

PART B

Departmental Overview

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DEPARTMENTAL OVERVIEW

The department is one of the three parliamentary departments supporting the Australian Parliament.

The main responsibility of the department is the effective and efficient provision of services to support the functioning of the Senate, its committees and senators.

The department also runs education programs and prepares publications to promote an understanding of parliamentary processes.

These responsibilities are reflected in the intermediate outcomes shown in the diagram on page 8.

Organisational Structure

The department is responsible to the Senate through the President of the Senate.

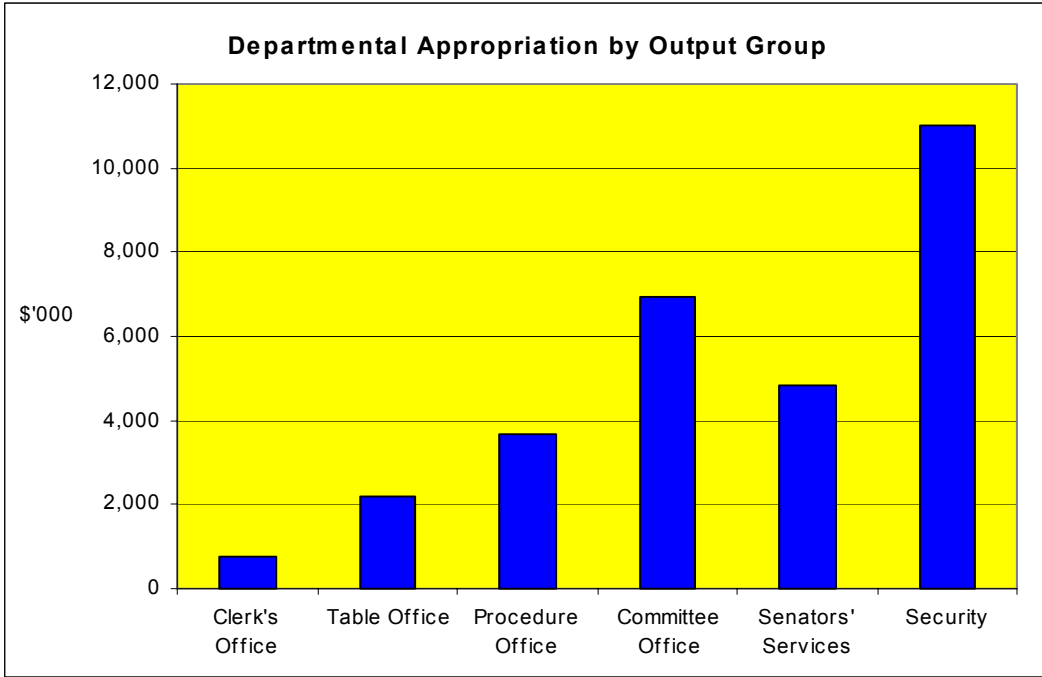
The administrative head of the department is the Clerk of the Senate.

The department is organised into five offices which also equate to the Department's output groups:

- Output Group 1 - Clerk's Office - provides advice in relation to the proceedings of the Senate and its committees, provides secretariat services to various committees and provides strategic direction for the department.
- Output Group 2 - Table Office - provides procedural advice and programming services, processes legislation, produces documents including the record of Senate proceedings, provides safe custody of Senate records, provides inquiry services to facilitate the operations of the Senate and the work of senators and provides secretariat services to various committees.
- Output Group 3 - Procedure Office - provides procedural advice and legislative drafting services to non-government senators, provides secretariat services to the legislative scrutiny committees, conducts parliamentary research, and promotes awareness and knowledge of the Senate and the Parliament in the community.
- Output Group 4 - Committee Office - provides Senate and certain joint committees with secretariat support for the conduct of and reporting on inquiries, and aims to increase the public's awareness of the work of committees.
- Output Group 5 - Black Rod's Office - provides office support, information technology support, security advice, ceremonial services and corporate services to the Senate, senators and departmental staff.

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Chart 1: Departmental Appropriation by Output Group (\$'000)



Note: Output Group 5 (Black Rod's Office) is divided into two outputs: Senators' Services and Security. The cost of security for the whole of Parliament House and its environs is shared equally between the Department of the Senate and the Department of the House of Representatives. Security services are delivered by the Department of Parliamentary Services under a MOU with the chamber departments.

