustment is shown.

## Glossary

Set out below is a glossary of technical terms, or ordinary words used technically, and a list of acronyms and abbreviations used in this document.

**Accrual accounting**—The system of accounting where items are brought to account as they are earned or incurred (and not as cash received or paid) and included in the financial statements for the periods to which they relate.

**Administered items**—Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party outputs.

**AFP-Uniformed Protection**—A part of the AFP's Protection portfolio, AFP-Uniformed Protection (**AFP-UP**) ensures that individuals and interests identified to be at risk by the Commonwealth are kept safe and have their dignity preserved. AFP-UP provides protective security for Commonwealth Government facilities (including Parliament House) and personnel in a variety of locations throughout Australia and overseas.

**Agencies**—The basic unit of organisation covered by the budget, and focus for assessing management performance and implementing government policy. Agencies are Departments of State (eg the Department of Finance and Administration), parliamentary departments (eg DPS) and other agencies prescribed under the *Financial Management and Accountability Act 1997* (eg the Australian Taxation Office). Authorities are bodies corporate (eg the Australian Broadcasting Corporation) which are, for legal purposes, entities in their own right in that they are separate from the Commonwealth Government and are governed by the *Commonwealth Authorities and Companies Act 1997*.

**Appropriation**—An authorisation by Parliament to spend monies from the Consolidated Revenue Fund.

**Assets**—Future economic benefits controlled by an entity as a result of past transactions or future events.

**Authorities**—see Agencies.

**Building Condition Index**—A measurement of the current condition of the maintenance of the building, expressed as a percentage of the original condition.

## Glossary

**Building fabric**—The basic elements making up a building; the carcass without finishings or decoration.

**Business model**—A business model describes a broad range of informal and formal models that are used to represent various aspects of business, such as operational processes, organisational structures and financial forecasts.

**Capital expenditure**—Expenditure by an agency on capital projects, for example purchasing a building.

**Cash accounting**—The system of accounting that records cash receipts, payments and balances and provides reports that show the sources of cash and how cash was used.

**Chamber departments**—The Department of the Senate and the Department of the House of Representatives, so called because each supports a “chamber” of the Commonwealth Parliament.

**Chief Executive**—The ultimate level of individual responsibility within an agency. In the case of DPS, synonymous with “Secretary”.

**Chief Executive’s Instructions**—Procedural instructions given by a Chief Executive to manage the affairs of the department in a way that promotes the efficient, effective and ethical use of Commonwealth resources.

**Closed circuit television**—Known as CCTV, the expression refers to the use of television cameras for surveillance purposes. Unlike broadcast television, all devices are linked directly, usually by cables. CCTV pictures are viewed and/or recorded, but are not broadcast.

**Comcare**—Comcare is the workers’ compensation insurer for the Commonwealth Government, providing safety, rehabilitation and compensation services to Commonwealth employees (and employees of the ACT Government) under the auspices of the Safety, Rehabilitation and Compensation Commission.

**Competitive tendering and contracting**—Represents the process of contracting out the delivery of government activities that were previously performed by a Commonwealth agency, to another organisation following a competitive tendering process.

**Comcover**—Comcover is the Commonwealth’s self-managed fund for insurable risk.

**Consolidated Revenue Fund**—Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (**CRF**). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.

**Glossary**

**Continuous improvement review (CIR)**—Both DPS Certified Agreements set out that all parts of DPS will be reviewed over the life of the agreements. A key objective of the CIRs is to find more cost-effective and efficient means of delivering services.

**Corporate governance**—The structures and processes employed by an organisation to facilitate accountability to stakeholders, as well as successful performance. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control.

**Departmental items**—Assets, liabilities, revenues and expenses which are controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and other administrative expenses incurred.

**Design Integrity Index**—A measurement of the current condition of the building, assessed against the Design Integrity Indicators and expressed as a percentage of the original condition.

**DPS Services Catalogue**—A catalogue providing information about the services available from the Department of Parliamentary Services

**Emergency Control Committee**—An inter-departmental committee to coordinate fire and emergency arrangements, procedures and policy among Parliament House building occupants.

**Engineering Systems Condition Index**—A measurement of the current operation and condition of the engineering systems in Parliament House against the expected decline of those systems through their life cycles.

**Equity**—The residual interest in the assets of a reporting entity after deduction of its liabilities.

**Expenses**—Consumption or losses of future economic benefits in the form of reductions in assets or increases in liabilities of the entity.

**Fabric**—see Building fabric

**Financial Management and Accountability Act 1997 (FMA Act)**—The principal legislation governing the proper use and management of public property and other Commonwealth resources by Commonwealth agencies. FMA Regulations and FMA Orders are made pursuant to the FMA Act.

**Financial results**—The results shown in the financial statements of an entity.

**Gift Collection**—See Parliament House Art Collection

## Glossary

**Hansard**—Hard copy and electronic reports of proceedings in the Senate, the House of Representatives and the Main Committee of the House of Representatives and transcripts of parliamentary committees and some ministerial or parliament-related conferences. (from the CSBH portal).

**Historic Memorials Collection**—See Parliament House Art Collection

**The Landscape Condition Index**—A measurement of the current condition of the landscape surrounding Parliament House, expressed as a percentage of the total possible condition.

**Liabilities**—Future sacrifices of economic benefits that the entity is presently obliged to make to other entities as a result of past transactions or other past events.

**Materiality**—This concept is assessed taking into account the planned outcome and the relative significance of the resources consumed in contributing to the achievement of that outcome.

**Operating result**—The difference between revenues and expenses; either a surplus or a deficit.

**Outcomes**—Results, impacts or consequences of actions by the Commonwealth on the Australian community. Outcomes are the results or impacts that the government wishes to achieve. Actual outcomes are the results or impacts actually achieved.

**Output groups**—The aggregation of outputs, based on a consistent type of product or beneficiary target group. Aggregation may also be needed for the provision of adequate information for performance monitoring, or based on a materiality test.

**Outputs**—The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs include goods and services produced for other areas of government external to the agency.

**Parliament House Art Collection**—Comprises a number of stand-alone collections (the Rotational Collection, the Architectural Commissions, the Historic Memorials Collection, the Gift Collection, the Constitutional Documents and the Archive).

**Parliamentary precincts**—The Parliamentary precincts are defined in the *Parliamentary Precincts Act 1988*; in general terms they consist of the area within the inner kerb of Capital Circle, and all buildings, structures and works, and parts of buildings, structures and works, on, above or under that land.

**Performance information**—Provides evidence about performance that is collected and used systematically, and that may relate to

**Glossary**

appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. Performance information may be quantitative (numerical) or qualitative (descriptive); however, it should be verifiable. Performance measures are more precise than indicators, and are used when there is a causal link between an intervention and a measurable change in performance.

**Portfolio Budget Statements**—Statements prepared by agencies to explain the Budget appropriations in terms of outcomes and outputs.

**Purchaser/provider arrangements**—Includes arrangements under which the outputs of one agency are purchased by another agency to contribute to the other agency's outcomes.

**Presiding Officers**—Two members of parliament elected to preside over, or be in charge of, the business, proceedings and administration of a house of parliament. In the Senate the presiding officer is called the President, and in the House of Representatives, the Speaker.

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

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

**Quantity**—The size of an output.

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

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

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

**Glossary**

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

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

**Acronyms and abbreviations****Acronyms and abbreviations**

AFP	Australian Federal Police
AFP-UP	Australian Federal Police – Uniform Protection
ANAO	Australian National Audit Office
AWA	Australian Workplace Agreement
BCA	Building Code of Australia
BCI	Building Condition Index
BDMP	Broadcast and Digital Media Projects
BFG	Broadcast Facsimile Gateway
BSB	Building Services Branch
CA	Certified Agreement
CCTV	Closed Circuit Television
CDS	Commonwealth Disability Strategy
CEI	Chief Executive’s Instruction
CEO	Chief Executive Officer
CEP	Central Enquiry Point (Library)
CEP	Chief Executive Procedure
CFO	Chief Finance Officer
CIR	Continuous improvement review
CMB	Content Management Branch
CPG	Commonwealth Procurement Guidelines
DI	Design integrity
DII	Design Integrity Index
DPS	Department of Parliamentary Services
EAP	Employee assistance provider
EMMS	Electronic Media Monitoring Service
EMS	Environmental management system
ESCI	Engineering Systems Condition Index

**Acronyms and abbreviations**

ESD	Ecologically sustainable development
Finance	Department of Finance and Administration
FOI	Freedom of Information
GJ	Gigajoule (a joule is a measure of energy; giga is 10 <sup>9</sup> )
HCO	Harassment Contact Officer
IAB	Information Access Branch
ICT	Information and communications technology
IDP	Individual development plan
ISB	Infrastructure Services Branch
ITSA	Information Technology Security Adviser
JHC	Joint House Committee
KL	Kilolitre (1,000 litres)
LCI	Landscape Condition Index
OHS	Occupational health and safety
OneOffice	Parliamentary computing platform
ParlInfo	Parliamentary information system
PBS	Portfolio Budget Statement
PCN	Parliamentary Computing Network
PHAC	Parliament House Art Collection
PMAS	People Management and Strategy Section
POITAG	Presiding Officers' Information Technology Advisory Group
PSDB	Product and Service Development Branch
PSLO	Parliamentary Service Liaison Officer
PSS	Parliamentary Security Service
RAP	Request approval process
RB	Research Branch
SBSB	Strategy and Business Services Branch
SES	Senior Executive Service
TIPS	Threat Image Protection System

**Acronyms and abbreviations**

VBIEDs	Vehicle-borne improvised explosive devices
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**Compliance index**

**Compliance index**

The Department of Parliamentary Services is required to present its annual report to each House of the Parliament under paragraph 65(1)(c) of the *Parliamentary Service Act 1999*.

Under subsection 65(2) of the *Parliamentary Service Act 1999*, the department's annual report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit (JCPAA). The *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (the **Requirements**) were revised and reissued in June 2007.

The Requirements stipulate a core set of mandatory information which must be included in annual reports to ensure that accountability requirements are met and to provide consistency for readers. There are other items which are suggested for inclusion on the basis of making the annual report as informative as possible.

The following table shows where the mandatory information specified by the Requirements may be found in this report.

<b>Part of report</b>	<b>Requirement item</b>	<b>Location</b>
	Letters of transmittal	Pages iii and v
Aids to access	Table of contents	Page vii
	Index	Page 235
	Glossary	Page 219
	Abbreviations and acronyms	Page 225
	Contact officer(s)	Page ii
	Internet home page address and internet address for report	Page ii
Part 1—Secretary's review	Review by departmental Secretary	Paragraphs 1 to 97
	Summary of significant issues and developments	Paragraphs 1 to 96
	Overview of department's performance and financial results	Paragraphs 75 to 87
	Outlook for 2007-08	Paragraph 97
Part 2—Departmental overview	Overview description of department	Paragraphs 98 to 163 Paragraphs 164 to 273 (Parliamentary Library)

**Compliance index**

<b>Part of report</b>	<b>Requirement item</b>	<b>Location</b>
	Role and functions	Paragraphs 98 to 163 Paragraphs 164 to 273 (Parliamentary Library)
	Organisational structure	Paragraphs 101 to 108
Part 4—Report on performance	Outcome and output structure	Paragraphs 275 to 279
	Where outcome and output structures differ from PBS format, details of variation and reasons for change	Not applicable
	Review of performance during the year in relation to outputs and contribution to outcome	Paragraphs 284 to 290 Paragraphs 164 to 273 (Parliamentary Library)
	Actual results against performance targets set out in PBS	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Performance of purchaser/provider arrangements	Paragraphs 463 to 469
	Where performance targets differ from the PBS, details of both former and new targets, and reasons for the change	Not applicable
	Narrative discussion and analysis of performance	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Trend information	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Factors, events or trends influencing departmental performance	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Significant changes in nature of principal functions/services	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Performance against service charter customer services standards, complaints data, and the department's response to complaints	Paragraphs 292 to 462 Paragraphs 164 to 273 (Parliamentary Library)
	Discussion and analysis of financial performance	Financial statements, pages 157 to 211

**Compliance index**

<b>Part of report</b>	<b>Requirement item</b>	<b>Location</b>
	Discussion of any significant changes from the prior year or from budget	
	Summary resource tables by outcomes	Note 25 to financial statements, page 207
	Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in the future	
Part 5— Management and accountability		Paragraphs 474 to 615
Corporate governance	Statement of the main corporate governance practices in place	Paragraphs 475 to 513
	Senior management committees and their roles	Paragraphs 483 to 495
	Corporate and operational planning and associated performance reporting and review	Paragraphs 505 to 510
	Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	Paragraphs 496 to 504
	Agency heads are required to certify that their agency complies with the Commonwealth Fraud Control Guidelines	Paragraph 88
	Policy and practices of the establishment and maintenance of appropriate ethical standards	Paragraph 513
	How nature and amount of remuneration for SES officers is determined	Paragraphs 514 to 515
External scrutiny	Significant developments in external scrutiny	Paragraphs 603 to 607

**Compliance index**

<b>Part of report</b>	<b>Requirement item</b>	<b>Location</b>
	Judicial decisions and decisions of administrative tribunals	Paragraph 607
	Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Paragraphs 603 to 605
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Paragraphs 522 to 549
	Workforce planning, staff turnover and retention	Paragraphs 523 to 527
	Impact and features of Certified Agreements and Australian Workplace Agreements	Paragraphs 514 to 518
	Training and development undertaken and its impact	Paragraphs 528 to 532
	Occupational health and safety performance	Paragraphs 536 to 540
	Statistics on Staffing	Paragraphs 519 to 521
	Certified Agreements and AWAs	Paragraphs 514 to 518
	Performance pay	Paragraphs 516 to 518
Asset management	Assessment of effectiveness of asset management	Paragraphs 595 to 602
Purchasing	Assessment of purchasing against core policies and principles	Paragraphs 583 to 594
Consultants	Summary statement detailing consultancy services contracts	Paragraphs 586 to 592 and Appendix A, page 215
Competitive tendering and contracting	Absence of provisions in CTC contracts allowing access by the Auditor-General	Paragraph 593
Exempt contracts	Contracts exempt from AusTender	Paragraph 594
Commonwealth Disability Strategy	Report on performance in implementing the Commonwealth Disability Strategy	Paragraphs 541 to 549

**Compliance index**

<b>Part of report</b>	<b>Requirement item</b>	<b>Location</b>
Financial statements	Financial statements	Pages 157 to 211
Other information required by legislation	Occupational health and safety (s.74 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i> )	Paragraphs 536 to 540
	Freedom of information (subsection 8(1) of the <i>Freedom of Information Act 1982</i> )	Paragraphs 608 to 611
	Advertising and market research (s.311A of the <i>Commonwealth Electoral Act 1918</i> )	Paragraphs 613 to 614
	Ecologically sustainable development and environmental performance (s.516A of the <i>Environmental Protection and Biodiversity Conservation Act 1999</i> )	Paragraphs 550 to 582
Other mandatory information	Discretionary grants	Paragraph 612
	Correction of material errors in 2005-06 annual report	Appendix B, page 217

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