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## READER'S GUIDE

The Department of Parliamentary Services Annual Report 2018–19 has been prepared in accordance with the Department of Finance's Resource Management Guide No. 135—*Annual reports for non-corporate Commonwealth entities* (issued May 2019), the Department of the Prime Minister and Cabinet's *Tabling Guidelines* (issued June 2019), and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

The annual report also includes the *Parliamentary Library Annual Report 2018–19*.

**Part 1: Secretary's review** provides an overview of the work of the Department of Parliamentary Services (DPS) in 2018–19.

**Part 2: Overview** provides information on the role and functions of DPS and the DPS outcome and program structure. It also includes DPS' purpose and vision, a summary of financial performance, and the departmental structure.

**Part 3: Performance** contains two sections, the first outlining 'Activities and Achievements' against the Strategic themes and objectives articulated in the *DPS Corporate Plan 2018–19*. The second section presents the 2018–19 annual performance statements of DPS, as required by section 39(1)(a) of the PGPA Act.

**Part 4: Parliamentary Library** is the Parliamentary Librarian's annual report as required by subsection 65(3) of the *Parliamentary Service Act 1999* (PS Act) and includes the Parliamentary Librarian's review, an overview of library services, an explanation of governance, a summary of financial performance, achievements, performance results, work with clients and workforce issues.

**Part 5: Governance** includes reporting on governance, external scrutiny, human resource management, asset management, purchasing, consultants, Australian National Audit Office (ANAO) access clauses and exempt contracts and procurement initiatives to support small business.

**Part 6: Financial Statements** includes the ANAO's audit report, a statement by the Chief Finance Officer and the audited financial statements for DPS.

**Part 7: Appendices** contains supplementary information to this annual report, including workforce statistics, environmental management, advertising and market research, and correction of material errors in the previous annual report.

**Part 8: Reference material** contains a list of acronyms and abbreviations, a glossary, a list of tables, a list of figures, a list of requirements and an index.