



Parliamentary Service Commissioner

SENSITIVE

Senator the Hon Stephen Parry
President of the Senate
PO Box 6100
Senate
Parliament House
Canberra ACT 2600

The Hon Tony Smith MP
Speaker of the House of Representatives
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Presiding Officers

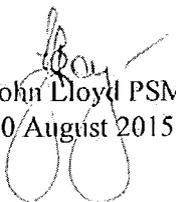
During discussions in June and July 2015, you asked that I make arrangements for a review of the Department of Parliamentary Services under section 40(1)(b) of the *Parliamentary Service Act 1999*. The review was to focus on the structure, systems and staffing of the Department, and its capacity to fulfil its function of supporting the Parliament of Australia efficiently and effectively.

I have engaged Mr Ken Baxter to assist me in the conduct of the review. Mr Baxter undertook some preliminary work during a personal visit to the UK in July, and will commence the formal stage of interviews shortly.

I have asked Mr Baxter to provide his report to you, through me, in October 2015.

The Terms of Reference for the review are attached.

Yours sincerely


John Lloyd PSM
20 August 2015

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Terms of Reference:

Review of the Department of Parliamentary Services

Purpose

1. This review will inquire into the capacity of the Department of Parliamentary Services to fulfil its role to serve the Parliament of Australia efficiently and effectively.
2. The objective of the review is to examine the structures, systems and staffing profile of the Department and to recommend any changes considered necessary for the Department to deliver its services most effectively.

Governance and reporting

3. The review is being carried out by the Parliamentary Service Commissioner under section 40(1)(b) of the *Parliamentary Service Act 1999*, at the request of the Presiding Officers. The Commissioner has engaged Mr Ken Baxter, an eminent former public servant, to assist him to conduct the review. Mr Baxter will be supported by a small Secretariat.
4. The Commissioner will report to the Presiding Officers on the findings and any recommendations of the review in October 2015.
5. The review will take account of the Inquiry of the Finance and Public Administration Legislation Committee into the Department of Parliamentary Services, referred by the Senate on 26 June 2014, and the February 2015 ANAO report on *Managing Assets and Contracts at Parliament House*.
6. Mr Baxter will consult with key stakeholders, including those within the Parliament and the Parliamentary Departments.