



Department
of the Senate

ANNUAL REPORT 2003–04

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AUSTRALIAN SENATE

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20 September 2004

Senator the Honourable Paul Calvert
President of the Senate
Parliament House
CANBERRA ACT 2600

Dear Mr President

Pursuant to section 65 of the *Parliamentary Service Act 1999*, I give you a report, for presentation to the Senate, on the activities of the Department of the Senate for the year ended 30 June 2004.

Yours sincerely

(Harry Evans)

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About this Report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2004.

The report is presented in five main parts:

- the Clerk's review, which summarises significant issues and developments that affected the department during the year, and the departmental overview, which describes the structure and functions of the department
- a report on the department's performance against its individual output groups' performance indicators
- a report on management and accountability in the department, including in the areas of corporate governance, external scrutiny, human resources management, purchasing and assets
- the department's audited financial statements
- appendices that contain information required by legislation to be provided, together with information about staffing, publications and public information activities.

A glossary of terms, compliance index and general index complete the report.

This report is presented for tabling in the Senate pursuant to section 65 of the *Parliamentary Service Act 1999*. It is also produced to meet the information needs of interested parties, including:

- individual senators and their staff
- staff of the Senate and other Commonwealth parliamentary departments
- other legislative institutions
- executive government agencies
- journalists
- members of the public.

This report is available on the Senate website: www.aph.gov.au/senate.

