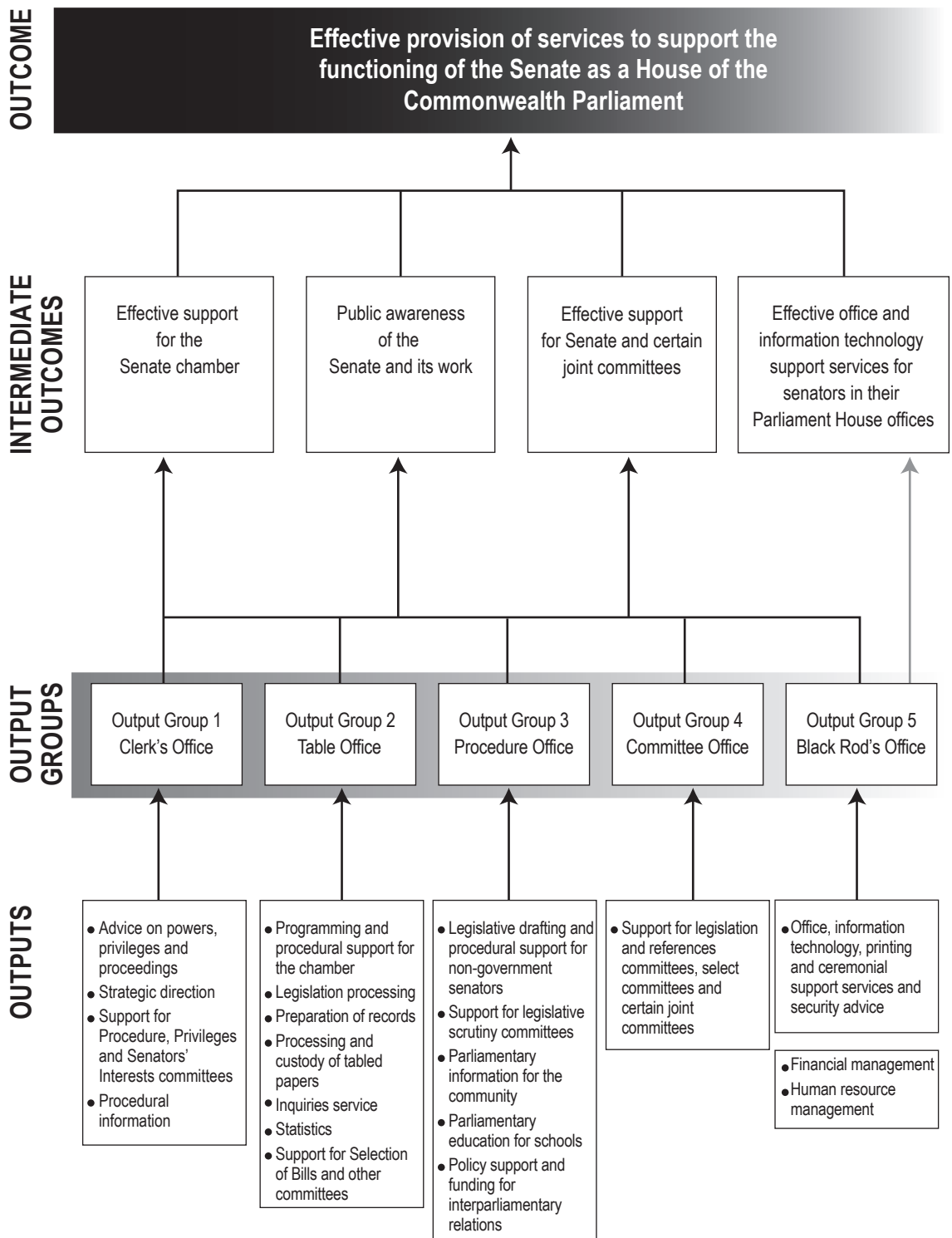


DEPARTMENTAL OVERVIEW

Figure 1: Organisational structure, outcome and outputs



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 the opposite page.

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, information technology, printing and ceremonial support services; security advice; and corporate services to the Senate, senators and departmental staff.

APPROPRIATIONS AND VARIATIONS

While the new arrangements for the provision of security, in particular, the funding arrangements, came into effect during the course of the 2004-05 financial year, the 2005-06 PBS will represent the first time the department has disclosed its funding without the security component. Senior officers of the department will continue to represent the department as a major stakeholder on all matters relating to security within Parliament House, especially by membership of the Security Management Board.

Figure 2: Departmental appropriation by output group (\$'000)

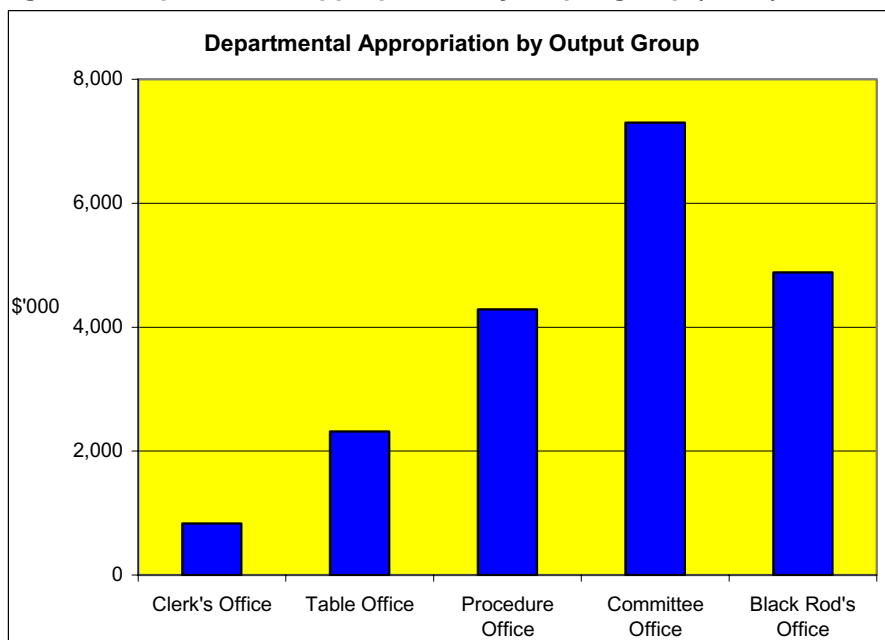


Figure 3: Departmental appropriation by output group (% of total)

