





## REFERENCE MATERIAL

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## ACRONYMS AND ABBREVIATIONS

AAIs—Accountable Authority Instructions

ABS—Australian Bureau of Statistics

ACT—Australian Capital Territory

AFP—Australian Federal Police

AGD—Attorney-General's Department

AIA—American Institute of Architects

AIATSIS—Australian Institute of Aboriginal and Torres Strait Islander Studies

AM—Member of the Order of Australia

ANAO—Australian National Audit Office

ANZAC—Australian and New Zealand Army Corps

AO—Officer of the Order of Australia

APH—Australian Parliament House

APLAP—Association of Parliamentary Librarians of Asia and the Pacific

APS—Australian Public Service

APSC—Australian Public Service Commission

BCR—Building Condition Rating

BIS—Broadcasting Infrastructure Support

BMS—Building Management System

CCTV—Closed Circuit Television

CEO—Chief Executive Officer

CIO—Chief Information Officer

COO—Chief Operating Officer

CPRs—Commonwealth Procurement Rules

CRD—Central Reference Document

DIAU—Design Integrity and Archives Unit

DPS—Department of Parliamentary Services

EEGO—Energy Efficiency in Government Operations

EIM—Enterprise Information Management

EMMS—Electronic Media Monitoring Service

EPBC Act—*Environment Protection and Biodiversity Conservation Act 1999*

ESCR—Engineering Systems Condition Rating

ESD—Ecologically Sustainable Development  
EUW—End User Workspace  
EWIS—Emergency Warning and Intercommunication System  
FOI Act—*Freedom of Information Act 1982*  
FTE—Full Time Equivalent  
FRAIA—Fellow of the Royal Australian Institute of Architects  
GJ—gigajoule  
GST—Goods and Services Tax  
HCOs—Harassment Contact Officers  
HIA—Head of Internal Audit  
HMC—Historical Memorials Committee  
HRC—Health and Recreation Centre  
HSRs—Health and Safety Representatives  
IAGDP—Indigenous Australian Government Development Program  
ICT—Information and Communication Technology  
IFLA—International Federation of Library Associations and Institutions  
JSCPL—Joint Standing Committee on the Parliamentary Library  
KL—kilolitre  
KPIs—Key Performance Indicators  
LFRAIA—Life Fellow of the Australian Institute of Architects  
LPG—Liquefied Petroleum Gas  
MP—Member of Parliament  
NAA—National Archives of Australia  
NAIDOC—National Aborigines and Islanders Day Observance Committee  
NGA—National Greenhouse Accounts  
NPI—National Pollutant Inventory  
ODS—Ozone-Depleting Substances  
PBIM—Parliamentary Business Information Management  
PCN—Parliamentary Computing Network  
PEL—Parliamentary Executive Levels  
PGPA Act—*Public Governance, Performance and Accountability Act 2013*  
PGPA Rule—*Public Governance, Performance and Accountability Rule 2014*  
PICTAB—Parliamentary ICT Advisory Board

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PID Act—*Public Interest Disclosure Act 2013*  
PIP—Parliamentarian Information Portal  
PM&C—Department of the Prime Minister and Cabinet  
PRRB—Parliamentary Recording and Reporting Branch  
PS Act—*Parliamentary Service Act 1999*  
PSIEN—Parliamentary Service Indigenous Employee Network  
PSL—Parliamentary Service Levels  
PSM—Public Service Medal  
PSS—Parliamentary Security Service  
RAP—Reconciliation Action Plan  
RFID—Radio-frequency identification  
RN—Registered Nurse  
SES—Senior Executive Service  
SMB—Security Management Board  
SMEs—Small and Medium Enterprises  
WCAG2.0—Web Content Accessibility Guidelines 2.0  
WHS—Work Health and Safety  
WHS Act—*Work Health and Safety Act 2011*  
WoG—Whole-of-Government

## GLOSSARY

Term	Description
Accountable Authority	The accountable authority of DPS (a non-corporate Commonwealth entity under the PGPA Act) is the Secretary of the department who has responsibility for, and control over, the entity's operations.
Activities	The actions/functions performed by agencies to deliver government policies.
Administered items	Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. In many cases, administered expenses fund the delivery of third party outputs.
Appropriation	An amount of public money Parliament authorises for spending with funds to be withdrawn from the Consolidated Revenue Fund (CRF). Parliament makes laws for appropriating money under the Annual Appropriation Acts and under Special Appropriations, with spending restricted to the purposes specified in the Appropriation Acts.
Agency	A Department of State, Department of Parliament and prescribed agency under the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA).
Annual Performance Statements	A document prepared by entities to report to what extent they have fulfilled their purpose(s) as articulated at the beginning of a reporting year in their Corporate Plan and PBS.
Art Advisory Committee	This body assists the Presiding Officers in selecting artworks for the Parliament House Art Collection.
Auspice	Provides photographic services under the parliamentarians' entitlement and to other government entities on a fee-for-service basis.
Bills Digest	A guide written to assist members of Parliament when they consider a Bill.
Budget	The Australian Government Budget sets out the fiscal and economic outlook for Australia, and includes expenditure and revenue estimates for the current financial year, the budget year and the three forward financial years.
Building fabric	The basic elements making up a building; the structure without finishings or decoration.

Term	Description
Commonwealth Procurement Rules (CPRs)	The core procurement policy framework that articulates the Government's expectations for all agencies subject to the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA) and their officials, when performing duties in relation to procurement. These are issued by the Department of Finance.
Corporate Governance	The process by which agencies are directed and controlled. It is generally understood to encompass authority, accountability, stewardship, leadership, direction and control. These processes are issued by the Department of Finance.
Corporate Plan	A planning document for entities to set out their purpose(s), what they will do to achieve the purpose(s) and how they will know they have achieved the purpose(s).
Departmental Item	Resources (assets, liabilities, revenues and expenses) that agency chief executive officers control directly. This includes outsourced activities funded and controlled by the agency. Examples of departmental items include agency running costs, accrued employee entitlements and net appropriations. A departmental item is a component of a departmental program.
Enterprise Agreement	An agreement between DPS and its employees about terms and conditions of employment.
Federation Chamber	The second Chamber of the House of Representatives.
Financial Results	The results shown in the financial statements of an agency.
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.
Key Performance Indicators (KPIs)	KPIs are used to assess and monitor the department's performance and to provide a record of our progress towards supporting the department's objectives, how public money was spent and whether planned achievements were on track.
Operations	Functions, services and processes performed in pursuing the objectives or discharging the functions of an agency.

Term	Description
Parliament House Art Collection	Comprises a number of stand-alone collections (the Rotational Collection, the Architectural Commissions, the Architectural Design of the Building, the Historic Memorials Collection, the Gift Collection, the Constitutional Documents and the Archive).
Parliamentary precincts	The parliamentary precincts are defined in the <i>Parliamentary Precincts Act 1988</i> . 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.
Parliamentary ICT Advisory Board (PICTAB)	A body established to oversee progress of the Parliamentary ICT Strategic Plan and to provide guidance to DPS on strategic objectives and outcomes.
ParlInfo Search	An online tool which enables the searching and downloading of parliamentary information including Hansard transcripts, Bills, Senate journals, votes and proceedings, notice papers, committee reports, the Parliamentary Handbook, newspaper clippings, media and publications.
ParlView	An online broadcast service which enables the viewing, searching and downloading of parliamentary broadcasts, special parliamentary events and press conferences as well as some historical records.
ParlTV	Parliament House internal television and digital radio service.
Performance Information	Evidence about performance that is collected and used systematically, which may relate to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention. While performance information may be quantitative (numerical) or qualitative (descriptive), it should be verifiable.
PSL Employee	A Parliamentary Service Level employee is a person engaged under section 22, or a person who was engaged as a PSL employee under section 72, of the <i>Parliamentary Service Act 1999</i> .
Portfolio Budget Statements (PBS)	Budget-related paper detailing budget initiatives and explanations of appropriations specified by outcome and program by each agency within a portfolio.



Term	Description
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 the President, and in the House of Representatives, the Speaker.
<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA)	The <i>Public Governance, Performance and Accountability Act 2013</i> sets out main principles and requirements of the Commonwealth Resource Management Framework. Rules and other legislative instruments establish the requirements and procedures necessary to give effect to the governance, performance and accountability matters covered by the Act.
Purpose	Includes the objectives, functions or role of the entity
Security Management Board	This body is established by the <i>Parliamentary Service Act 1999</i> , and provides advice as required to the Presiding Officers on security policy, and the management of security measures, for Parliament House. The board has four members who may, with the Presiding Officers' permission, invite others to attend their meetings.
Status A furniture	The Status A or 'Commissioned' furniture collection comprises around 390 'one-off' furniture items produced by professional craftspeople engaged in fabricating site-specific works in close collaboration with the architects. These items are located in the Senate and House of Representative Chambers, the Members Hall, Reception Hall, the Foyer, the Cabinet Suite and Committee Room One, the Members and Guests Dining Rooms, and Party Committee Rooms. There were also individual commissions for five special suites for the Prime Minister, Deputy Prime Minister, President of the Senate, Speaker of the House of Representatives and the Leader of the Opposition.

Term	Description
Status B furniture	<p>The Status B or 'Global' furniture collection which comprises around 12,000 pieces designed and manufactured specifically for Parliament House integrating timeless design capable of gracefully withstanding decades of use. Global furniture items can be found in parliamentarians' suites, offices of the Clerks of the Senate and House of Representatives, Committee Rooms, Office of the Secretary, the Parliamentary Librarian's office, the Parliamentary Budget Office Executive areas, the Parliament Briefing Rooms and in the general circulation areas of the building including outdoor courtyards.</p>
Status C furniture	<p>Status C furniture is administrative office furniture for use by staff across the four parliamentary departments, including members', ministers' and senators' staff. The furniture comprises a range of ready-manufactured workstations, loose furniture and furnishings including some light industrial items for use in plant rooms, stores and workshops.</p>

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## LIST OF REQUIREMENTS

Below is the table set out in Schedule 2 of the PGPA Rule. Section 17AJ(d) requires this table to be included in entities' annual reports as an aid of access.

PGPA Rule Reference	Part of Report	Description	Requirement
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	vi–viii	Table of contents.	Mandatory
17AJ(b)	252–259	Alphabetical index.	Mandatory
17AJ(c)	234–241	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	245–251	List of requirements.	Mandatory
17AJ(e)	ii	Details of contact officer.	Mandatory
17AJ(f)	ii	Entity's website address.	Mandatory
17AJ(g)	ii	Electronic address of report.	Mandatory
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	2–9	A review by the accountable authority of the entity.	Mandatory
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	12	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	18	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	14	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	12	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments—mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory
<b>17AD(c) Report on the Performance of the entity</b>			
<b>Annual Performance Statements</b>			
17AD(c)(i); 16F	24–67	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
<b>17AD(c)(iii) Report on Financial Performance</b>			
17AF(1)(a)	15–17	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	15	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.
<b>17AD(d) Management and Accountability</b>			
<b>Corporate Governance</b>			
17AG(2)(a)	156	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(b)(iii)	iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	146–156	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d)–(e)	156	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory
<b>External Scrutiny</b>			
17AG(3)	157	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	157	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	157	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory



PGPA Rule Reference	Part of Report	Description	Requirement
<b>Management of Human Resources</b>			
17AG(4)(a)	158–167	An assessment of the entity’s effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	212 212 212 159, 212 158 159	Statistics on the entity’s APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>• Statistics on staffing classification level;</li> <li>• Statistics on full-time employees;</li> <li>• Statistics on part-time employees;</li> <li>• Statistics on gender;</li> <li>• Statistics on staff location;</li> <li>• Statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	164	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	164	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	212	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	164	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Assets Management</b>			
17AG(5)	167	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
<b>Purchasing</b>			
17AG(6)	167–168	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
<b>Consultants</b>			
17AG(7)(a)	168–169	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	168	A statement that “ <i>During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> ”	Mandatory
17AG(7)(c)	168–169	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	169	A statement that “ <i>Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.</i> ”	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Australian National Audit Office Access Clauses</b>			
17AG(8)	169	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
<b>Exempt contracts</b>			
17AG(9)	169	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
<b>Small business</b>			
17AG(10)(a)	169	A statement that "[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."	Mandatory
17AG(10)(b)	169	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	169	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that "[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Financial Statements</b>			
17AD(e)	172–208	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<b>17AD(f) Other Mandatory Information</b>			
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that <i>“During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”</i>	If applicable, Mandatory
17AH(1)(a)(iii)	227	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	N/A	A statement that <i>“Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</i>	If applicable, Mandatory
17AH(1)(c)	229	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	157	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	230–231	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	97–143	Information required by other legislation	Mandatory

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