

Appendices



Appendix A – Agency resource and outcome expense statements

This section details the PBO’s resources and expenses for 2015–16.

The tables in this appendix correspond to tables for 2015–16 in the PBO’s Portfolio Budget Statements 2016–17.

Table A1: Agency resource statement

		Actual available appropriation for 2015–16	Payments made 2015–16	Balance remaining 2015–16
		\$'000 (a)	\$'000 (b)	\$'000 (a)–(b)
Ordinary annual services				
		10,088	7,695	2,393
Departmental appropriation ¹				
Total ordinary annual services	A	10,088	7,695	2,393
Special appropriation				
Special appropriation limited by amount [<i>Parliamentary Service Act 1999 section 64D</i>]		5,300	309	4,991
Total special appropriation	B	5,300	309	4,991
Total resourcing and payments	A+B	15,388	8,004	7,384

¹ *Appropriation (Parliamentary Departments) Act (No.1) 2015–16*. This includes prior year departmental appropriation and section 74 retained revenue receipts.

Table A2: Outcome expense statement

	Budget *	Actual expenses	Variation
	2015–16	2015–16	2015–16
	\$'000	\$'000	\$'000
	(a)	(b)	(a)–(b)
Outcome 1			
Departmental expenses			
Departmental appropriation ¹	7,379	7,410	(31)
Special appropriation	100	186	(86)
Expenses not requiring appropriation in the Budget year ²	608	606	2
Total expenses for Outcome 1	8,087	8,202	(115)
	2015–16	2014–15	
Average staffing level (number)	42	37	

* Full year budget including any subsequent adjustment made to the 2015–16 Budget.

1 Departmental appropriation combines ordinary annual services (*Appropriation (Parliamentary Departments) Act (No.1) 2015–16*) and retained revenue receipts under section 74 of the PGPA Act 2013.

2 Expenses not requiring appropriation in the budget year are made up of depreciation expense, amortisation expense and resources received free of charge.

Appendix B: Staffing statistics, 30 June 2016

Table B1: Employee numbers by classification, salary range, gender, participation and employment category

Classification	Salary \$ ¹		Gender		Category		Participation		Total
	minimum	maximum	male	female	ongoing	non-ongoing	full time	part time	
Parliamentary Service Level 4	64,928	70,339	–	1	1	–	1	–	1
Parliamentary Service Level 5	72,503	79,537	–	2	2	–	2	–	2
Parliamentary Service Level 6	83,324	93,604	5	5	10	–	9	1	10
Parliamentary Executive Level 1 ²	104,967	121,198	15	5	18	2	18	2	20
Parliamentary Executive Level 2	124,445	148,251	6	2	8	–	8	–	8
Senior Executive Service Band 1 ²	216,455	248,922	3	1	4	–	4	–	4
Senior Executive Service Band 2	270,567	313,858	2	–	2	–	2	–	2
Parliamentary Budget Officer ³	n/a	n/a	1	–	1	–	1	–	1
Total			32	16	46	2	45	3	48

¹ SES amounts reflect total remuneration rather than salary amounts. Non-SES amounts include salary amounts, but exclude superannuation.

² Two Parliamentary Executive Level 1s and one SES Band 1 are on long-term leave and are not included in the statistics above.

³ The Parliamentary Budget Officer is a statutory appointment and is not an employee of the Parliamentary Budget Office. The remuneration of the Parliamentary Budget Officer is determined by the Remuneration Tribunal.

All employees are located at Parliament House, Canberra. One employee identified themselves as Indigenous (30 June 2015: nil).

Appendix C – Other statistics

Table C1 provides information on costing and budget analysis requests from parliamentarians and parliamentary parties over the past four financial years.

Table C1: Costing and budget analysis requests from parliamentarians and parliamentary parties by year

	2012–13	2013–14	2014–15	2015–16
Requests outstanding at start of period	–	463	76	138
Requests received in period	1,146	1,297	973	4,146
Requests withdrawn in period	19	162	42	1,013
Requests completed in period	664	1,522	869	3,251
Average time to completion (business days)	33.9	13.8	19.7	18.6
Median time to completion (business days)	n/a	6	12	16
Requests outstanding at end of period	463	76	138	20

Note: The table identifies the number of ‘options’ received by the PBO, noting that a single request can contain multiple options.

Table C2 provides information on information requests to Commonwealth agencies over the past four financial years.

Table C2: Information requests to Commonwealth agencies by year

	2012–13	2013–14	2014–15	2015–16
Requests outstanding at start of period	–	28	16	3
Requests sent in period	360	388	203	743
Requests received in period	332	400	216	745
Requests received by due date	149	209	147	695
Requests received after due date	183	191	69	50
Percentage late	55.1	47.8	31.9	6.7
Average time taken to respond (business days)	13.1	12.6	13.5	6.5
Average punctuality (business days late)	3.0	5.3	2.9	-1.3
Average lateness of late responses (business days)	6.5	11.9	11.2	3.5
Requests outstanding at end of period	28	16	3	1

Table C3: Information request responsiveness by Commonwealth agencies — 2015–16

Department/Agency	Requests sent in period ¹	Requests received in period	Average time taken to respond (business days)	Requests received after due date	Average lateness of responses (business days)	Per cent late	Requests outstanding at end of period	Requests overdue at end of period
Agriculture	16	16	6.7	6	1.2	38%	—	—
Attorney-General	22	22	6.6	2	2.0	9%	—	—
Australian Bureau of Statistics	3	3	4	—	—	—	—	—
Australian Competition and Consumer Commission	3	3	5.0	2	2.0	67%	—	—
Australian Nuclear Science and Technology Organisation	1	1	11.0	—	—	—	—	—
Australian Taxation Office	59	59	4.0	—	—	—	—	—
Commonwealth Grants Commission	1	1	1.0	—	—	—	—	—
Communications	11	11	8.5	5	1.4	45%	—	—
Defence	9	9	6.7	1	2.0	11%	—	—
Education and Training	54	53	6.6	4	6.0	8%	1	—
Employment	27	27	8.5	—	—	—	—	—
Environment	20	20	6.4	1	1.0	5%	—	—
Finance	66	66	6.2	1	1.0	2%	—	—
Foreign Affairs and Trade	12	12	4.3	—	—	—	—	—
Health	37	37	9.2	11	2.4	30%	—	—
Human Services	31	31	5.2	—	—	—	—	—
Immigration and Border Protection	20	20	4.7	1	1.0	5%	—	—
Industry and Science	29	29	7.2	6	3.0	21%	—	—
Infrastructure and Regional Development	12	12	6.1	—	—	—	—	—
Prime Minister and Cabinet	7	7	6.4	—	—	—	—	—
Social Services	170	170	7.3	1	3.0	1%	—	—
Treasury	127	127	5.9	9	8.3	7%	—	—
Veterans' Affairs	9	9	7.8	—	—	—	—	—
Total	746	745	6.5	50	3.5	6.7%	1	—

¹ Includes three outstanding requests as at 30 June 2015 carried over to 2015–16

Appendix D – Other mandatory information

Table D1 provides information relating to a number of mandatory reporting requirements for the PBO. Where no reportable activity occurred against a mandatory requirement or the requirement was not applicable to the PBO in 2015–16, it is identified in Appendix E.

Table D1: Other mandatory information

Requirement	Comment
Information Publication Scheme	<p>The Parliamentary Budget Officer and the Parliamentary Budget Office are defined as exempt agencies in section 7(1) and Division 1 of Part I of Schedule 2 of the <i>Freedom of Information Act 1982</i>.</p> <p>Section 45A of the Freedom of Information Act also protects the confidentiality of documents related to PBO requests that may be held by other agencies.</p>
Work health and safety	<p>The following information for the 2015–16 reporting period is provided in accordance with Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>:</p> <p>No incidents were reported to Comcare.</p> <p>The PBO was not subject to any Comcare investigations.</p> <p>Comcare did not issue any notices under the Work Health and Safety Act.</p> <p>All new employees completed an induction program, which included information on work health and safety issues, an outline of the legislative and policy framework, and information on their obligations as employees.</p> <p>The PBO has a Health and Safety Committee which meets quarterly and appointed Health and Safety Representatives.</p> <p>The PBO provides sit-to-stand workstations to almost all employees to encourage healthy work practices. Support is provided to employees to ensure correct workstation setup and, where appropriate, professional expertise is sought to complement existing practices.</p>

Requirement	Comment
Advertising and market research	The PBO did not undertake any advertising campaigns.
Ecologically sustainable development and environmental performance	As the PBO is located in Parliament House, all facilities and environmental management activities are undertaken by DPS and included in its annual report.
Disability reporting mechanisms	<p>Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission’s State of the Service reports and the <i>APS Statistical Bulletin</i>. These reports are available at www.apsc.gov.au. From 2010–11, entities have no longer been required to report on these functions.</p> <p>The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020, which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these progress reports was published in 2014, and can be found at www.dss.gov.au.</p>

Appendix E – List of requirements

Section 17AJ(d) of the PGPA Rule requires the following list of requirements to be included in the annual report as an aid of access.

Table E1: List of requirements

PGPA Rule reference	Page no	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	iii	A copy of the letter of transmittal signed and dated by accountability authority on the date final text approved, with a 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
17AD(h)	Aids to access		
17AJ(a)	v	Table of contents.	Mandatory
17AJ(b)	71	Alphabetical index.	Mandatory
17AJ(c)	70	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	63–7	List of requirements.	Mandatory
17AJ(e)	iv	Details of contact officer.	Mandatory
17AJ(f)	iv	Entity’s website address.	Mandatory
17AJ(g)	iv	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	3–5	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	7	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	6	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	6	A description of the purposes of the entity as included in the corporate plan.	Mandatory
17AE(1)(b)	n/a	An outline of the structure of the portfolio of the entity.	Portfolio departments - mandatory
17AE(2)	n/a	Where the outcomes and programmes 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

PGPA Rule reference	Page no	Description	Requirement
17AD(c)		Report on the performance of the entity	
		<i>Annual performance statements</i>	
17AD(c)(i); 16F	24	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)		<i>Report on financial performance</i>	
17AF(1)(a)	25	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	26, 55	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
17AD(d)		Management and accountability	
		<i>Corporate governance</i>	
17AG(2)(a)	iii, 30	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
17AG(2)(b)(ii)	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)	29	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d)–(e)	n/a	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
		<i>External scrutiny</i>	
17AG(3)	31	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	n/a	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

PGPA Rule reference	Page no	Description	Requirement
17AG(3)(b)	n/a	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
<i>Management of human resources</i>			
17AG(4)(a)	31–3	An assessment of the entity’s effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	57	Statistics on the entity’s parliamentary service employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> • Statistics on staffing classification level • Statistics on full-time employees • Statistics on part-time employees • Statistics on gender • Statistics on staff location • Statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	32	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Parliamentary Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	32	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)	57	The salary ranges available for parliamentary service employees by classification level.	Mandatory
17AG(4)(c)(iii)	32	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	32	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
<i>Assets management</i>			
17AG(5)	33	An assessment of effectiveness of assets management where asset management is a significant part of the entity’s activities.	If applicable, mandatory

PGPA Rule reference	Page no	Description	Requirement
<i>Purchasing</i>			
17AG(6)	33	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
<i>Consultants</i>			
17AG(7)(a)	34	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)	34	A statement that "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]".	Mandatory
17AG(7)(c)	34	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)	34	A statement that "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."	Mandatory
<i>Australian National Audit Office access clauses</i>			
17AG(8)	n/a	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
<i>Exempt contracts</i>			
17AG(9)	n/a	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

PGPA Rule reference	Page no	Description	Requirement
<i>Small business</i>			
17AG(10)(a)	34	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)	34	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	n/a	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
<i>Financial Statements</i>			
17AD(e)	35–52	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
17AD(f)	Other mandatory information		
17AH(1)(a)(i)	n/a	If the entity conducted advertising campaigns, a statement that “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.”	If applicable, Mandatory
17AH(1)(a)(ii)	62	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	n/a	A statement that “Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory
17AH(1)(c)	62	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	61	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)	n/a	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	61	Information required by other legislation	Mandatory