

Annual Report and Financial Statements 2007-08

© Commonwealth of Australia 2008 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

or posted at: http://www.ag.gov.au/

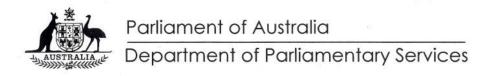
ANNUAL REPORT CONTACT: Mr Terry Crane Assistant Secretary Strategy and Business Services Branch Department of Parliamentary Services Parliament House CANBERRA ACT 2600

Phone: (61) 02 6277 8812 Fax: (61) 02 6277 8999 Email: terry.crane@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 2007-08 Parliamentary Service Act 1999



1 October 2008

Mr Harry Jenkins MP Speaker of the House of Representatives Parliament House CANBERRA ACT 2600 Senator the Hon John Hogg President of the Senate Parliament House CANBERRA ACT 2600

Dear Mr Speaker and Mr President

Annual Report 2007-08

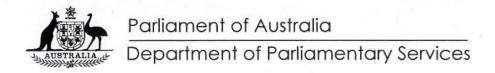
- I have pleasure in submitting the annual report of the Department of Parliamentary Services for the year ending 30 June 2008, as required by paragraph 65(1)(c) of the *Parliamentary Service Act 1999*. That provision requires the report to be presented to each House of the Parliament. The report includes the Annual Report of the Parliamentary Librarian under subsection 65(3) of the *Parliamentary Service Act 1999*.
- 2 As in previous years, DPS staff have worked tirelessly to maintain quality services to our clients and customers, and for that I thank them.

Yours sincerely

Alan Thompson

Secretary

Telephone: (61) 02 6277 7111



1 October 2008

Mr Harry Jenkins MP Speaker of the House of Representatives Parliament House CANBERRA ACT 2600 Senator the Hon John Hogg President of the Senate Parliament House CANBERRA ACT 2600

Dear Mr Speaker and Mr President

Annual Report 2007-08

- I have pleasure in submitting the annual report of the Parliamentary Librarian for the year ending 30 June 2008, as required by subsection 65(3) of the *Parliamentary Service Act 1999*.
- 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

Contents

Part 1—Secretary's review	. 3
Part 2—Departmental overview	11
Introduction	11
Departmental outcome statement	
Departmental structure	
Departmental services	
Parliamentary Library	14
Building Services Branch	14
Infrastructure Services Branch	
Content Management Branch	
Product and Service Development Branch	22
Strategy and Business Services Branch	24
Staff recognition	20
Part 3—Parliamentary Library	20 22
Parliamentary Librarian's review	
Introduction	
Joint Standing Committee on the Parliamentary Library	35
Resource Agreement	
Assessment of clients' needs and Library performance: addressing the	20 e
2007 assessment findings	
Continuous Improvement Review of the Information Access	-
Branch	40
Parliamentary Library feedback	
Australian National Audit Office (ANAO)	
Significant improvements in services and systems	43
Assistance to parliamentary libraries in the region	
Strategic and Workforce Planning	
Parliamentary Library overview	45
Research Branch	45
Information Access Branch	
Report on performance	
Introduction—Output 1 Library Services	4 ۵
Sub-output 1.1—Research services	
Sub-output 1.2—Information access services	
Parliamentary Library Financial Report	
Part 4—Report on performance	
Overview	65
Performance information and reporting model	65
Output cost attribution	65
Effectiveness in achieving the planned Outcome	67
Occupants of Parliament House are supported by integrated services	
and facilities,	
Parliament functions effectively	67
and its work and building are accessible to the public	
Output 1—Library Services	69

Contents Output 2—Building and Occupant Services......69 Introduction 69 Output 3—Infrastructure Services80 Output 4—Parliamentary Records Services93 Administered items......103 Other reporting requirements......106 Purchaser-provider arrangements106 Part 5—Environment and heritage......111 Introduction111 Strategic plan112 Sustainable purchasing practices112 Communication and promotion113 Legal requirements......114 Heritage Performance......117 Design Integrity Index 2007-08......117 Environmental performance......118 Recycling and waste management125 Emissions and effluents......129 Part 6—Management and accountability......135 Corporate governance......135 People management and strategy......144 Staffing, salary and classification structures144 Purchasing.......153 Competitive tendering and contracting155 Asset management156 Accountability.......157 External scrutiny157

DPS Annual Report 2007-08

	Contents
Advertising costs	158
Legal services expenditure	
Financial Statements	
Appendices	
Appendix A—Consultancy services 2007-08	
Appendix B—Material errors in 2006-07 annual report	223
Glossary	
Acronyms and abbreviations	
Compliance index	
Global Reporting Initiative index	
List of figures	
Index	