© Commonwealth of Australia 2006
ISSN 1832-0848

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from the Commonwealth available from the Attorney-General’s Department, and inquiries concerning reproduction and rights should be addressed to:

Commonwealth Copyright Administration, Copyright Law Branch
Attorney-General’s Department
Robert Garran Offices
National Circuit
BARTON ACT 2600


ANNUAL REPORT CONTACT:

Ms Val Barrett
Assistant Secretary
Strategy and Business Services Branch
Department of Parliamentary Services
Parliament House
CANBERRA ACT 2600

Phone: (61) 02 6277 8812
Fax: (61) 02 6277 8999
Email: val.barrett@aph.gov.au

To access parliamentary material on the Internet, including this report, see the department’s Internet site accessed through the Australian Parliament’s home page: http://www.aph.gov.au

Other documents available on the department’s Internet site which will assist the reader in understanding the operations of the department are:

DPS Portfolio Budget Statement 2005-06
Parliamentary Service Act 1999
19 October 2006

Senator the Hon Paul Calvert
President of the Senate
Parliament House
CANBERRA ACT 2600

Hon David Hawker MP
Speaker of the House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Mr President and Mr Speaker

Annual Report 2005-06

1 I have pleasure in submitting the annual report of the Department of Parliamentary Services for the year ending 30 June 2006, as required by paragraph 65(1)(c) of the Parliamentary Service Act 1999. That provision requires the report to be presented to each House of the Parliament.

2 The report includes the first report of the Parliamentary Librarian under subsection 65(3) of the Parliamentary Service Act 1999.

3 The year covered in this report, the second full year of the department’s operations, has seen much change in the department, and a range of reviews which will lead to more change in the next couple of years. So far, I believe, the dedication and hard work of our staff have ensured that Senators and Members and our other external clients continue to receive the services they have come to expect, and are largely unaware of the extent of change in the department’s internal processes. For this I commend our staff.

4 In due course, however, I expect that the effects of the internal changes will become apparent to our clients through the provision of improved and more efficient services.

Yours sincerely

Hilary Penfold QC
Secretary

Parliament House
Canberra ACT 2600
ABN 52 997 141 147
Telephone: (61) 02 6277 7111
19 October 2006

Senator the Hon Paul Calvert
President of the Senate
Parliament House
CANBERRA ACT 2600

Hon David Hawker MP
Speaker of the House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Mr President and Mr Speaker

Annual Report 2005-06

1 I have pleasure in submitting the annual report of the Parliamentary Librarian for the year ending 30 June 2006, as required by subsection 65(3) of the Parliamentary Service Act 1999.

2 That provision requires the report to be presented to the Presiding Officers after the end of each financial year, and be included in the report on the activities of the Department of Parliamentary Services made under paragraph 65(1)(c) of the Parliamentary Service Act 1999. The report is included as Part 2 of the department’s report.

3 Section 38H of the Parliamentary Service Act 1999 requires that the Parliamentary Librarian give a report on the performance of the functions of the Parliamentary Librarian to the Joint Standing Committee on the Parliamentary Library at least once every financial year. I confirm that this report has been provided to the Joint Standing Committee on the Parliamentary Library.

Yours sincerely

Roxanne Missingham
Parliamentary Librarian

Parliament House
Canberra ACT 2600
Telephone: (61) 02 6277 7102
## Contents

### Part 1—Secretary’s review

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Events and milestones</td>
<td>2</td>
</tr>
<tr>
<td>Departmental restructure</td>
<td>2</td>
</tr>
<tr>
<td>ANAO performance audit</td>
<td>4</td>
</tr>
<tr>
<td>New certified agreements</td>
<td>5</td>
</tr>
<tr>
<td>Parliamentary Librarian and resource agreement for the Parliamentary Library</td>
<td>6</td>
</tr>
<tr>
<td>Conclusion of the security enhancement project</td>
<td>6</td>
</tr>
<tr>
<td>Childcare centre for Parliament House</td>
<td>6</td>
</tr>
<tr>
<td>Client survey—IT services</td>
<td>7</td>
</tr>
<tr>
<td>Transfer of Magna Carta</td>
<td>7</td>
</tr>
<tr>
<td>Other progress</td>
<td>8</td>
</tr>
<tr>
<td>Improving governance arrangements</td>
<td>8</td>
</tr>
<tr>
<td>Developing our strategic focus and planning capability</td>
<td>8</td>
</tr>
<tr>
<td>Improving the efficiency of our operations</td>
<td>9</td>
</tr>
<tr>
<td>Improving existing services or developing new services</td>
<td>10</td>
</tr>
<tr>
<td>Cooperation with the chamber departments</td>
<td>11</td>
</tr>
<tr>
<td>Financial outcomes</td>
<td>12</td>
</tr>
<tr>
<td>Operating result</td>
<td>12</td>
</tr>
<tr>
<td>Valuation of administered assets</td>
<td>13</td>
</tr>
<tr>
<td>Changes to administered funding arrangements</td>
<td>14</td>
</tr>
<tr>
<td>Coins in Parliament House water features</td>
<td>14</td>
</tr>
<tr>
<td>Fraud Control</td>
<td>15</td>
</tr>
<tr>
<td>Australia Day Achievement Awards 2006</td>
<td>15</td>
</tr>
<tr>
<td>Outlook for 2006-07</td>
<td>15</td>
</tr>
</tbody>
</table>

### Part 2—Parliamentary Library

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parliamentary Librarian’s review</td>
<td>19</td>
</tr>
<tr>
<td>Introduction</td>
<td>19</td>
</tr>
<tr>
<td>Joint Standing Committee on the Parliamentary Library</td>
<td>20</td>
</tr>
<tr>
<td>Resource Agreement</td>
<td>21</td>
</tr>
<tr>
<td>DPS restructure</td>
<td>22</td>
</tr>
<tr>
<td>Steady improvement in services and systems</td>
<td>22</td>
</tr>
<tr>
<td>Research Service: 40th anniversary</td>
<td>23</td>
</tr>
<tr>
<td>Changes to sitting night staffing</td>
<td>23</td>
</tr>
<tr>
<td>Provision of information from departments</td>
<td>24</td>
</tr>
<tr>
<td>Australian Parliamentary Fellowship</td>
<td>24</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>25</td>
</tr>
<tr>
<td>Parliamentary Library overview</td>
<td>26</td>
</tr>
<tr>
<td>Introduction</td>
<td>26</td>
</tr>
<tr>
<td>Research Branch</td>
<td>26</td>
</tr>
<tr>
<td>Information Access Branch</td>
<td>27</td>
</tr>
<tr>
<td>Report on performance</td>
<td>29</td>
</tr>
<tr>
<td>Output 1—Information and Research Services</td>
<td>29</td>
</tr>
<tr>
<td>Sub-output 1.1—Information, analysis and advice services to meet clients’ needs</td>
<td>29</td>
</tr>
</tbody>
</table>
## Contents

Sub-output 1.2—Access to collection sources for the use of Parliament ................................................................. 34

**Internal operating result** ................................................................. 39

**Part 3—Departmental overview** .................................................. 45

Introduction .................................................................................. 45

Departmental outcome statement .................................................. 45

Departmental structure ................................................................ 45

  Departmental structure as at 30 June 2005 ........................................ 45
  Departmental structure as at 30 June 2006 ........................................ 47

Departmental services .................................................................. 49

  Parliamentary Library ................................................................ 49
  Building Services Branch ......................................................... 49
  Infrastructure Services Branch .................................................. 51
  Content Management Branch .................................................... 54
  Product and Service Development Branch .................................. 55
  Strategy and Business Services Branch ..................................... 56
  Art Services Section ................................................................ 58
  Chief Finance Officer Branch .................................................... 59

**Part 4—Report on performance** .................................................. 63

Overview ...................................................................................... 63

  Performance information and reporting model ............................ 63
  Output cost attribution ................................................................ 63
  Outcome and Outputs ................................................................. 63

Output 1—Information and Research Services ............................. 65

  Introduction ................................................................................ 65

Output 2—Client and Technical Services ....................................... 65

  Introduction ................................................................................ 65

  Sub-output 2.1—Client support, broadcasting and Hansard services .. 65
  Sub-output 2.2—Information and communication technology and broadcasting support ........................................... 76

Output 3—Building and Occupant Services .................................. 87

  Introduction ................................................................................ 87

  Sub-output 3.1—Occupant services ............................................ 87
  Sub-output 3.2—Visitor services ................................................ 95
  Sub-output 3.3—Building asset management services .................. 99

Administered items ...................................................................... 106

Effectiveness in achieving the planned Outcome .......................... 111

Part 5—Management and accountability ..................................... 117

Corporate governance .................................................................. 117

  Introduction ................................................................................ 117

  Committees advising the Presiding Officers ................................ 117
  DPS committees ....................................................................... 118
  Other governance matters ......................................................... 120

People management and strategy .............................................. 122

  Staffing, salary and classification structures ............................... 122

  Management of human resources .............................................. 126

Ecologically sustainable development and environmental performance ......................................................... 129

  DPS’s activities and administration of legislation ......................... 129
  Contributions of outcomes ......................................................... 130
## Contents

- Effect of activities on the environment ................................................................. 131
- Measures to minimise environmental impact ......................................................... 131
- Mechanisms for review ......................................................................................... 133
- **Purchasing** ....................................................................................................... 134
  - Overview ........................................................................................................... 134
  - Consultants ....................................................................................................... 134
  - Competitive tendering and contracting ............................................................... 135
  - Exempt contracts ............................................................................................... 136
- **Asset management** .......................................................................................... 136
- **Accountability** ................................................................................................ 137
  - External scrutiny ............................................................................................... 137
  - Freedom of information .................................................................................... 140
  - Discretionary grants ......................................................................................... 141
  - Advertising costs .............................................................................................. 141
  - Legal Services expenditure ............................................................................... 142
- **Appendix** .......................................................................................................... 201
  - **Appendix A—Consultancy services 2005-06** .................................................. 203
    - Table 1: Consultancy contracts let during 2005-06 for $10,000 or more ......... 203
- **Glossary** .......................................................................................................... 205
- **Acronyms and abbreviations** ........................................................................... 209
- **Compliance index** ............................................................................................ 211
- **Index** ................................................................................................................. 214