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## READER'S GUIDE

The Department of Parliamentary Services Annual Report 2016–17 has been prepared in accordance with the Department of Finance *Resource Management Guide No. 135—Annual reports for non-corporate Commonwealth entities*, issued May 2017, the Department of the Prime Minister and Cabinet's *Guidelines for the Presentation of Documents for the Parliament*, issued February 2017, and the *Public Governance, Performance and Accountability Act 2013 (Cth)* (PGPA Act).

The annual report also includes the *Parliamentary Library Annual Report 2016–17*.

**Part 1: Secretary's review** provides an overview of the work of the Department of Parliamentary Services (DPS) in 2016–17.

**Part 2: Departmental 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: Annual performance statements** presents the 2016–17 annual performance statements of DPS, as required under section 39(1)(a) of the PGPA Act. Under the PGPA Act, DPS is required to report on the extent to which it has fulfilled its purposes, which are articulated in the DPS Corporate Plan 2016–17.

**Part 4: Report on activities** provides an overview of services provided by DPS and includes a report on DPS' activities, such as maintaining and securing Australian Parliament House, providing information and communication technology services, operating services such as visitor and art services, and information about DPS' commitment to reconciliation.

**Part 5: 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 6: Governance** includes reporting on governance, external scrutiny, human resource management, asset management, purchasing, consultants, Australian National Audit Office access clauses and exempt contracts.

**Part 7: Financial Statements** includes an independent auditor's report, a statement by the Chief Finance Officer and financial statements for the department.

**Part 8: Appendices** contains information supplementary to this annual report including workforce statistics, environmental management, advertising and market research, legal services expenditure and correction of material errors in the previous annual report.

**Part 9: 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.