



Department  
of the Senate



# ANNUAL REPORT

## 2009 – 10

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*Back* (left to right): students from Kurrajong Public School, New South Wales, involved in a parliamentary role-play, courtesy of the Parliamentary Education Office; departmental staff member preparing a Senate committee room, courtesy of the Parliamentary Education Office

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24 September 2010

Senator the Honourable John Hogg  
President of the Senate  
Parliament House  
CANBERRA ACT 2600

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 2010.

Yours sincerely

(Rosemary Laing)

LETTER OF TRANSMITTAL



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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 2010.

The report is presented in six parts.

<b>Overviews</b>	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
<b>Report on performance</b>	A summary of overall performance, and a description of each office's contribution to the department's outcome
<b>Management and accountability</b>	A report on corporate governance and the management of resources
<b>Financial statements</b>	The auditor's report and audited financial statements
<b>Appendices</b>	Details of: <ul style="list-style-type: none"><li>• resources and staffing</li><li>• performance in relation to certain legislation</li><li>• publications available from the department</li><li>• ways to contact the department</li></ul>
<b>References</b>	Tools to assist the reader: <ul style="list-style-type: none"><li>• a glossary and abbreviations list</li><li>• an index showing how the report complies with annual reporting requirements</li><li>• an alphabetical index</li></ul>

The 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 people, including:

- senators and their staff
- staff of the Department of the Senate and other parliamentary departments
- staff of other legislatures
- staff of executive government departments and agencies
- the media
- other members of the Australian community.

The report is available on the department's website:  
<http://www.aph.gov.au/senate/dept/index.htm>.

# Overviews







## Clerk's review

2009–10 was a year of major change for the Department of the Senate because of the retirement of long-serving and greatly esteemed Clerk, Harry Evans. Harry retired on 4 December 2009, having been Clerk since 17 February 1988, a term of service that will never be matched given the enactment of the Parliamentary Service Act in 1999 which placed a ten-year, non-renewable limit on the terms of the Clerks of the Houses.

After more than 40 years of service to the Senate, Harry Evans's contribution can be measured in much greater terms than simply time served. A renowned expert on parliamentary privilege, Harry was the principal critic of the judgments of Mr Justice Cantor and Mr Justice Hunt in the case of *R v Murphy* which were the catalyst for the enactment of the *Parliamentary Privileges Act 1987*. His next challenge was to rationalise the Senate's standing orders, transforming them from a somewhat antiquated and motley collection into a rational body of rules written in plain English and appropriate for a modern parliament. While the revised standing orders were a codification of existing practice, they contain many examples of Harry's formidable capacity for reducing complicated things to simple and crystal clear prescriptions.

There are many other examples of his ability to devise and draft procedures to give effect to senators' desires to see the Senate performing its functions more effectively. Also formidable is Harry's body of writing on parliamentary matters. In 1994, he produced a new version of the classic text, *Australian Senate Practice*, renamed as *Odgers' Australian Senate Practice* after its first author and Clerk of the Senate from 1965 to 1979, James Rowland (Jim) Odgers. During his time as Clerk of the Senate, Harry produced six editions of this major parliamentary work, ensuring the availability of the most up-to-date information about the evolving Senate, its constitutional position and its procedures. 'The Book', as he fondly called it, remains as a testament to his endeavours to promote the institution of Parliament, and the Senate in particular, as one of the last bulwarks against executive domination. A collection of his other writings was published in February 2010 as a special issue of the department's journal, *Papers on Parliament*.

Senators paid tribute to their retiring Clerk on 19 November 2009 and a recurring theme was the independence and impartiality which Harry

Evans brought to the performance of his office and the fearlessness with which he defended the powers and role of the Senate. While his advice was not always appreciated by governments, Harry achieved the distinction of being criticised by governments of all complexions and respected by all. In the words of the present Leader of the Government in the Senate, Senator the Hon. Chris Evans, his career represents the ‘very best of the concept of public service’.

As a chief executive officer, Harry Evans also represented the highest standards of ethical leadership, probity and the pursuit of value for money on behalf of the taxpayer. The Senate committee inquiry process remains one of the most cost-effective means of scrutinising governments’ policies, operations and legislative proposals, and the Committee Office operates at a fraction of the cost of such agencies as the Productivity Commission or the Australian National Audit Office.

As with all small agencies, however, the department does face financial pressures as a result of the additional 2 per cent efficiency dividend that has been in place for the past two financial years. These years have also seen unprecedented pressure on committees from a record number of inquiries referred by the Senate. We continue to look for ways to ‘work smarter’ to maximise our resources, particularly through the application of information technology solutions where practicable.

There is no doubt that such solutions have revolutionised the publication and distribution of parliamentary documents in the past. Further productivity gains are expected from the Senate Centralised Information Database (SCID) project in the Committee Office and the redevelopment of the document production system used by the Table Office. We will also be responding to the recent report of the Parliamentary Joint Committee on Publications on the development of a digital repository for, and the electronic distribution of, the Parliamentary Papers Series. The first stage of the response will be the development of a business case to examine the various issues that arise from the committee’s recommendations.

Productivity gains made from using technology are all well and good but the greatest capital available to the department comes from the intellectual contribution and skills of its staff. At a time when several senior officers with many years’ service have retired from the department, there has been a focus on training and developing new staff through the department’s professional development program, known as PEP UP, through one-off seminars and through on-the-job learning opportunities that also give staff access to a wider range of duties. The Table Office

also reinstated its popular 'field trips' which provide staff with insights into what happens behind the scenes on a sitting day. The department's new enterprise agreement, recently approved in a staff ballot, continues our commitment to professional growth and development through structured and on-the-job learning and through effective performance communication.

As well as providing training for our own staff, the department is also a provider of training about parliamentary matters to the wider public service. Structured training programs have been provided for the past 20 years on a cost-recovery basis and are an important source of revenue for the department. More important, however, is the dissemination of knowledge to officers at all levels of the public service about the operations of parliament and its constitutional status. We provide these services so that officers can interact effectively with the Parliament but there is clearly a lot more to do in this area.

Over the past year, I have been concerned at the number and nature of episodes demonstrating an apparent lack of knowledge of basic parliamentary processes, a phenomenon which has the potential to impede the effective operations of the Senate. Some examples include the following:

- lack of preparedness on the part of government advisers assisting ministers with the passage of legislation through the Senate and lack of awareness of basic Senate procedures for dealing with different types of amendments, leading to delays and potential errors
- inappropriate circulation of a departmental submission to an inquiry dealing with matters of individual conduct to the offices of ministers whose staff were also subject to the inquiry (and the subsequent production of legal advice to justify this conduct, advice which a committee characterised as wrong, reflecting an ignorance of Senate practice and procedure and based on an erroneous view of the committee's function)
- the issuing of a departmental memorandum (subsequently withdrawn on ministerial instructions) directing personnel not to have any direct contact with a committee (or its staff) conducting an inquiry into matters affecting the agency
- the development of policy (and subsequent drafting instructions) for a tax bill making it a criminal offence to provide information to a parliamentary committee (in direct contradiction of the offence in the *Parliamentary Privileges Act 1987* of penalising a witness for giving

evidence to a House or committee) and requiring the questioning of proceedings in parliament for the trial of the offence (in direct contradiction of Article 9 of the 1689 Bill of Rights)

- the refusal of officers at an estimates hearing to answer questions on the ground that they were protected by a secrecy provision in the Act establishing their agency (in contradiction of the long-established principle that a general secrecy provision has no application to the operations of the Houses or their committees unless there are express words limiting their powers and immunities under section 49 of the Constitution).

In the last sitting week of June, the Senate Privileges Committee received a reference on the adequacy of the *Government guidelines for official witnesses before parliamentary committees*, arising from a committee report on the third episode listed above. The inquiry may provide a forum for some of these issues to be examined. In the meantime, I will also be raising my concerns with the Public Service Commissioner (who is also the Parliamentary Service Commissioner) early in the new financial year to see how we can cooperate on the development of appropriate training.

The year in review has witnessed many highlights.

Nowhere was the value of committee work demonstrated more profoundly than in the National Apology to the Forgotten Australians, offered by the Prime Minister and Leader of the Opposition at a ceremony in Parliament House on 16 November 2009. The apology followed reports by the Community Affairs Committee on child migrants and children in institutional care and was widely welcomed.

The opening of a new segment of the exhibition, 'Acting Wisely', in the first floor exhibition area of Parliament House, brought one of our great national treasures into a more prominent position where it can be seen more readily by visitors to the building. The relocation of the Parliament's 1297 *Inspeximus* copy of the Magna Carta was followed by the publication by the department of a booklet with an essay by Nicholas Vincent, Professor of Medieval History at the University of East Anglia, on how it came into our hands. Professor Vincent's original new research has produced a tale that makes compelling reading.

The 40th anniversary of the Senate's legislative and general purpose standing committees and estimates committees occurred on 11 June 2010. The event will be marked by a conference later in the year.

The important work that is undertaken on a daily basis in the Table and Committee offices to record the operations of the Senate and its committees, and to preserve those records for posterity, was recognised in a symbolic way by a ceremony held in May 2010 at which the President of the Senate, together with the Speaker of the House of Representatives, handed over to the Director-General of the National Archives of Australia the records of the Federal Parliamentary War Committee which operated between 1915 and 1918.

The future is equally important as the past and it is essential that we are able to adapt to rapidly expanding demands for information via new technologies. Departmental staff made important contributions to the redevelopment of the Parliament's website, an ongoing project relying on contributions from all three parliamentary departments and due for completion in the next reporting period. The Parliamentary Education Office also continued its vital work of introducing our future electors to concepts of parliamentary government and participatory democracy.

The year ahead will include an election period and a chance to clear the decks for a new parliament. Election breaks also allow attention to be devoted to longer term projects. As well as making progress on the various information technology projects referred to earlier, the department will take the opportunity to finalise a structural review, initiated at the beginning of 2010, to take stock of our organisational arrangements, gather fresh ideas about the services we provide and the way we provide them, and to ensure we are making the best use of our resources, with the aim of providing the best possible support to the Senate, its committees and senators.

I thank all staff for their contribution to this important goal over the past year and look forward to working with them in the year ahead. In my first year as Clerk of the Senate, I also express thanks to my colleagues, the Clerk of the House of Representatives and the Secretary of the Department of Parliamentary Services, for their support and trust that we will continue to work cooperatively together in the pursuit of our common goals.

Rosemary Laing  
Clerk of the Senate





# Departmental overview

## Role and functions

The department's role is to serve the Senate and its committees, and its functions are almost entirely determined by their activities. The department provides services in four main categories: Senate support, committee support, senators' services, and public education and awareness.

The department is responsible to the Senate and all senators, and maintains complete impartiality in serving senators from all political parties and independent senators.

## Aim and objectives

Our aim is to provide effective services to support the functioning of the Senate as a House of the Commonwealth Parliament.

During 2009–10, the department:

- continued to develop its expertise in the constitutional and procedural bases of the Senate and its committees
- maintained and improved services to the Senate, its committees, senators and other users of departmental resources, using efficient and up-to-date technology
- ensured the highest standard of accurate and prompt procedural advice and legislative support
- published a range of practical, procedural resources on the work of the Senate and the Parliament and maximised awareness of and access to these resources
- produced and delivered effective education and information programs
- implemented effective workforce planning, recruitment and staff development practices to ensure the department maintained a highly skilled, knowledgeable and motivated workforce.

The department's results against the performance indicators and targets in the portfolio budget statements are described in the 'Report on performance'.

## Organisational structure

The department is responsible to the Senate through the President of the Senate. In 2009–10 Senator the Hon. John Hogg continued in his role as the President of the Senate.

The Clerk of the Senate is the administrative head of the department. In 2009–10, Harry Evans was the Clerk of the Senate until his retirement on 4 December 2009. On 5 December 2009, Rosemary Laing commenced her appointment as Clerk of the Senate.

The department is organised into the Clerk’s Office and four other offices, as shown in figure 1. Figure 1 also identifies the elements that make up each of the offices. Contact details are in appendix 5.

The following is a summary of the functions of each office:

**Clerk’s Office**—provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees, strategic direction for the department and secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators’ Interests; and maintains the Register of Senators’ Interests

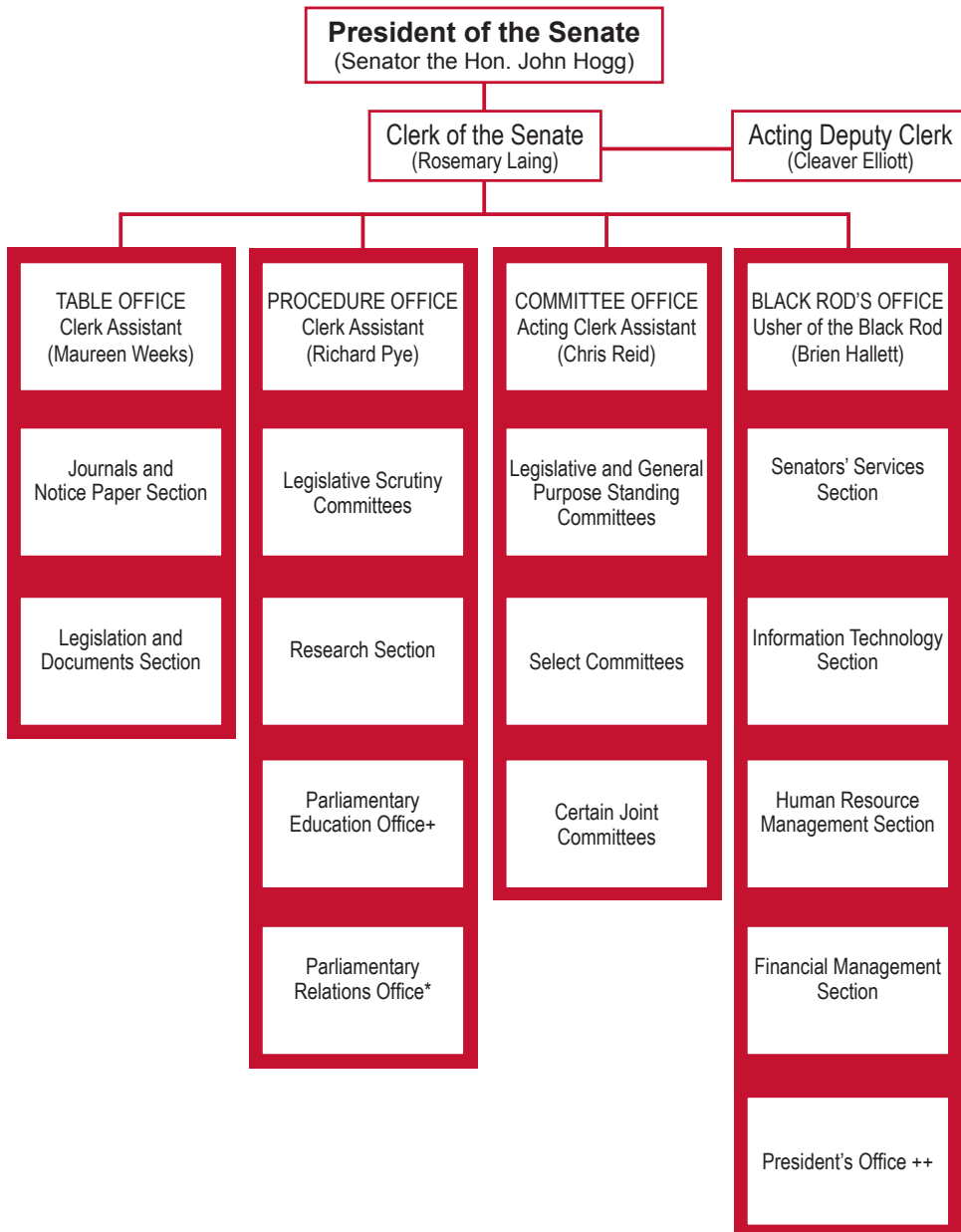
**Table Office**—provides programming and procedural support to the Senate; processes legislation and documents, and archives records of the Senate; produces records of Senate business and proceedings, and disseminates information on the work of the Senate; provides document distribution and inquiries services; and provides secretariat support to several domestic committees

**Procedure Office**—provides advisory and drafting services to non-government senators, secretariat support for the legislative scrutiny committees and policy support for inter-parliamentary relations; conducts parliamentary research; and promotes community awareness and knowledge of the Senate and the Parliament

**Committee Office**—provides secretariat support for most Senate and certain joint committees and, in accordance with committee directions, facilitates the public’s awareness of and involvement in the work of committees

**Black Rod’s Office**—provides office, chamber and committee room support; information technology and ceremonial services; security advice; and corporate services to the Senate, senators and departmental staff.

**Figure 1 Organisational structure, 30 June 2010**



+ Jointly funded by the department and the Department of the House of Representatives and administered by the Department of the Senate  
 \* Jointly funded by the department and the Department of the House of Representatives and administered by the Department of the House of Representatives  
 ++ Included for budgetary purposes only

The following staff from the various offices performed duties as a clerk at the table during 2009–10:

Harry Evans	Rosemary Laing
Cleaver Elliott	Richard Pye
Maureen Weeks	Brien Hallett
Chris Reid	Neil Bessell
Sue Blunden	David Sullivan
James Warmenhoven	

## Outcome and program structure

The department has one outcome:

Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

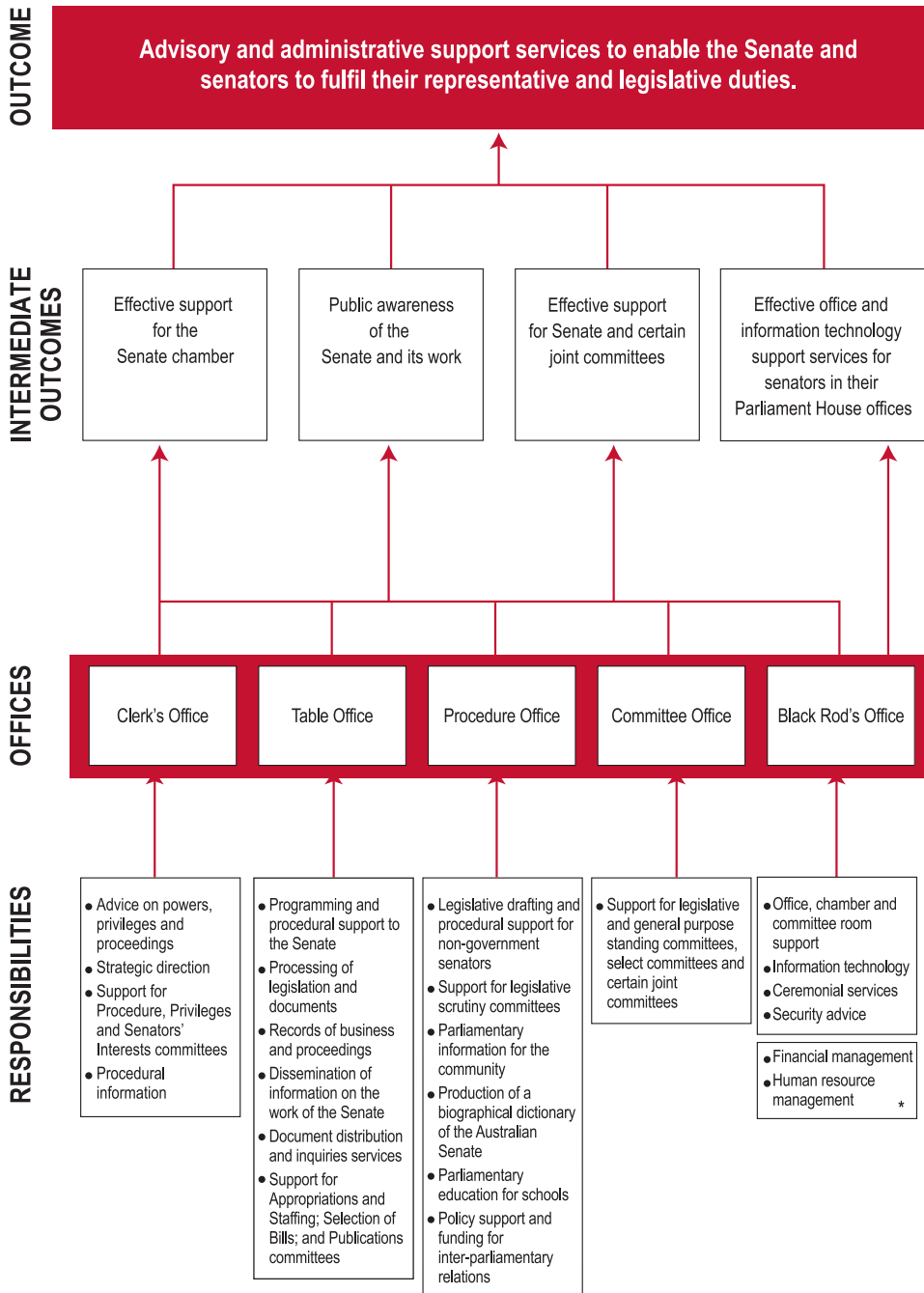
In 2009–10, the department’s portfolio budget statements reflected the new requirements for program-based annual reporting by Commonwealth departments. The department planned to deliver its outcome through two programs:

- Other Departmental—this program embraces the services provided by the five offices of the department (which correspond directly to the ‘outputs’ described in the previous annual reporting framework)
- Parliamentarians’ Remuneration and Entitlements—this program relates to the administration of particular funds appropriated for parliamentarians.

In this annual report, the ‘Report on performance’ describes how the activities and outcomes of the five offices contributed to achieving the departmental outcome in 2009–10. The administration of parliamentarians’ remuneration and entitlements is reported in the ‘Financial statements’ chapter.

Figure 2 illustrates the relationship between the department’s organisational and program structures.

**Figure 2 Outcome and office structure, 30 June 2010**



\* The department draws on special appropriations for the payment of senators' salaries and allowances, superannuation, postage and freight expenses through the Parliamentarians' Remuneration and Entitlements program.



# Report on Performance







## Performance overview

In 2009–10, the department successfully delivered its outcome: advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties. In particular, the department:

- provided comprehensive, timely, high-quality and cost-effective support to senators, the Senate chamber and committees, as well as prompt and accurate procedural advice and legislative support
- published a range of materials on the work of the Senate and the Parliament
- produced and delivered effective education and information programs
- initiated a structural review to consider the best arrangements to deliver the current mix of services
- continued to review and revise a range of departmental policies and procedures, and completed negotiations for a new enterprise agreement.

This overview of performance in 2009–10 summarises the key factors, events and trends that influenced the department’s progress towards its outcome; the degree of satisfaction expressed by senators and others who used the department’s services; and the department’s results against key performance indicators.

The following chapters in the ‘Report on performance’ cover the role and performance of each of the department’s five offices in more detail. The department’s financial performance in 2009–10 is detailed in the ‘Financial statements’ chapter and the summary of resources tables in appendix 1.

### Factors influencing performance

Demand for the department’s services is substantially driven by the requirements of senators, the Senate chamber and committees. Each year, significant factors include:

- the political composition of the Senate
- the number of days and hours, and distribution, of the sittings of the Senate

- the legislative workload of the Senate
- the Senate committee structure, and the workload of committees
- the point in the election cycle.

Generally, demand for services in 2009–10 was consistent with expectations for a year towards the end of the electoral cycle.

The number of sitting days decreased slightly to 52, from 56 in 2008–09. The total does not reflect three ‘hidden’ days (27 November and 1 and 2 December 2009) on which the Senate sat as a continuation of the previous sitting days. Although it is not unusual for the Senate to extend a sitting day to the next day, it is unusual to have two consecutive extensions. (The inclusion of these hidden days does not account for the reduction in the number of sittings days, as the Senate also sat for two hidden days in 2008–09.)

The overall level of demand for services related to the operations of the chamber and committees was similar to that in 2008–09. As in previous years, the workload was characterised by:

- peaks in demand for services—for example, to complete the legislative program before the end of a sitting period
- competing timetables—for example, to enable senators to participate in multiple committees hearing budget estimates
- tight deadlines—for example, to complete and report on committee inquiries.

The department applied a range of strategies to offset these factors and maintain consistent high levels of performance, including:

- use of information technology
- tactical deployment of ongoing and non-ongoing staff to areas of greatest need
- effective communication with senators, ministers and their staff, staff of other departments and members of the public.

Demand for the department’s research and education services was also similar to that in 2008–09. The programs delivered by the Parliamentary Education Office continued to operate at or near capacity. Some success was achieved in encouraging schools to schedule their visits outside peak times.

The department works with the other parliamentary departments—in particular, the Department of Parliamentary Services—to deliver its full range of support services to the chamber, committees, senators and departmental staff and to ensure that the interests of the Department of the Senate are represented in the development and implementation of parliament-wide policies and projects.

The department commenced a review of its organisational structure in February 2010. All staff had the opportunity to contribute suggestions about how the department could best meet the requirements of the chamber, senators and their staff. The department expects to finalise the review, and begin to implement its findings, in 2010–11.

### **Satisfaction with services**

The principal medium for formally evaluating the services of the department is the biennial survey of senators' satisfaction. As discussed in last year's annual report, the survey conducted in early 2009 revealed high levels of satisfaction among senators, both with specific services and with the department's services overall. The next survey will be conducted in 2011.

Much of the department's work involves direct contact with senators and their staff. This presents an ongoing opportunity to receive informal feedback about services. Across the department, this feedback was positive in 2009–10. The detailed performance reports include examples of favourable comments from clients. In the small number of cases where questions or complaints about services were received, they were handled promptly and generally resolved.

Senators' comments about the department and its performance, made during chamber proceedings, including comments made when a committee's report is tabled or debated, are another form of evaluation. In 2009–10, senators were highly positive in their comments on the performance of committee secretariats. Informal feedback from witnesses also indicated satisfaction with their dealings with secretariat staff.

To ensure that high levels of service are maintained and that there are no areas of major concern, the department also monitors its performance through formal and informal channels such as letters, emails, phone calls, seminar evaluation forms and outputs from various management information systems. This continuous performance monitoring assists the department to make timely and responsive adjustments to its service delivery. High levels of positive feedback were received in 2009–10.

## Performance summary

The department's performance in achieving its outcome is assessed using indicators for quality, timeliness, quantity and price, as defined in the portfolio budget statements.

The performance summary in table 1 shows the department's performance against its targets over the past three reporting periods. Each office's report on performance begins with a similar table, setting out the performance of that office against its targets for 2009–10.

**Table 1 Performance summary—Outcome 1**

<b>Outcome</b>		
Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.		
<b>2009–10 results</b>	<b>2008–09 results</b>	<b>2007–08 results</b>
<p><i>Quality: The degree of satisfaction of the President, Deputy President and senators, as expressed through formal and informal feedback mechanisms, with the accuracy, quality and timeliness of advice and support and the achievement of key tasks.</i></p>		
<p>Feedback from the President, Deputy President, committee chairs, committee members and other senators indicated high levels of satisfaction with the quality and timeliness of advice and the achievement of key tasks, consistent with the results of the 2009 senators' survey. All advices, documents and publications were of a high standard.</p>	<p>Feedback from the President, Deputy President, committee chairs, committee members and other senators indicated high levels of satisfaction with the quality and timeliness of advice and the achievement of key tasks. The department's biennial survey of senators, the main formal feedback mechanism, was conducted in the first quarter of 2009. The results confirmed high levels of satisfaction with the quality and timeliness of support. All advices, documents and publications were of a high standard.</p>	<p>Feedback from the President, Deputy President, committee members and senators about the quality and timeliness of advice and the achievement of key tasks indicated ongoing high levels of satisfaction, consistent with the results of the 2007 senators' survey. All advices, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.</p>
<p><i>Timeliness: Advice or material given on request of a senator in time to be used for the purpose for which it was required. Key business documents for the Senate and its committees, including minutes, agendas, messages and schedules of amendments and reports, produced in accordance with predetermined requirements and the requirements of the Senate and its committees.</i></p>		
<p>All business documents were produced and advices were given in accordance with predetermined requirements and agreed timeframes in time to serve the purposes for which they were prepared.</p>	<p>All business documents were produced and advices were given in accordance with predetermined requirements and agreed timeframes in time to serve the purposes for which they were prepared.</p>	<p>All business documents were produced, and advice was given in accordance with predetermined requirements and agreed timeframes in time to serve the purposes for which they were prepared.</p>
<p><i>Quantity: Number of sitting days on which the department would expect to support the Senate, on the basis of recent experience, and support for committees in accordance with their requirements.</i></p>		
<p>Indicator: 65 sitting days Result: 52 sitting days<sup>a</sup></p>	<p>Indicator: 65 sitting days Result: 56 sitting days<sup>a</sup></p>	<p>Indicator: 60 sitting days Result: 36 sitting days<sup>ab</sup></p>
<p><i>Price: The total resourcing for the department.<sup>c</sup></i></p>		
<p>Estimated: \$21.0 million Result: \$21.4 million<sup>d</sup></p>	<p>Estimated: \$20.6 million Result: \$22.3 million<sup>d</sup></p>	<p>Estimated: \$40.0 million (\$25.6 million departmental) Result: \$35.2 million (\$22.0 million departmental)</p>

- a These figures do not reflect any hidden sitting days—one hidden sitting day in 2007–08, two in 2008–09, three in 2009–10.
- b The low number of sitting days was caused by an extended election period.
- c The price estimates and results for 2008–09 and 2009–10 do not include administered items or departmental resources received free of charge from other Commonwealth agencies.
- d In 2008–09 and 2009–10, the department incurred a deficit (which was funded from cash reserves), due to various factors including increased employee and supplier expenses.



## Clerk's Office

### Outputs

Provision of sound and timely advice on proceedings of the Senate and its committees and provision of leadership and strategic direction for the department.

Provision of secretariat and advisory support to the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests.

Provision of procedural information and related services to senators and the Senate department.

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p>	<p>Comments by senators in the Senate or in committees indicated very high levels of satisfaction with advice and other services provided by the Clerk's Office.</p> <p>All advice, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.</p>
Timeliness	<p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p><i>Odgers' Australian Senate Practice</i> updated each six months; new printed edition produced regularly.</p> <p><i>Procedural Information Bulletin</i> produced two days after end of sitting fortnights.</p> <p>Other procedural resources updated and augmented as required.</p>	<p>All the indicators relating to timeliness were met to the satisfaction of senators.</p> <p>Two supplements to the 12th edition of <i>Odgers' Australian Senate Practice</i> were produced. They were tabled in the Senate on 11 August 2009 and 2 February 2010.</p> <p>The <i>Procedural Information Bulletin</i> was produced within the specified timeframe following all sitting periods and estimates hearings.</p> <p>The <i>Annotated Standing Orders of the Australian Senate</i>, a new reference work, was published in August 2009. The online version with additional illustrative material was published in April 2010.</p>
Quantity	<p>As required, on request, or proactively, to facilitate proceedings.</p>	<p>The demand for written advice was comparable with 2008–09.</p> <p>Sufficient printed copies of all reports and documents were available immediately on publication or tabling, and all publications were made available online as soon as possible.</p>

## Overview

The Clerk's Office consists of the Clerk, the Deputy Clerk and their executive assistants.

The Clerk is the administrative head of the Department of the Senate and, in accordance with the *Parliamentary Service Act 1999*, is responsible, under the President of the Senate, for managing the department. The Clerk is also the principal adviser to the President and senators on proceedings in the Senate, parliamentary privilege, committee proceedings and their outcomes in the chamber, and other parliamentary matters. The Deputy Clerk supports the Clerk in these roles and chairs the department's Audit and Evaluation Committee.

The former Clerk of the Senate, Harry Evans, retired on 4 December 2009 (see the 'Clerk's review') and the current Clerk, Rosemary Laing, was appointed to the position from 5 December 2009. The Deputy Clerk's position is currently filled on an acting basis until the end of the 42nd Parliament by Cleaver Elliott, pending the outcome of a review of departmental structures and operations that commenced in February 2010.

The full-time equivalent staffing level for the Clerk's office in 2009–10 was 4, consistent with the long-term average.

The cost of the office for 2009–10 was \$1.1 million (\$1.2 million in 2008–09).

## Procedural advice

The primary function of the Clerk's Office is to provide procedural and constitutional advice. The office gives oral and written advice but records only written advice because of the difficulty of quantifying oral advice. The office may provide the advice proactively or on request.

Figure 3 shows the number and kinds of written advices provided during 2009–10, and each kind as a proportion of the total. The total number represents a continuation of last year's trend, which saw a strong return to normal levels, consistent with the fluctuations in demand that occur during an electoral cycle.

**Figure 3** Types of written advices provided by the Clerk, 2009–10

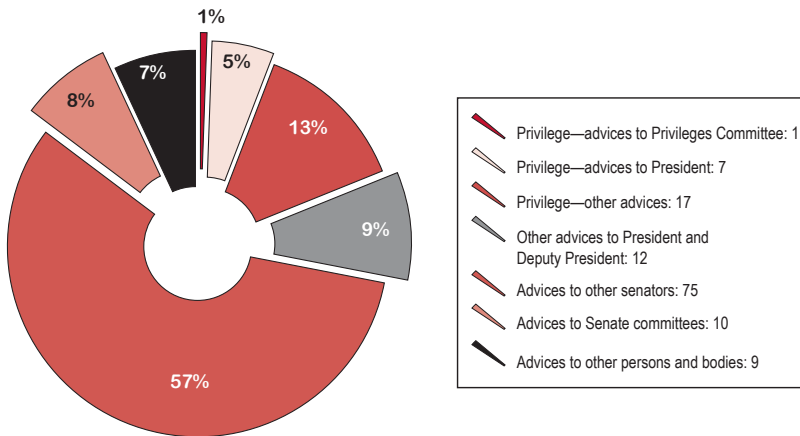
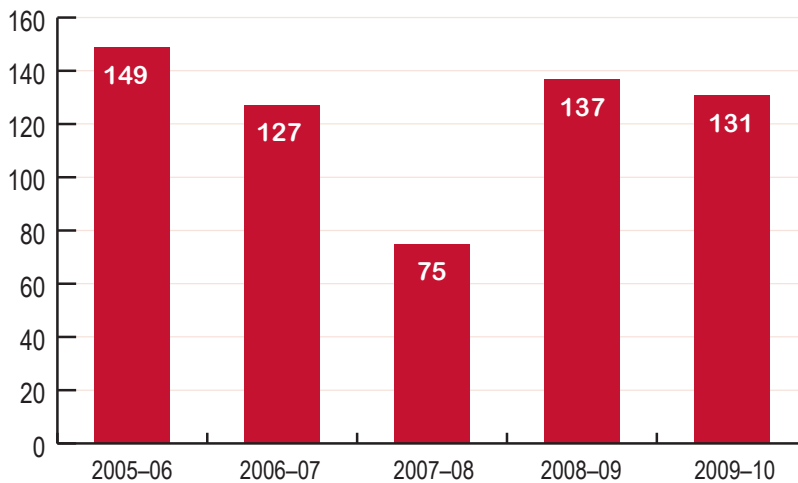


Figure 4 shows the number of written advices that the Clerk’s Office has provided each year over the past five years. The figures for the past two years also reflect the return of the Senate to a situation where no party has a majority.

**Figure 4** Number of advices provided by the Clerk’s Office, 2005–06 to 2009–10



While the figures for most categories of advice were comparable with last year’s figures, there was an increase in the number of advices relating to issues of parliamentary privilege. Some of these were related to the work of the Committee of Privileges while others concerned issues that arose in the Senate or other committees, or were in response to queries from other jurisdictions. One matter concerning individual senators was the issuing of subpoenas for senators to appear as witnesses in court on a sitting day. Following advice, the subpoenas were not issued and, in the end, the

senators were not required to give evidence. The treatment of witnesses by third parties remains a matter of perennial concern and was the subject of references to the Committee of Privileges.

Advice also covered numerous other subjects. The application of section 57 of the Constitution to the package of carbon pollution reduction scheme bills prompted a significant number of advices, as did the disallowance of certain items in the General Medical Services Table made under the *Health Insurance Act 1973* and steps taken to address the resulting gap in Medicare coverage for cataract surgery. Another much revisited subject was the application of the Senate's order of 13 May 2009 on raising and dealing with claims of public interest immunity, and the power of the Senate to require witnesses to appear before its committees. Most witnesses appear by invitation but on rare occasions, for particular reasons, witnesses are either summoned by committees or ordered by the Senate to attend committee hearings. On two occasions during the year, the Senate's powers were applied to require the appearance of agency heads at estimates hearings.

The Clerk made submissions to the following inquiries:

- Senate Committee of Privileges, provisions of the Tax Laws Amendment (Confidentiality of Taxpayer Information) Bill 2009
- Senate Standing Committee for the Scrutiny of Bills, the future direction and role of the committee
- Queensland Parliament, Committee System Review Committee, review of the committee system of the Queensland Parliament
- Joint Committee on Publications, electronic distribution of the Parliamentary Papers Series.

Departmental officers contributed substantially to the last three listed submissions.

## **Committees**

The office is responsible for the administration of three Senate standing committees.

### **Procedure Committee**

The Clerk of the Senate served as secretary to the Procedure Committee, which responds to references from the Senate or the President by evaluating, and recommending improvements to, Senate procedure.

The committee met four times in 2009–10, in relation to numerous matters, and presented four reports. The order of the Senate of 13 May 2009 in relation to claims of public interest immunity required the committee to monitor and review the operation of the order. The committee reported to the Senate on this matter in its third and fourth reports of 2009. It also reported further on the modified rules for question time, adopted in November 2008, and recommended that the trial continue with a further modification for the remainder of the Parliament and the first two sitting weeks of the next parliament. This recommendation was adopted by the Senate on 25 November 2009. The committee considered a proposed amendment to the standing order on visitors, designed to accommodate the occasional need for senators to care for infants in the chamber, but agreed that the amendment was not desirable. The committee also considered possible procedures to deal with private senators' bills and bills relying substantially on delegated legislation for their effect. Finally, the committee sought feedback from senators on the inclusion of an Indigenous 'Welcome to Country' ceremony to precede openings of parliament (dealt with in the first and second reports of 2010). Although views were divided, the Senate adopted a resolution of continuing effect on 23 June 2010 supporting the inclusion of such a ceremony before openings of parliament.

### **Committee of Privileges**

The Deputy Clerk served as secretary to the Committee of Privileges. The committee protects the integrity of Senate and committee proceedings by considering matters possibly amounting to contempt of the Senate. Those matters, which are a result of concerns raised by other committees or individual senators, are referred to the committee by the Senate. The Committee of Privileges also administers the right-of-reply mechanism for people seeking to respond to adverse comment made about them in the Senate.

The committee had a busy year, meeting 20 times in 2009–10 (four times in 2008–09) and presenting nine reports (an increase from three in 2008–09).

The committee considered three contempt matters, resulting in two reports. Two of these matters were complex and difficult, requiring 14 meetings to consider them. Six applications under Privilege Resolution 5 were received and the committee agreed to recommend the incorporation of a right of reply in all cases.

The committee also conducted an inquiry into the provisions of a bill which raised important matters of principle relating to parliamentary privilege. In the course of this inquiry, the committee received 11 submissions and held one public hearing, its first for some years. The committee presented its report on this matter out of sitting to provide the Senate with sufficient time to consider the issues before dealing with the bill. Although the bill had not been dealt with by the end of the year, the Government had circulated amendments to give effect to the committee's recommendations.

### **Committee of Senators' Interests**

The Deputy Clerk also served as secretary to the Committee of Senators' Interests, and helped senators to fulfil the requirements of Senate resolutions relating to declarations of pecuniary interests and gifts.

In 2009–10, the committee met three times (twice in 2008–09), and presented its annual report as required by its terms of reference. The committee also presented a report proposing that statements of senators' interests be published on the internet from the commencement of the 43rd Parliament. The secretariat and the department's information technology staff began preparations for this, with the outcome to be reported in next year's annual report.

The secretariat continued to provide access to the register of senators' interests and to make copies of statements available on request. Sixty requests for access were facilitated during the year.

As required under the relevant resolution of the Senate, senators continued to register alterations to their statements of interests. Volumes of alterations and new statements were prepared by the secretariat and tabled on 25 November 2009 and 23 June 2010. Departmental Senior Executive Service (SES) officers' statements of interests were tabled on the same dates.

A declaration of a gift intended for the Parliament was tabled on 23 June 2010.

### **Procedural information**

Two six-monthly supplements to *Odgers' Australian Senate Practice* were produced by the Clerk to record procedural developments up to 30 June 2009 and 31 December 2009. These were tabled in the Senate on 11 August 2009 and 2 February 2010. The 2010 supplement was produced in a slightly different format to assist readers in identifying the

new material. The supplements covered changes to the structure of the committee system, amendments to the standing orders on questions without notice, the trial of new procedures for question time, lack of progress (subsequently overcome) in the resolution of the dispute over ordinary annual services of the Government, and the new order on handling claims of public interest immunity.

The Clerk produced issues of the *Procedural Information Bulletin* after each sitting period or period of estimates hearings. These bulletins covered all major procedural developments and issues of procedural interest arising in the proceedings of the Senate or during estimates hearings.

As foreshadowed in last year's report, the *Annotated Standing Orders of the Australian Senate* was published in August 2009. It was launched by the President of the Senate at a function held on the 106th anniversary of the adoption of the Senate's Standing Orders on 19 August 1903. Former Presidents Ferguson, Reid, Beahan and Sibraa were also in attendance. While the book contains an institutional history of Senate procedures, it also traces the development and rationale of each standing order now in use, thus providing essential background and context to inform future changes.

Immediately after publication of the book, work began on the online version and on the identification of additional illustrations to accompany the online entries. This work was completed and the full online version was published in April 2010.

Information about Senate officers' presentations and papers appears in appendix 4.

## **Factors, events and trends influencing performance**

Demand for written advice was on a par with demand in 2008–09, which reflected a return of the Senate to a situation where no party enjoyed a majority of seats. The number of sitting days was well under the long-term average but, with committees meeting on most other days, there was a constant demand for the advisory services of the Clerk's Office.

Most of these are now provided by electronic means and are therefore available very quickly to the senators or others requesting them. As in previous years, advices were frequently published by their recipients and therefore subjected to public scrutiny. None was shown to be deficient or inaccurate.

The committees supported by the office were also more active during the year than earlier in the electoral cycle. In particular, the Privileges Committee dealt with three contempt matters, two of them arising from hearings of the Economics Legislation Committee in June 2009 in relation to the so-called ‘Utegate affair’. In March 2010, the committee received its first reference of a government bill (and only its second bill inquiry) when the Senate referred provisions of the Tax Laws Amendment (Confidentiality of Taxpayer Information) Bill 2009 for investigation of possible conflict with the *Parliamentary Privileges Act 1987*. The Clerk provided a submission to this inquiry.

## Evaluation

While the principal medium for the formal evaluation of services provided by the Clerk’s Office, the biennial survey of senators, was not conducted in 2009–10, feedback was received from senators making comments in the Senate or relying in committees on advice provided by the office. In particular, senators paid extensive tribute to the retiring Clerk on 19 November 2009 and also welcomed the announcement on 29 October 2009 of his successor.

The immediate testing of advice provided by the office during estimates hearings and other proceedings of the Senate also continued, with senators seeking and relying on such advice on numerous occasions during 2009–10.

## Performance outlook

Once the election is called during the next reporting period, the office is likely to experience a downturn in demand for written advices that is characteristic of this point in the electoral cycle. It is also expected that the committees supported by the office will be less active during that time. Consequently, opportunities will be taken to complete, evaluate and implement the review of departmental structures and operations and to prepare for a new parliament. Work will commence on preparing the next edition of *Odgers’ Australian Senate Practice* (the 13th) and on reviewing the range and effectiveness of procedural resources for senators and staff.

## Table Office

### Outputs

Provision of programming and procedural support to the Senate.

Processing of legislation.

Preparation and publication of the record of proceedings of the Senate; records of current and outstanding business, and statistical information on the business of the Senate.

Processing of tabled documents and maintenance of safe custody of Senate records, and provision of a document distribution and inquiries service.

Provision of secretariat support to the Appropriations and Staffing, Selection of Bills and Publications committees.

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Key business documents are accurate and of a high standard.</p>	<p>Informal feedback and direct contact between senators and staff indicated continued high levels of satisfaction, consistent with the results of the 2009 survey of senators.</p> <p>Business documents remained of a high standard, with none shown to contain significant inaccuracies.</p>
Timeliness	<p><i>Notice Paper</i> for the current day and <i>Journals of the Senate</i> for the previous day available prior to sittings; statistical and other documentation available as required or in accordance with predetermined requirements.</p> <p><i>Order of Business</i> finalised and distributed prior to sittings and advice prepared proactively or as required.</p>	<p>The <i>Journals of the Senate</i> and the <i>Notice Paper</i> were available as required.</p> <p>The <i>Dynamic Red</i> was updated in a timely manner during each sitting day and the <i>Senate Daily Summary</i> was published promptly after each sitting day. Requests for statistics were responded to promptly.</p> <p>Statistical summaries were produced after each sitting week and comprehensive statistics were published on the website after each sitting period.</p> <p><i>Business of the Senate</i> and <i>Questions on Notice Summary</i> were tabled biannually, in accordance with agreed timeframes.</p> <p>The <i>Order of Business</i> was distributed in advance of all sittings. Advice was given proactively or as required.</p>

<b>Timeliness</b>	<p>Running sheets available as soon as practicable; proposed amendments distributed in accordance with requirements; schedules of amendments and prints of bills available in accordance with predetermined requirements.</p> <p>All inquiries answered and documents stored or distributed on a timely basis.</p> <p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p>	<p>Running sheets were available for use in the chamber as required.</p> <p>Government amendments were distributed as required.</p> <p>Schedules of amendments, prints of Senate bills and legislative support documents were available as required.</p> <p>All documents were distributed in a timely manner.</p> <p>Committee meetings were held, and documents and reports were provided, within agreed timeframes.</p>
<b>Quantity</b>	<p>As required to facilitate proceedings; quantities meet predetermined distribution requirements or are accessible electronically or both.</p>	<p>All distribution and publishing targets were met.</p>

## Overview

The Table Office is led by the Clerk Assistant (Table) and has three functional areas, as shown in figure 5. The Clerk Assistant (Table) and the Director, Legislation and Documents also perform duties as a clerk at the table in the Senate chamber.

**Figure 5 Elements and responsibilities of the Table Office**

<p><b>Executive and Programming</b>  <i>Maureen Weeks, Clerk Assistant</i>            Procedural advice            Business programming            Production of the Senate <i>Order of Business</i>            Secretariat support to the Selection of Bills Committee</p>	
<p><b>Legislation and Documents</b>  <i>Sue Blunden, Director</i></p> <p>Processing of legislation and preparation of supporting documentation            Processing and custody of Senate records            Inquiries and document distribution services            Secretariat support to the Publications and Joint Publications committees</p>	<p><b>Journals and Notice Paper</b>  <i>Bronwyn Notzon, Director</i></p> <p>Production of the <i>Notice Paper</i>, the <i>Journals of the Senate</i>, the <i>Dynamic Red</i> and the <i>Senate Daily Summary</i>            Collection and dissemination of statistical information            Processing of questions on notice and petitions            Secretariat support to the Appropriations and Staffing Committee</p>

During 2009–10, the office consolidated its staff numbers through several recruitment processes. For the fourth quarter, the full-time equivalent (FTE) staffing level for the office was 16, due to ongoing selection processes. The staff numbers were complemented in sitting weeks by employing additional staff to assist the office to maintain the high standard and output of the office.

By 30 June 2010, staff were working in their substantive positions and training for new staff was underway. The average FTE for 2009–10 remained at 17.

The cost of the office for 2009–10 was \$2.5 million (\$2.8 million in 2008–09).

### Work of the office

During 2009–10, the office provided effective support for the Senate chamber by:

- providing procedural and programming advice and documentation to facilitate and expedite chamber proceedings
- processing legislation and producing documents to assist in the legislative process
- preparing and publishing formal and informal records of Senate business, including the *Notice Paper*, the *Journals of the Senate*, the *Order of Business* (daily program) and the associated *Dynamic Red*, the *Senate Daily Summary* and a range of statistical records
- processing and archiving tabled papers and other Senate records
- responding to inquiries and undertaking document distribution services.

The Table Office provided secretariat support to three domestic committees. It also supported Senate committees generally by liaising with Senate and joint committee chairs and secretariats to facilitate interaction between the chamber and those committees.

Staff in the Table Office continued to be involved in the department's education activities.

Projects with the other parliamentary departments were initiated and progressed. The business case for the redevelopment of the document production system was prepared jointly with staff of the Department of the House of Representatives. Work was also undertaken with the other parliamentary departments on the Tabled Papers Register.

All staff in the office contributed positively to the structural review being conducted in the department. Two half-day meetings were held and attended by all in the office to put forward suggestions as to how it could continue to meet the requirements of the chamber, senators and their staff and other sections of the department. Staff in the office also contributed in other fora.

A number of the staff in the office also participated as bargaining representatives in the negotiations on the new enterprise agreement to establish the terms and conditions of employment following the expiration of the collective agreement made in 2006.

Requirements for advice, statistics and documentary support for the Senate are determined largely by the sittings of the Senate. Specific factors include:

- the number of days and hours of the sittings of the Senate
- the nature of the proceedings undertaken in the Senate, and the scheduling of those proceedings
- the legislative workload, including the number of bills passed, the number and complexity of amendments to bills and the complexity of negotiations between the Houses
- the number of documents tabled
- the number and intricacy of questions and notices from senators
- the number and difficulty of inquiries and requests for information from clients.

The Table Office supported the Senate on 52 sitting days in 2009–10, a decrease compared with 56 in 2008–09. The distribution of sitting days was again skewed towards the first half of the reporting period—the Senate sat on 28 days from August to December 2009 and 24 days from February to June 2010. In the number of days represented in the first half of the reporting period, there are three hidden days (27 November and 1 and 2 December 2009) on which the Senate sat as a continuation of the sitting day of 26 November and 30 November 2009, respectively. It is not unusual for the Senate to extend a sitting day to the next day. However, two consecutive extensions are unusual. These three extended days do not account for the reduction in the number of sittings days, as the Senate sat for two hidden days in the first part of the previous year.

## Programming and procedural support

The Table Office provided support for the operation of the chamber, and met the needs of senators and others for accurate and timely documentation and assistance, by:

- providing procedural advice to the Leader of the Government in the Senate, the Manager of Government Business in the Senate and other ministers, government senators, party whips and committee chairs
- preparing 1,192 procedural scripts for use in the chamber, an average of 23 each sitting day (which is the same as in 2008–09)
- preparing draft and final editions of the *Order of Business* (the daily program) to assist whips and other senators before and during the sittings of the Senate
- providing a broadcasting captioning service for Senate proceedings
- liaising with committee chairs and secretariats to facilitate interaction between the Senate and its committees
- maintaining the roster of temporary chairs of committees.

Staff also arranged for the presentation of documents by ministers, the Auditor-General and committees when the Senate was not sitting. This procedure has become an increasingly useful avenue for the timely publication of material of interest to the Parliament.

In 2009–10, 440 documents were presented this way—a 9 per cent increase on the 2008–09 total of 404. This partly reflects an increasing trend for Senate legislation committees to be required to report on bills prior to the commencement of a sitting period. It also reflects the full-year operation of the orders of the Senate requiring information on departmental and agency appointments, vacancies and grants to be provided prior to the scheduled estimates hearings.

The timely provision of advice to the Manager of Government Business and other senators assists the efficient conduct of the business of the Senate and therefore is an important aspect of the work of the Table Office. During the year, advice was provided on a range of matters, including ways to deal with bills expeditiously given the time available for debate (including the application of standing order 142, colloquially known as the guillotine), condolence motions, orders for the production of documents and motions to vary the routine of business. Staff provided this advice, both in response to requests and proactively, in a timely

manner. Staff also produced accurate, high-quality documents on or ahead of time.

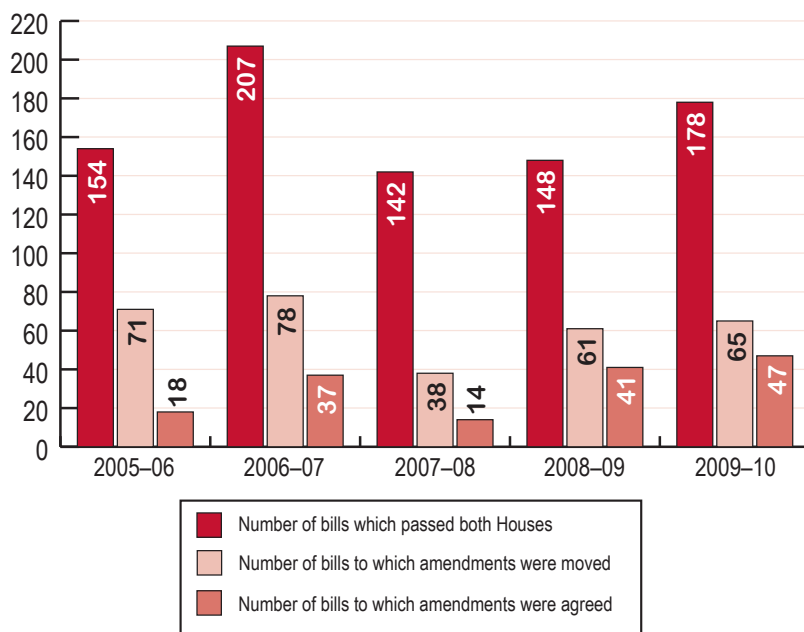
## Legislation

The office responded to the requirements of the Senate and the needs of senators and others concerning legislation and related information by:

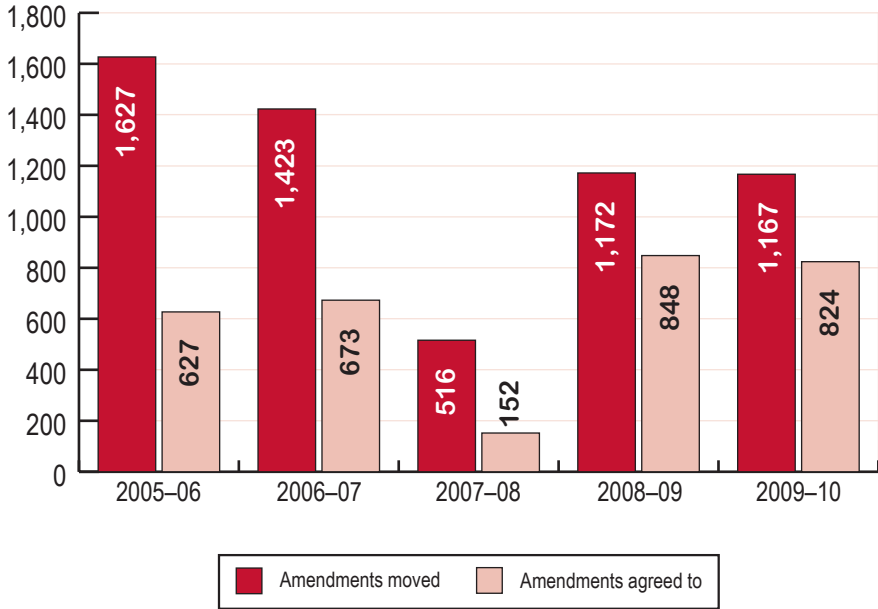
- processing all bills considered in the chamber
- preparing legislative documents, including procedural scripts, running sheets, schedules of amendments, third reading prints and messages
- recording the progress of legislation
- preparing assent and Act prints, and processing assent messages and proclamations.

The charts in figures 6 to 8 indicate the levels of legislative activity in recent years.

**Figure 6** Senate legislative activity, 2005–06 to 2009–10

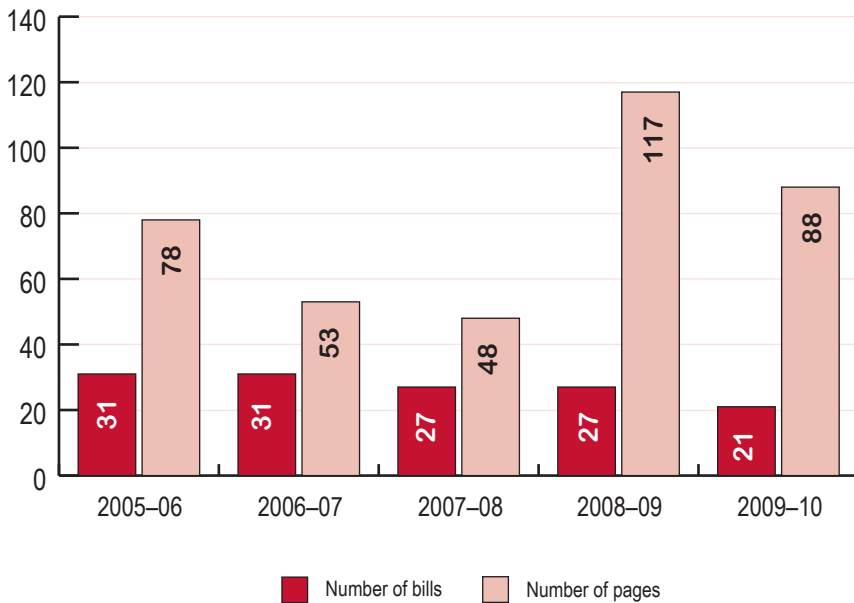


**Figure 7 Amendments moved and agreed to by the Senate, 2005–06 to 2009–10**



Note: The figures for amendments also include requests for amendments and proposals to omit clauses or items from bills.

**Figure 8 Running sheets, 2005–06 to 2009–10**



The number of amendments moved was almost identical to the number moved in the previous period. The number of amendments agreed to was also comparable. A quarter of the amendments moved (301) and agreed to (202) related to the second consideration of the carbon pollution reduction scheme bills introduced by the Government in late 2009. This number of amendments generates a demanding workload for the legislation subsection. As well as preparing running sheets to facilitate the consideration of these bills in the chamber (see below), the subsection checks and proofreads each amendment in preparation for possible inclusion in schedules of amendments. Although this work was completed in anticipation of the bills passing the Senate, the bills were finally negated at the third reading stage in December 2009 and the schedules were not required.

Of the total number of amendments agreed to (824), 89 per cent (733) were amendments moved by the Government. This may reflect the Government's willingness to negotiate with the Opposition and the minor parties to progress its legislative program.

Running sheets facilitate the orderly and efficient consideration of all circulated amendments in committee of the whole. They are prepared when more than one set of amendments from more than one source are circulated for consideration. Running sheets are revised when further amendments are circulated after a running sheet is published. They are also revised to include outcomes and minor revisions when the consideration of a bill is complex and carries over a number of sitting days. Running sheets are provided electronically through hyperlinks in the *Dynamic Red*.

The number of bills for which running sheets were prepared in 2009–10 remained relatively constant with the historical average. The number of pages prepared decreased compared to the previous year (88 compared with 117). One-third of the running sheets were prepared for consideration of the Carbon Pollution Reduction Scheme Bill 2009 [No. 2] and the Carbon Pollution Reduction Scheme (Consequential Amendments) Bill 2009 [No. 2].

The office is responsible for preparing the formal 'messages' by which the two Houses communicate on legislative and other activity. In 2009–10, 205 messages were prepared (181 in 2008–09). Of those messages, 193 related to the passage of bills, and 12 were administrative in nature (for example, relating to joint committee membership).

## Bills system

The bills system is a document management system that enables bills and associated documents to be loaded to ParlInfo Search (to bills homepages), and metadata to be collected that reflects the progress of bills through both chambers.

The system is jointly administered by the table offices of the chamber departments and supported by the Bills System Advisory Group (BSAG). Staff from the chamber departments and the Department of Parliamentary Services are members of the group.

The group met for the first time in September 2009 and has met on two occasions since. The group's main focus is to ensure the ongoing maintenance of the system and to implement changes as required. The secretariat for the group will alternate between the chamber departments. The Department of the House of Representatives undertook that responsibility for the remainder of the 42nd Parliament.

The bills system has proven to be reliable and effective. When an unanticipated demand was placed on the system on two occasions in 2009–10—to accommodate a second identical print of certain bills—the developer was supportive in providing a short-term workaround. The advisory group has recommended that the system be changed to readily accommodate two identical prints of bills in future.

Version 12 of the system, including the homepage revision, went into production in mid-October 2009. Considerable work was undertaken by staff to revise the presentation of bills homepages. Staff are now concentrating on 'backcapturing' data for the system. This involves inputting the data for events and identifying the appropriate documents to be loaded. As a number of the documents are not available in electronic format, BSAG has been requested to implement a change to enable PDF versions to be loaded through the system. Reasonable progress has been made on the backcapture due to assistance being provided by a staff member from another subsection in the office. Further progress will be made during the upcoming election period.

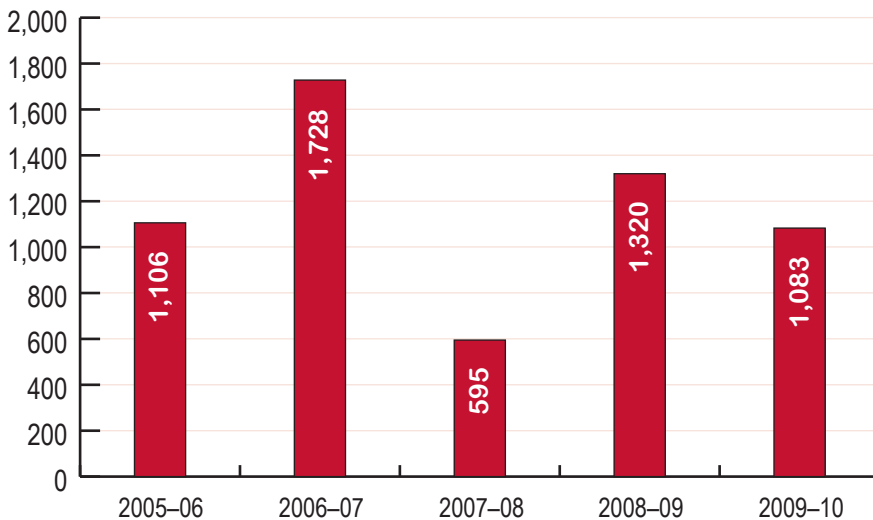
The legislation subsection has continued to endeavour to meet the high expectations of users of the bills homepages. In 2009–10, 6,423,042 queries were made of the bills and legislation collection through ParlInfo Search. This represents 21 per cent of the total queries made through ParlInfo Search during that time.

## Questions on notice, notices of motion and petitions

Senators continued to use questions on notice—written questions to ministers on the administration of public policy—as an important accountability mechanism.

During 2009–10, staff processed 1,083 questions on notice. The *Questions on Notice Summary* records statistics and other information relating to these questions, including response times. Figure 9 shows the trend in the numbers of questions on notice in recent years.

**Figure 9** Questions on notice, 2005–06 to 2009–10



Notices of motion (used by senators to indicate their intention to move particular motions on specified days) are drafted by senators, the Table Office and the Procedure Office. In 2009–10, Table Office staff drafted or edited and processed 486 notices of motion, which were then included in the *Notice Paper* and the *Journals of the Senate*. This is a slight decrease compared to 500 in 2008–09.

During 2009–10, senators presented 43 petitions (45 in 2008–09), collectively representing 136,083 signatories. The office continued to provide advice to senators and members of the public on whether proposed petitions, including electronic petitions, conformed to the requirements of the Senate Standing Orders. All conforming petitions were processed promptly and presented in the Senate.

## Formal and informal records of business

The office met the needs of senators and others for accurate and timely records by:

- producing and publishing the *Notice Paper* and the *Journals of the Senate*
- maintaining the *Dynamic Red* and publishing the *Senate Daily Summary*
- compiling and publishing statistical information relating to the Senate
- responding to requests for statistics on the work of the Senate
- maintaining information systems to help produce Table Office documents.

### Formal records

The Table Office publishes the Senate's principal parliamentary documents online—both on the department's website and through ParInfo Search—and in hard copy.

The *Notice Paper*, the formal agenda of Senate proceedings, provides essential information on the current and future business of the Senate and committees. Two versions of the *Notice Paper* were published before each sitting day: an abridged printed version, averaging 74 pages (51 pages in 2008–09), and a 'full' online version. The *Notice Paper* expands during the course of each parliament as unfinished business accumulates and the number of unanswered questions on notice increases.

The *Journals of the Senate* are the official record of decisions made by the Senate. During 2009–10, proof *Journals* were published online shortly after the end of each sitting day, and printed versions were distributed the next morning. Staff produced and published 52 proof *Journals*, each averaging 30 pages (27 pages in 2008–09).

### Informal records and statistics

The *Dynamic Red*, available on the department's website, provides real-time information on the progress and outcomes of business on each sitting day. Relevant bills homepages, amendments and running sheets can be accessed via the *Dynamic Red*. The *Dynamic Red* is a valuable tool to monitor the proceedings of the chamber and attracts a wide audience including senators, parliamentary staff, government departments and agencies, and the general public. It continues to receive favourable feedback from users.

Information transferred from the *Dynamic Red* assists with the timely production of the *Senate Daily Summary*, a more considered review of the previous day's proceedings. The summary contains links to primary sources such as the *Journals of the Senate* (which records, among other things, changes to committee memberships), Hansard and committee reports. It is an essential tool for those who work in, or observe, the Senate. The *Senate Daily Summary* is also produced during estimates hearings, providing links to committee programs and other information.

Statistical summaries of business conducted by the Senate were produced after each sitting week. A more comprehensive set of statistics was also maintained online, providing timely access to the most commonly sought statistics on the work of the Senate. Staff also produced biannual volumes of *Business of the Senate*, which has recorded statistics on the work of the Senate for more than 30 years.

The office has noticed that the number of statistical inquiries it receives is decreasing as awareness of the online statistical collection increases. However, in 2009–10, information not available on the website was still sought by senators, parliamentary staff and other clients, and these requests were dealt with promptly. The Table Office produced statistics on matters such as:

- allocation of time for government business
- suspensions of standing orders
- time spent on the consideration of government documents and open-ended adjournment debates
- successful rearrangements of government programming.

## **Inquiries**

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office. The office also responds to inquiries relating to the work of the Senate and acts as an information 'hub' for senators, their staff, government departments and agencies and the general public.

Statistics collected by staff answering inquiries indicate that 6,762 inquiries were responded to during 2009–10. Most of the inquiries (92 per cent) were responded to within five minutes. The remainder of the inquiries were responded to by staff in timeframes agreed on with clients.

While the majority of inquiries originate from senators, their staff and departmental officers, the services of the inquiries subsection are used

extensively by other government departments and agencies (26 per cent of all inquiries), media representatives and legal organisations (21 per cent) to obtain copies of documents and advice on processes and outcomes from the Senate chamber.

The Table Office continued to use the Document Movement System or ‘telelift’ (an automated transportation system) to convey large quantities of documents, often simultaneously, throughout Parliament House. This system is essential to the prompt and reliable distribution by the Table Office of documents to senators, members and others in Parliament House, particularly documents required prior to the sitting of the Senate.

A pneumatic tube operates between the chamber and the Table Office. On a sitting day this device, as old-fashioned as it is, plays a vital role in transporting critical documents between the two places of work. The ‘tube’ and the ‘telelift’ are efficient means of transporting documents, saving both time and staff resources.

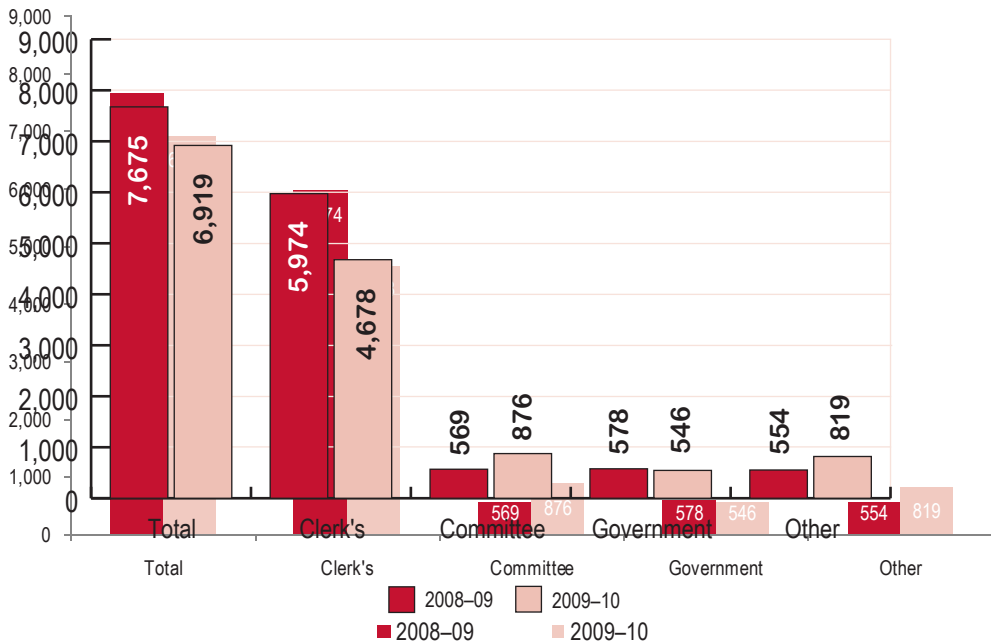
## Documents

The Table Office processed the 6,919 documents presented to the Senate during 2009–10, and recorded them in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament*. Figure 10 shows the number and type of documents tabled in the Senate in 2008–09 and 2009–10.

Three trends in relation to documents that were identified in 2008–09 continued in 2009–10:

- the number of Clerk’s documents decreased—4,678 documents were tabled in 2009–10, a decrease of 22 per cent (from 5,974 in 2008–09)
- the number of committee reports tabled increased, by 54 per cent (25 per cent in 2008–09)
- the number of miscellaneous documents tabled increased, by 48 per cent (representing an increase of almost 200 per cent since 2007–08).

**Figure 10 Documents tabled in the Senate, 2008–09 and 2009–10**



The papers database is a joint system maintained by the two chamber departments. The database facilitates the processing of documents and generates reports. One of the generated reports enables the production of the *Index to the Papers Presented to Parliament*. The index is published through the Senate website and is printed at the end of each parliament. In response to an approach from the Parliamentary Library, the index now has been made available through ParlInfo Search as the Tabled Papers Register. There is potential for this database to be developed further in future, including the possibility of providing the text of some documents to which the index refers. The development was acknowledged in the Joint Committee on Publications report into the development of a digital repository and electronic distribution of the Parliamentary Papers Series.

### **Digitisation and preservation of tabled papers**

The office is using digital imaging to copy, preserve and ensure access to the collection of all documents presented to the Senate. There are two streams of work: making digital images and microfilm of the documents presented to the Senate since 2002 and creating digital images from the microfilm record of the documents from the Senate’s first century. The digital images are stored in an electronic ‘web repository’ available through the department’s website.

In 2009–10, the digital imaging team concentrated on resolving a number of technical issues that were delaying the loading of images to the web repository. This work resulted in the documents presented to the Senate in 29 of the 39 parliaments until 2001 being available online. Documents from 2001 until the current parliament are also available online. Of the 5,317,579 images loaded to the repository, 1,241,895 were loaded in 2009–10.

All the original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. The area available for storing these documents is limited and under increasing pressure as the collection grows. Last year's annual report mentioned a major rationalisation of stock and the acquisition of the former stationery store, which increased the document storage capability. This year the office has acquired another space in the basement, which will be dedicated to the storage of budget-related material such as portfolio budget statements. This will free up considerable space in the main basement document storage area.

### **Secretariat support for various committees**

During the year, the Table Office provided secretariat support for all meetings and prepared the reports of the Selection of Bills Committee, the Senate Publications Committee and the Joint Committee on Publications.

The office provided some secretariat support to the Standing Committee on Appropriations and Staffing. However, because of temporary vacancies further support was undertaken by another office in the department for six months.

The staff in the legislation subsection and the programming section also assisted committees by determining 'time critical bills'. On 13 May 2010, the Senate passed a motion referring time critical bills (those with commencement provisions that could take effect before 1 July 2010) to the relevant committee for consideration. The aim of the motion was to ensure that legislation committees had the opportunity to consider the provisions of bills introduced into the House of Representatives when the Senate was not sitting, prior to the June sittings when the legislation would be required to be passed. The motion expressed the Senate's view that a committee could consider a bill and report to the Senate that no inquiry was warranted. The bills were also considered by the Selection of Bills Committee in accordance with the provisions of the Standing Orders.

The Joint Committee on Publications held an inquiry into the development of a digital repository and electronic distribution of the Parliamentary Papers Series. The report of the committee was tabled on 24 June 2010. The committee recommended that a digital repository be developed within the Parliament, following the preparation of a business case to address issues raised in the report, mainly relating to archive and preservation concerns. The committee further recommended that the repository be ready for implementation in early 2011. Staff from the office will be involved in the development of the business case and subsequent implementation of the digital repository.

All committee meetings were convened, and documents were provided, within agreed timeframes.

### **Education activities**

Staff in the Table Office continued to contribute to the training and development of departmental staff by presenting sessions in the department's training programs and offering 'field trips'.

The field trips are half-day sessions for small groups to give departmental staff and staff from other parliamentary departments the opportunity to learn more about the work of the Table Office. Those who have attended field trips have provided positive feedback that the sessions increase awareness of the services offered by the office.

The contribution by staff in the Table Office to the seminar program administered by the Procedure Office continued throughout the year, despite staffing difficulties.

### **Factors, events and trends influencing performance**

Factors influencing workload and staffing levels are set out in the 'Overviews' section.

The effectiveness of the Table Office in supporting the work of senators, the Senate and its committees is heavily dependent on the expertise of staff. The finalisation of various recruitment processes in 2009–10 means that staff are now working in their substantive positions and training for new staff is underway. On-the-job training is a fundamental component of this training and existing staff have been generous in sharing their knowledge, supporting the office to meet its objectives. The usual high standard and output of the office have been maintained.

All staff have also contributed to the initial work for the redevelopment of the document production system and the structural review being undertaken by the department. In various meetings ideas have been shared and discussed, resulting in a strong understanding of the focus the office needs to have to maintain its high standard of service to senators, the Senate and its committees.

## Evaluation

The principal medium for evaluating the services of the Table Office is the biennial survey of senators' satisfaction with the services provided by the department. The next survey is due in 2011. As reported previously, the 2009 survey revealed high levels of satisfaction among senators with the advice, documents and services of the Table Office. Satisfaction with the work of the office has remained high across a number of surveys and the office aims to maintain the quality of its service.

To assist the office in evaluating its services, it also monitors its own performance. This monitoring in 2009–10 indicated that the high level of service was being maintained and there were no areas of major concern.

Much of the work of the Table Office involves direct contact with senators and their staff, as well as other clients. This presents an ongoing opportunity to receive feedback about the services provided by the office. Informal feedback continues to be positive and supports the office's self-evaluation.

## Performance outlook

In 2010–11, the Table Office will continue its core work relating to the sittings of the Senate. The election break will provide an opportunity for the office to focus on enhancing its operations.

Work undertaken on the redevelopment of the document production system will be furthered in cooperation with staff from the Department of the House of Representatives. It is hoped that work on this project in the next 12 months can progress to the stage of identifying priorities and establishing timeframes within which to achieve those priorities.

The development of an electronic Parliamentary Papers Series may also proceed in cooperation with the other parliamentary departments. Again, this will build on work that commenced this year.

Staff from the departments of the House of Representatives and the Senate will continue to work on the bills system, refining the system so

that it continues to meet the needs of senators and their staff, parliamentary staff and persons outside the Parliament.

The office also plans to use the election period to examine the proposals made in its submission to the department's structural review. Some of these proposals related only to the Table Office, and may be implemented once the review has been completed. One such proposal is to revitalise the public interface of StatsNet.

Finally, following the election, there will be a new parliament and staff in the office will be involved in the preparations for the first sitting day of the new parliament.

# Procedure Office

## Outputs

Provision of advisory and drafting services to non-government senators.

Provision of procedural advice and training to senators, staff, public servants and officials from other parliaments both within Australia and overseas.

Provision of secretariat support to the Regulations and Ordinances Committee and Scrutiny of Bills Committee.

Provision of parliamentary information services to the community.

Provision of parliamentary education services to schools, teachers and students.

Provision of policy advice and secretariat support for the maintenance and development of inter-parliamentary relations including the Inter-Parliamentary Union, overseas conferences and delegations program for senators.

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Procedural advice is accurate and covers all foreseeable eventualities.</p> <p>Amendments and bills are accurate and legally sound.</p> <p>Public information and parliamentary research is accurate, comprehensive and targeted for particular needs.</p> <p>Education Centre teaching and other PEO projects accurately reflect the Parliament and its work.</p>	<p>Feedback from ongoing evaluation processes on levels of satisfaction was consistently high, confirming the findings of the 2009 survey of senators.</p> <p>Senators continued to acknowledge the accuracy and value of procedural advice.</p> <p>Legislative amendments and bills were accurate, and were prepared to the satisfaction of senators.</p> <p>Public information resources were updated as required to reflect arrangements and procedural changes in the Senate.</p> <p>The PEO conducted a record number of programs in the Education Centre, which operated at close to full capacity, and expanded the range and improved the accuracy of its website and publications.</p>
Timeliness	<p>Procedural advice is timely.</p> <p>Scrutiny committee meetings held, documentation provided and reports produced within timeframes set by the Senate or the committees, as relevant.</p> <p>During sitting periods, amendments drafted as soon as possible after receipt of instructions.</p>	<p>Procedural advice met all chamber deadlines.</p> <p>All meetings of the scrutiny committees were held as scheduled and documentation was provided within the timeframes set by the committees.</p> <p>Amendments were drafted in accordance with timeframes set by senators and the Senate.</p>

Timeliness	Seminars and lectures held on time and in accordance with advertised schedule; public information projects delivered according to programmed schedule.	All seminars and lectures were held on time and in accordance with advertised schedules.
	PEO teaching programs held on time and in accordance with booking schedule.	PEO teaching programs were conducted in accordance with the booking schedule.
	PEO projects delivered according to programmed schedule.	PEO projects, including outreach programs, were managed and delivered in accordance with implementation plans.
	Information available on the internet and in publications is up to date and available as soon as practicable.	Information resources were updated as required to reflect changes in personnel and procedures. The PEO website was constantly monitored and timely action was taken to implement required changes.

## Overview

The Procedure Office provides a range of advisory, support and information services closely aligned with the role and work of the Senate.

The office directly supports the parliamentary work of senators by providing procedural advice and support; and drafting legislative amendments and private senators’ bills. It also provides secretariats for the Senate’s legislative scrutiny committees, the Regulations and Ordinances Committee and the Scrutiny of Bills Committee, which examine bills and legislative instruments against certain rights and accountability criteria.

The Research Section develops, manages and delivers publications, resources and programs which inform a wide range of audiences about the role and operations of the Senate and the Parliament.

The Parliamentary Education Office (PEO) produces educational programs and resources—including experiential learning programs, publications and a multi-modal website—for school students, teachers and others.

The Procedure Office is led by the Clerk Assistant (Procedure) and has four functional areas, as shown in figure 11.

**Figure 11 Elements and responsibilities of the Procedure Office**

<p><b>Executive and Legislative Drafting</b>  <i>Richard Pye, Clerk Assistant</i>                  Procedural advice, support and training                  Drafting of legislative amendments and private senators' bills</p>		
<p><b>Public information and parliamentary research</b>   <i>David Sullivan, Director, Research Section</i></p>	<p><b>Parliamentary education</b>   <i>Simon Harvey, Director, Parliamentary Education Office</i></p>	<p><b>Legislative scrutiny</b>   <i>James Warmenhoven, Secretary, Regulations and Ordinances Committee</i>  <i>Toni Dawes, A/g Secretary, Scrutiny of Bills Committee</i></p>
<p>Publications, seminars, public lectures, exhibitions and research on parliamentary matters                  Production of <i>The Biographical Dictionary of the Australian Senate</i></p>	<p>Parliamentary education services and resources for schools, teachers and students</p>	<p>Secretariat, advisory and administrative support to the committees</p>

The full-time equivalent staffing level for the Procedure Office in 2009–10 was 33 (34 in 2008–09).

The cost of providing the services of the Procedure Office in 2009–10 was \$5.8 million (\$6.1 million in 2008–09).

### Procedural support

In 2009–10, the office assisted non-government senators and their staff by providing procedural advice relating to the role and work of the Senate and its committees. There was strong demand for such advice, particularly during sitting periods. Topics for advice generally revolved around the requirements of Senate procedure, but also ranged more broadly to include, for instance, the elements of the ‘deadlock’ provisions in section 57 of the Constitution; precedents for calling witnesses before Senate committees; and the options for the revival of regulations disallowed by the Senate.

Staff of the office ensured the accuracy of advice by consulting other departmental officers—principally the Clerk and Deputy Clerk—and researching appropriate precedents. In keeping with parliamentary service values, advice was non-partisan, consistent and provided to senators and their staff in a timely fashion.

In 2009–10, the office prepared an average of eight procedural scripts per sitting day for senators’ use in the chamber and elsewhere. This was higher than the 2008–09 average of seven scripts per day, but consistent with the average in 2007–08. The scripts typically related to procedural matters, such as disallowance motions; orders for the production of documents; and proposals to refer matters to committees.

The office also routinely responded to requests, from senators and their staff, to check material for procedural accuracy. Advice on these requests was accurate and provided in time to enable senators to use the material in the Senate and elsewhere.

## Legislative drafting

In 2009–10, the office provided legislative support to senators’ work by drafting amendments to bills and drafting private senators’ bills, in response to instructions from senators and their staff.

This work was undertaken primarily for non-government senators, but a small number of backbench government senators also used these services. Occasionally, the office drew up amendments to inform committee processes and demonstrate the means of implementing committee recommendations.

The office drafted and circulated 139 sets of ‘committee of the whole’ amendments, containing 476 individual amendments—these are amendments proposed to the text of bills dealt with by the Senate. Although the number of circulated amendments is low compared with 2008–09 (see table 2), the office also drafted more than 630 amendments that were *not* circulated, because they related to bills not dealt with by the Senate in 2009–10 or because they were drafted for use outside the chamber—to inform negotiations between parties, for instance. The amendments produced for government senators fell into this category.

Where amendments were framed as requests to the House of Representatives, in accordance with section 53 of the Constitution, the office also produced statements explaining the applicability of section 53 and the precedents of the Senate. This ensured senators were able to meet procedural requirements and demonstrate that their amendments were constitutionally sound.

The office also prepared and circulated 29 ‘second reading’ amendments—these are proposed resolutions which comment on or affect

the passage of bills, but do not propose specific changes to the text of bills.

Despite the unpredictable levels of demand created by the concentration of legislative work within a small number of sitting weeks, the office met all timeframes for the production of amendments.

Private senators' bills continued to be used as vehicles for non-government parties and individual senators to put down policy footprints and advance debate across areas of interest. In 2009–10, the office drafted:

- 31 private senators' bills that were finalised and processed for introduction in the chamber
- a further nine private senators' bills that were published online by senators as exposure drafts, but not introduced.

A number of other bills were drafted to different stages of development, for introduction at a later date or for use by senators outside the chamber.

Table 2 summarises senators' use of the office's legislative drafting and procedural services over the past four reporting periods.

**Table 2** Legislative drafting and procedural advice services provided to non-government senators, 2006–07 to 2009–10

Service	2006–07	2007–08	2008–09	2009–10
Committee of the whole amendments	1,524	423	859	476
Second reading amendments	111	56	25	29
Private senators' bills introduced	20	19	23	31
Procedural scripts prepared	353	304	394	441

Together these services form a substantial part of the support provided by the department to the legislative work of senators and the Senate. The biennial senators' survey has consistently found that senators report high to very high levels of satisfaction with these services. Informal feedback confirmed that this was the case in 2009–10.

## Support for legislative scrutiny committees

During the year, the office provided secretariat, research and administrative support to the Regulations and Ordinances Committee and the Scrutiny of Bills Committee, assisting them to fulfil their responsibilities in accordance with the Standing Orders.

The committees examine all bills and disallowable instruments within their terms of reference. In 2009–10:

- the Regulations and Ordinances Committee secretariat processed 2,468 instruments (3,404 in 2008–09)
- the Scrutiny of Bills Committee secretariat processed 258 bills (210 in 2008–09) and the committee commented on 160 bills (111 in 2008–09).

The reduction in the number of instruments processed by the Regulations and Ordinances Committee secretariat reflects changes to the civil aviation legislative framework that resulted in a significant reduction in the number of airworthiness directives made.

The secretariats, assisted by the committees' legal advisers, completed the necessary administrative tasks to enable the committees to undertake their work. The legal adviser position for the Scrutiny of Bills Committee was vacant from January 2010 until mid-April 2010, during which time the secretariat undertook the adviser's workload.

The secretariats also prepared material arising out of the work of the committees, for use in the Senate chamber and for publication elsewhere. This included preparation and verification of disallowance notices, and publication of:

- the required reports and alert digests and the *Delegated Legislation Monitor* (each Senate sitting week)
- the *Disallowance Alert*, the *Scrutiny of Disallowable Instruments* and the *Senate Disallowable Instruments List* (updated online as required)
- biannual volumes of committee correspondence.

In anticipation of its 30th anniversary in 2011, the Scrutiny of Bills Committee commenced an inquiry into its future role and direction. Information about the inquiry is available on the committee's website.

Staff from both secretariats briefed several international delegations about the role and operations of the Senate legislative scrutiny committees, and conducted a training seminar for public servants. In May 2010, staff from the Regulations and Ordinances Committee secretariat introduced a new training seminar for public servants on delegated legislation and the Senate.

The legislative scrutiny committees hosted the biennial Australia–New Zealand Scrutiny of Legislation Conference on 6–8 July 2009. The conference, opened by the Chief Justice of the High Court of Australia,

the Hon. Robert French, explored the theme of ‘Scrutiny and Accountability in the 21st Century’. Staff from the secretariats organised the event and supported the 76 delegates representing legislative scrutiny committees in Australia, New Zealand and Canada.

## Public information and parliamentary research

In 2009–10, the Research Section:

- coordinated and delivered seminars and professional training programs for senators and their staff, parliamentary staff, Australian public servants and others
- produced publications and exhibitions, and arranged lectures, each with a focus on the work and role of the Senate and the operations of the Parliament
- managed an internship program and a formal research partnership with the Parliamentary Studies Centre at the Australian National University.

The aim of these programs is to ensure that senators and their staff are supported in their legislative work, and that other audiences are able to develop appropriate levels of knowledge and awareness of the Senate and its work.

The office also responded in a timely manner to requests for information and research support from a range of sources, including senators; the Clerk, Deputy Clerk and Clerks Assistant; and members of parliamentary associations, the academic community and the general public.

### Seminars and training programs

During 2009–10, training and information programs were offered to senators’ staff in the form of one-on-one sessions and group seminars, delivered by senior officers, explaining the operations and procedures of the Senate and its committees.

The department’s seminar series continued to provide members of the public service and others with comprehensive training in the operations of the Senate and its committees, and the accountability to parliament of the executive and government departments and agencies. During 2009–10, a total of 1,260 people attended 35 seminars.

The seminar series remained an integral part of graduate training programs in the public service. A large number of graduates enrolled in the full-day ‘Introduction to the Senate’ seminar, and the range of half-

day seminars was also well received. Senior officers of the department also conducted half-day sessions for Senior Executive Service officers.

The section organised seminars tailored to the needs of individual government departments and other interested groups, including the Department of Families, Housing, Community Services and Indigenous Affairs; the Department of Finance and Deregulation; the Department of the Prime Minister and Cabinet; the Department of the Environment, Water, Heritage and the Arts; AusAID; the Law Council of Australia; the Defence and Industry Study Course; the Rural Leadership Program; and a group of Indigenous graduates.

### **Occasional lectures**

During 2009–10, the section arranged eight lunchtime lectures as part of the popular occasional lecture series. Topics ranged from the rise of new forms of media and the erosion of democracy, to the political life of former Prime Minister the Rt Hon. Andrew Fisher. The series also featured a reflection by the then Clerk of the Senate, Harry Evans, on changes in the parliamentary institution during his long association with the Senate.

The department published lecture transcripts in its free journal *Papers on Parliament* and made audio recordings available on its website. Lectures were filmed and broadcast on television and the internet by the Australian Broadcasting Corporation and the Australian Public Affairs Channel, increasing the audience for, and accessibility of, the lectures.

### **Publications**

The Research Section edited and published three editions of *Papers on Parliament* during 2009–10:

- editions 51 and 53 largely comprise papers in the occasional lecture series
- edition 52 commemorates the career of the former Clerk of the Senate, Harry Evans: it contains a selection of his writings and a comprehensive bibliography of his articles from the 1980s to 2009.

In December 2009, the section published an illustrated booklet, *The President of the Senate*, which provides an overview of the role and function of the President, including how the President is elected, and some information on past presidents.

The editing, proofreading and indexing of volume 3 of *The Biographical Dictionary of the Australian Senate* was completed in early May 2010. This volume, covering senators and clerks who left the Senate between 1962 and 1983, is expected to be published in August 2010. Work has commenced on volume 4, covering senators whose terms ended between 1983 and 2002. Authors have been found for all 109 entries proposed for volume 4, and 38 entries have been received. The section also began preparing for the online publication of the dictionary.

The section also launched a new Senate essay prize named in honour of the first President of the Senate, the Hon. Sir Richard Baker. The prize, which was advertised widely in the print media, is open to secondary school students enrolled in years 10 to 12. It is to be awarded annually to the best student essay in each state and territory on a topic that promotes knowledge of the Senate and its work. A panel of senators selected five winning essays in 2009–10. The authors each received \$500 and a certificate.

The section continued to issue a range of free publications aimed at raising awareness of the Senate and parliamentary processes. Details of the publications available in 2009–10 are provided in appendix 4.

### **Exhibitions**

The first part of a new exhibition in the first floor public exhibition area of Parliament House, ‘Acting Wisely: The Work of the Australian Parliament’, was completed in February 2009.

In August 2009, as the culmination of a coordinated effort between the section and the Department of Parliamentary Services, the Parliament’s copy of Magna Carta was incorporated into the ‘Acting Wisely’ exhibition. The copy was moved from its former location in the Members’ Hall to a purpose-built case within the exhibition, with improved lighting, security and interpretive text. The exhibition, which has been enthusiastically received, was officially opened by the President of the Senate in September 2009.

The section also published a booklet entitled *Australia’s Magna Carta*, to complement the exhibition. The booklet chronicles the story of how the manuscript came into the Parliament’s possession, and includes an account of the preservation work carried out on the manuscript by scientists from the Commonwealth Scientific and Industrial Research Organisation.

Elements of the first stage of ‘Acting Wisely’, which deals with the Parliament’s legislative function, were made available to a wider audience as the ‘Making Laws’ online exhibition. This followed the publication in July 2009 of an online version of the earlier ‘For Peace, Order and Good Government’ exhibition.

Work has commenced on the next stages of the ‘Acting Wisely’ exhibition, on representation and accountability, which will also be produced in both physical and online versions.

In December 2009, the section arranged the installation of an interactive ‘Meet Your Senator’ touch screen near the senators’ portraits in the first floor public area. Together with a similar device in place for the House of Representatives, the screen provides visitors with an engaging and user-friendly introduction to all current senators and members of parliament.

### **Partnerships with the Australian National University**

The department runs the Australian National Internships Program in partnership with the Australian National University. During 2009–10, 39 students completed parliamentary internships and 34 students were placed in other departments and agencies. Interns continued to see Parliament House as an outstanding placement. The office coordinated an induction seminar for each group of interns, and organised some of the functions associated with the program.

The department also continued to play an active role in the Strengthening Parliamentary Institutions research program, which is funded by the Australian Research Council and run by the Parliamentary Studies Centre at the Australian National University. Senate officers participated in workshops which provided feedback to authors who had submitted papers for publication.

In November 2009, the department co-hosted a conference on ethics and integrity in parliament, as part of the research program. The conference investigated the system of self-regulation used in Australia and the integrity systems used in other countries.

### **Parliamentary education services**

During 2009–10, the PEO delivered an extensive range of high-quality educational services to schools, teachers and students.

Through its Education Centre, the PEO delivers an experiential learning program involving simulations of chamber and committee proceedings of

the House of Representatives and the Senate, for students visiting Parliament House.

Through its outreach program, the PEO provides other opportunities for students and teachers to learn about the Parliament. By analysing a range of data, the PEO is able to target students and organisations less able to undertake Parliament House-based programs. To support this strategy, the PEO produces materials and resources on its website, on CD and in print.

The PEO also undertakes joint ventures, builds professional networks and invests in a range of training and development activities for teachers and trainee teachers. In addition, the PEO monitors curriculum developments in the area of civics education.

During 2009–10, the PEO continued to work with and report progress to the PEO Advisory Committee and worked closely with relevant stakeholders in the other parliamentary departments, government departments and educational institutions.

### **Education Centre activities**

Experiential role-playing programs are conducted at the Education Centre at Parliament House during the school term. Role-play programs were delivered to 91,648 students in 2,622 groups during 2009–10.

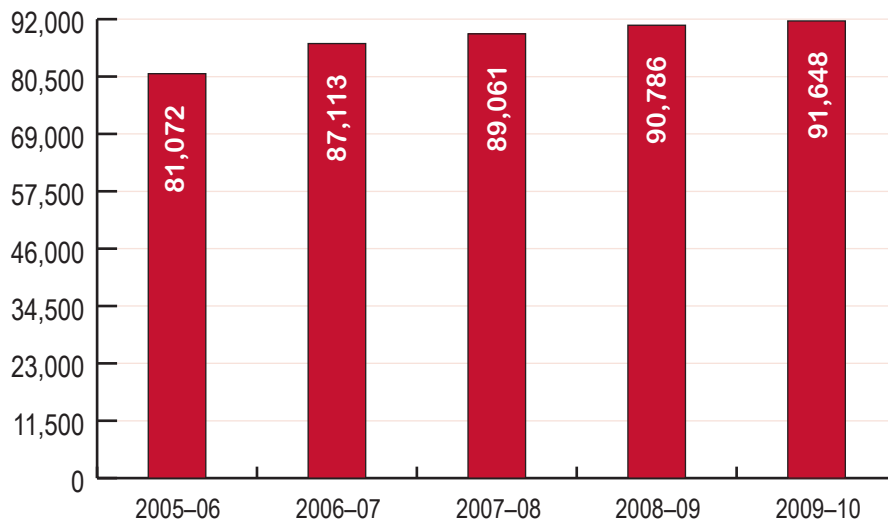
Current programs focus on four key functions of the Parliament. Evaluation of Education Centre activities has revealed an evolving demand among teacher and student groups to explore the work of the Parliament in greater depth. In 2009–10, the PEO began revising its programs to meet that demand.

The Impressive Teachers Scheme was also introduced during the year, to identify highly motivated teachers who are interested in further exploring the work of the Parliament, and to invite them to develop a professional relationship with the PEO. By affirming achievement and interest, the PEO hopes to gain partners to foster the work of parliamentary education and to encourage others to be similarly committed. The program is expected to provide opportunities for resource trialling, surveying, outreach visits and professional assistance.

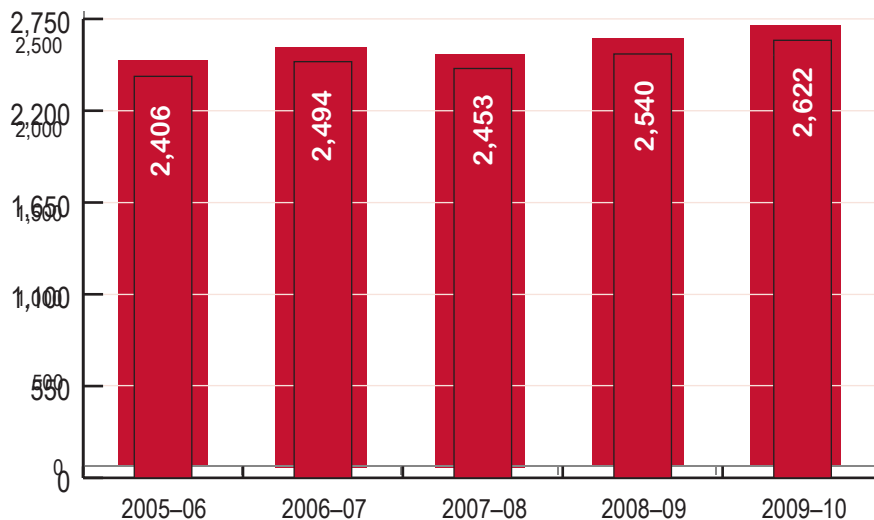
Figures 12 and 13 demonstrate that Education Centre attendances continued to grow in 2009–10. However, there is only limited scope for future growth, as the education facilities at Parliament House are operating at or near capacity. Some success has been achieved in

encouraging schools to visit earlier in the school year when the demand for PEO education programs is lower.

**Figure 12** Students who visited the PEO Education Centre, 2005–06 to 2009–10



**Figure 13** School groups that visited the PEO Education Centre, 2005–06 to 2009–10



## Outreach

Only a small percentage of Australian students are able to make the trip to Parliament House to participate in Education Centre programs. As a result, an important part of the PEO's mission is to provide educational resources for those students and teachers who cannot make the trip to Canberra.

One popular program involves conducting outreach activities across the country, taking the parliamentary role-play and other educational activities 'on the road'. Senators and members often welcome the opportunity to participate when this program is delivered to schools in their electorates.

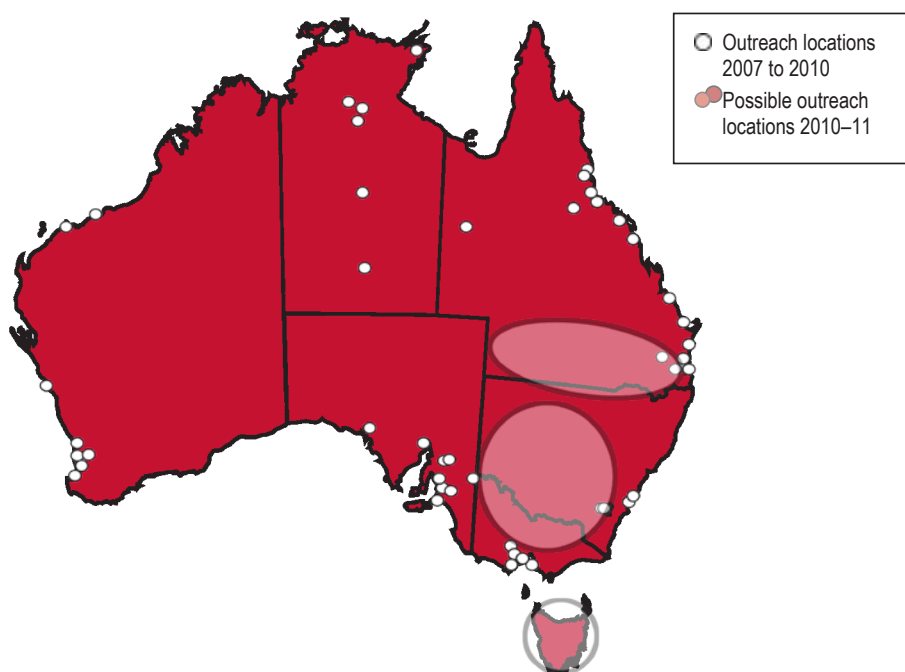
A wide geographical spread of outreach activities has been achieved in recent years. In 2009–10, the PEO conducted outreach activities in the locations shown in table 3.

**Table 3**      **Locations of PEO outreach activities in 2009–10**

Victoria	Queensland	Western Australia	South Australia	Northern Territory
Melbourne (suburbs)	Atherton	Armadale	Adelaide (suburbs)	Katherine
	Ayr	Geraldton	Adelaide Hills	Mataranka
	Brisbane (suburbs)	Joondalup	Ceduna	Nhulunbuy
	Cairns	Karratha	Gladstone	Tennant Creek
	Charters Towers	Northampton	Murray Bridge	Barunga
	Ingham	Perth (suburbs)	Orroroo	
	Innisfail	Pinjara	Peterborough	
	Mackay	South Hedland	Port Elliott	
	Mount Isa		Whyalla	
	Proserpine		Yankalilla	
	Townsville			

Plans to deliver outreach activities in regional New South Wales and Victoria and in Tasmania during September and October 2010 have been confirmed, and preliminary planning for visits to several other regions during 2010–11 has commenced. Figure 14 shows the geographical spread of outreach activities in the five calendar years from 2007 to 2011, including possible outreach locations in 2010–11.

**Figure 14** Locations of PEO outreach activities, 2007 to 2011



### **Website and other resources**

To better address the parliamentary education needs of all students and teachers, particularly those who are unable to travel to Canberra, the PEO devotes considerable resources to expanding the range and quality of its online and multimedia services and resources, as well as its capacity to produce quality educational resources in multiple formats.

During the year, the PEO commenced:

- a formal review of the interactive website tool *Assignment Assistant* (launched in May 2009), which assists students completing projects or homework on parliament and offers one-on-one contact with parliamentary educators
- the ongoing enhancement of the in-house video production unit and development of material for the online video series *About Parliament*
- the enhancement of the PEO website, including a review of all web content and the introduction of a content management system
- a review of the research and development of web 2.0 technologies that will enhance the PEO's ability to engage secondary students

- the investigation of new communication technologies, including video conferencing, for the delivery of PEO programs.

The PEO also continued to produce and update the educational materials detailed in appendix 4.

A key achievement in 2009–10 was the release of a magazine-style resource, *Get Parliament*, for upper primary and lower secondary students. *Get Parliament* introduces the Parliament and the way it functions, with reference to material on federation, the Australian Constitution and the Parliament at work.

The PEO is committed to providing senators and members and their staff with direct access to parliamentary education information, resources and services. During 2009–10, this included regular email and face-to-face promotions to maintain parliamentarians' awareness of new and existing resources and services, including *Get Parliament*. The department's intranet site provided members and senators and their staff with up-to-date information about school groups visiting Parliament House and details of PEO programs and resources, including customised parliamentary education resource kits.

In 2009–10, there was a significant increase in demand for PEO publications and resources and in visits to the PEO website. The website recorded more than 525,000 sessions and more than 4.32 million page views, an increase of 22 per cent and 18 per cent respectively since 2008–09. This indicates that significantly more people are accessing the PEO website and viewing increased amounts of material, a key aim of the PEO's outreach strategy.

The examples of feedback from the PEO's target audiences shown in figure 15 confirm that the education services and resources were very well received in 2009–10.

**Figure 15**      **Comments on PEO services and resources, 2009–10**

**From senators and members**

We really liked [*Get Parliament*] ... Layout is good and clear ... The information is well written and communicates complex issues clearly and effectively. The graphics are fun—and overall it should be an effective teaching resource.

Thank you for all the wonderful assistance you have given our office and I know how appreciative the schools that receive these kits are as they write and tell us ... we have had two schools actually plan trips to Canberra after receiving a kit. Keep up the great work you all do.

I would like to pass on my gratitude and that of the schools in my electorate to ... the PEO, who came to my electorate ... and ran *Parliament Alive* ... the feedback from those teachers and schools was overwhelming. [The program] truly benefits young people in understanding how decisions we make here in Parliament House can affect them, their homes and their families.

**From teachers**

On behalf of Year 7 teachers at our college, I congratulate you on your website. We regularly use the lesson plans—they are well thought out and relevant.

Part of my study as a pre-service teacher involved designing class programs for both primary and secondary aged students. Your website and resources provided myself and our study group with some excellent material for inclusion in our presentation kit.

The program put together by the Parliamentary Education Office was intellectually stimulating and provided the students with an overview of the Australian political system.

**From students**

Hi. I am an 11 year old kid from Victoria and I just wanted to tell you that your website is great.

Thank you for filling our minds with knowledge and the interesting ways and rules of parliament.

On behalf of the grade six and seven students we would like to thank you for making the very long trip to our school to run a mock parliament and demonstrate to us how parliament is run.

## **Joint ventures**

As in past years, the PEO contributed significantly to the National Youth Science Forum sponsored by the Australian National University. The forum provides a summer study program for outstanding senior secondary school science students from all states and territories. As part of their experience, the students undertake a specially designed learning program at Parliament House. In 2009–10, 288 students took part, examining legislative work and Senate committee processes through role-play.

The PEO worked with Rotary International to run the Rotary Adventures in Citizenship program in September 2009. The five-day program gave the selected Year 11 students from across Australia an opportunity to experience the work of the Parliament, meet members of parliament and participate in an intensive learning program.

In 2009–10, the PEO also:

- coordinated student attendance at the House of Representatives Standing Committee on Economics hearings examining the Governor of the Reserve Bank
- provided assistance, including tailored role-play programs, for the Oxfam Australia Aboriginal and Torres Strait Islander Women’s Summit and the Australian Broadcasting Corporation’s *Heywire* program.

### **Professional associations**

The PEO maintained good relationships with parliamentary educator colleagues, both within Australia and internationally, throughout 2009–10. In addition to hosting visits by staff from the United Kingdom Parliament’s Education Service and Outreach Office, the PEO attended and made presentations to the Australasian Parliamentary Educators Conference hosted by the Parliament of Victoria in September 2009.

The PEO also:

- built on its relationships with the Museum of Australian Democracy at Old Parliament House and the Australian Electoral Commission’s National Electoral Education Centre, which share common subject matter and target audiences with the PEO
- liaised with the Australian Secondary Principals’ Association and helped to coordinate meetings of the association at Parliament House.

### **Staff training and development**

The PEO invested heavily in training and development for its staff. During 2009–10, this included staff attendance at parliamentary training programs and professional and technical development courses.

Most PEO staff members engage in face-to-face education activity which requires a high level of professional skill and commitment. All new educators undertake a comprehensive training program that ensures they are well equipped to cater for a wide range of student aptitudes, interests and special needs. Several new educators were recruited and trained in 2009–10.

The PEO’s publishing capability was expanded in 2009–10 with the recruitment of a publishing manager, who is supported by a dedicated web developer and a publishing officer. Publishing staff focused also on training and development, particularly the use of new web technologies, improved interface and application design, usability and accessibility.

## International activities

During 2009–10, the department engaged in a range of activities with other parliaments and assisted in the development of parliaments in the region.

The department supported the work of the Inter-Parliamentary Union (IPU) by funding the attendance of a delegation at the 119th IPU Assembly in Geneva, Switzerland, in October 2009. The Director, Journals and Notice Paper, served as secretary to the delegation, providing administrative support and guidance to delegation members on the procedures and practices of the IPU prior to and during the assembly.

The Usher of the Black Rod served as secretary to a delegation to European parliaments and institutions in April 2010.

The Deputy President of the Senate and the then Deputy Clerk attended the 40th Conference of Presiding Officers and Clerks, held in Kiribati in July 2009.

Seminars and training programs were provided for parliamentary officers visiting from overseas parliaments. In particular, comprehensive programs were provided for delegations from India, Indonesia and Vietnam, continuing a long-term engagement with those countries' parliaments. The Inter-Parliamentary Study Program, conducted jointly with the Department of the House of Representatives in March 2010, provided training for officers from overseas parliaments in countries such as Bhutan, China, Finland, India, Indonesia, Kenya, Mongolia, New Zealand, Samoa, Thailand and Tonga.

The department signed a memorandum of understanding with the Indonesian Upper House, the Dewan Perwakilan Daerah (DPD), in September 2009. This partnership agreement provides for the sharing of skills and experiences through training activities, and is designed to improve the support provided to senators of the DPD.

The department also provided joint funding to the Parliamentary Relations Office (PRO), which is administered by the Department of the House of Representatives. The PRO provides parliamentary relations support to both the Senate and the House of Representatives. Many of the programs administered by the PRO involve significant contributions from officers of the Department of the Senate. The performance of the PRO is detailed in the annual report for the Department of the House of Representatives.

## Factors, events and trends influencing performance

The demand for procedural and legislative services is substantially driven by the requirements of senators and the Senate chamber. Factors influencing demand include the frequency of sittings, the number of bills dealt with by the Senate and the legislative priorities of the Government and others. The composition of the Senate is also a factor: a situation in which no one group controls Senate outcomes typically leads to a strong demand for these services. The work of the secretariats of the legislative scrutiny committees is similarly driven by the requirements of those committees.

The PEO's education programs at Parliament House continue to operate at near capacity, with schools often making bookings for the program many months in advance. Some success has been achieved in encouraging schools to visit earlier in the school year when the demand for PEO education programs is lower.

To better address the parliamentary education needs of all students and teachers, particularly those that are less able to travel to Canberra, the PEO continues to devote considerable resources to expanding the range and quality of its online and multimedia services and resources. In 2009–10, there was a significant increase in visits to the PEO website and in the demand for PEO publications and resources.

## Evaluation

The main vehicle for evaluating the services provided by the office is the survey of senators, which is undertaken every two years. As recorded in last year's report, high levels of satisfaction were recorded across the full range of services provided by the office in the 2009 survey.

The Procedure Office also monitors levels of satisfaction with its performance through formal and informal channels such as letters, emails, phone calls, seminar evaluation forms and direct advice from senators and their staff and members of the public. This continual performance appraisal assists the office to make timely and responsive adjustments to the way it delivers its services. High levels of positive feedback were received in 2009–10.

The PEO in particular monitors feedback on its activities and resources from senators and members, as well as its target audiences of students and teachers. Figure 15 provides a few examples.

## Performance outlook

In 2010–11, the Procedure Office will continue to provide its procedural and legislative services to meet the requirements of the Senate and senators and to support the work of the legislative scrutiny committees. Training and seminar programs will continue, with a focus on preparing and delivering orientation programs for new senators following the election. Each area within the office will also implement any changes which arise from the department's structural review.

The Research Section will further develop its information resources. A highlight will be the publication of volume 3 of *The Biographical Dictionary of the Australian Senate*, and a program to commence publishing extracts of that work online. Another key task will be restructuring the office's other publications for the new parliamentary website that is due to come online in 2010–11.

Work will continue on additional segments of the 'Acting Wisely' exhibition exploring the themes of representation and accountability.

The Research Section will coordinate a major conference to mark the 40th anniversary of the Senate's system of legislative and general purpose standing committees. The section will also coordinate the next Parliament House Open Day, scheduled for September 2010, as well as a range of activities to implement the ongoing Strengthening Parliamentary Institutions project.

In 2010–11, the PEO will seek to complete and consolidate a range of projects and programs. In the Education Centre, the implementation of the recommendations of a review of the role-play program will be completed: the most significant feature will be the introduction of concept-based role-plays, in contrast to the 'chamber-based' programs currently delivered.

In addition to facilitating role-play classes at Parliament House for more than 91,500 young Australians, the PEO will restructure and comprehensively review the material on its website to improve its accessibility and relevance. Increased emphasis will be placed on interactivity and an expanded range of materials will be developed, including new material for secondary students. Several publications will be updated and republished, and a number of outreach programs involving senators and members are planned.

## Committee Office

### Output

Provision of secretariat support to the Senate legislative and general purpose standing committees, select committees and certain joint committees.

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p>	<p>Further to the senators' survey results published last year, formal and informal feedback mechanisms continued to show that senators consider the support provided by the Committee Office to be effective.</p> <p>When debating committee reports, committee chairs and senators recognised the high quality of services provided by secretariats in:</p> <ul style="list-style-type: none"> <li>• drafting reports</li> <li>• dealing effectively with witnesses and clients</li> <li>• organising committee meetings and hearings</li> <li>• producing quality committee briefings</li> <li>• providing sound procedural advice</li> <li>• liaising closely with senators' offices.</li> </ul>
Timeliness	<p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p>Tabling deadlines met in all but extraordinary circumstances.</p>	<p>Committee secretariats organised meetings, hearings, briefings and inspections in accordance with committee requirements, within constraints arising from the availability of members.</p> <p>New secretariats were established in time to support the first meetings of new select committees.</p> <p>Reports were drafted and presented to the Senate in accordance with the timeframes set by committees and deadlines set by the Senate.</p>
Quantity	<p>Documentation is sufficient for committee purposes and material for the public is available promptly, electronically or in hard copy.</p>	<p>Committee staff provided committee members, witnesses and others with documents in accordance with secretariat procedures, orders of the Senate and committee requirements.</p> <p>On tabling, reports were promptly made available to senators and others in both printed and electronic formats.</p>

## Overview

The Committee Office administers legislative and general purpose standing committee secretariats, select committee secretariats and certain joint statutory committee secretariats. This role includes:

- giving accurate and timely procedural advice and administrative support to facilitate and expedite the work of committees
- arranging meetings and hearings in accordance with committee decisions
- providing comprehensive and timely briefings and research papers
- drafting high-quality reports which accurately canvass and analyse the evidence from submissions and hearings and reflect the requirements of committees
- assisting in the drafting of minority reports
- communicating effectively with witnesses and members of the general public
- being proactive in anticipating requirements of committees and chairs.

The staffing and administrative structure of the office is outlined in figure 16, including the secretaries of the committee secretariats. It is led by the Clerk Assistant (Committees), who also performs duties as a clerk at the table in the Senate chamber and as a committee secretary.

**Figure 16 Elements and responsibilities of the Committee Office**

<b>Executive</b>		
<i>Chris Reid, Acting Clerk Assistant</i> <i>Roxane Le Guen, Senior Clerk</i> Procedural advice and training Planning and coordination Secretariat staffing and resources Statistics and records		
<b>Legislative and general purpose standing committee secretariats</b>	<b>Joint statutory committee secretariats</b>	<b>Select committee secretariats</b>
Community Affairs <i>Naomi Bleeser</i> Economics <i>John Hawkins</i> Education, Employment and Workplace Relations <i>Shona Batge</i> Environment, Communications and the Arts <i>Stephen Palethorpe</i> Finance and Public Administration <i>Christine McDonald</i> Foreign Affairs, Defence and Trade <i>Kathleen Dermody</i> Legal and Constitutional Affairs <i>Julie Dennett</i> Rural and Regional Affairs and Transport <i>Jeanette Radcliffe</i>	Australian Crime Commission <i>Tim Watling</i> Corporations and Financial Services <i>Ian Holland</i> Australian Commission for Law Enforcement Integrity <i>Tim Watling</i>	Agricultural and Related Industries <i>Jeanette Radcliffe</i> Regional and Remote Indigenous Communities <i>Hamish Hansford</i> Fuel and Energy <i>Penelope Robinson</i> Reform of the Australian Federation <i>Ian Holland</i> National Broadband Network [ceased to exist 17 June 2010] <i>Ian Holland</i>

The full-time equivalent staffing level for the Committee Office in 2009–10 was 59 (62 in 2008–09).

The typical staff structure of a committee secretariat supporting a legislative and general purpose standing committee comprises a committee secretary, a principal research officer, a senior research officer or a research officer, and an executive assistant. Depending on the workload allocated to a committee, additional resources are often provided to assist with administration or with research, analysis and report writing.

The cost of the office in 2009–10 was \$8.6 million (\$9.0 million in 2008–09). The 2008–09 expenditure was higher because of a significantly greater workload in that year.

The primary cost in operating a committee is staffing, with a typical secretariat costing about \$385,000 this year. The other costs relate to administration and include items such as advertising, venue hire, refreshments at hearings, transport (including flights, charter flights and taxis), accommodation for staff at interstate hearings and report printing. The administrative costs of a typical secretariat for the reporting period was about \$67,000.

With the approval of the President of the Senate, access to specialist advice was obtained by one committee secretariat during 2009–10, at a cost of \$1,600.

Senators' salaries are not included in the costs of committees, as it is not possible to establish the proportion of a senator's salary that should be attributed to committee work. The flight and accommodation costs of senators attending hearings are paid by the Department of Finance and Deregulation.

Hansard and broadcasting services for public hearings are provided by the Department of Parliamentary Services. The office works with the Department of Parliamentary Services to coordinate and enhance the provision of those services.

## **Procedural advice and administration**

In 2009–10, committee secretaries provided procedural and administrative advice to committee chairs and members as well as to members of the public, including people seeking information about committee activities or participating in committee inquiries. Higher level advice was also provided by the Clerk, Deputy Clerk, Clerk Assistant (Committees) and Senior Clerk of Committees.

The advice, oral and written, covered a wide variety of procedural issues, such as:

- the establishment of inquiries, the drafting of terms of reference and the membership of committees
- the interpretation of standing orders relating to the operations of committees

- ways of dealing with adverse reflections on persons, made in evidence to committees
- issues relating to parliamentary privilege
- matters arising from estimates hearings—for example, the definition of an ‘officer’, restrictions to lines of questioning, and the placing of questions on notice by senators.

In the year since the Senate adopted a new order for dealing with claims of public interest immunity, there is some evidence that the order has worked reasonably well. However, there appears to be an increasing tendency for witnesses at public and estimates hearings to take questions on notice rather than make a claim of public interest immunity.

In addition to procedural advice, the office provided extensive training on committee operations and procedures to new senators and new staff of senators, as well as to new and ongoing departmental staff.

Committee secretaries met regularly throughout the year to discuss management and procedural issues encountered by committee secretariats, and to discuss issues raised in the *Procedural Information Bulletin*.

Under standing order 25(10) the chairs of the committees may meet to discuss any matter relating to the operations of the committees. The Chairs’ Committee is chaired by the Deputy President. The Clerk Assistant (Committees) is the secretary. During 2009–10, the committee met on two occasions, and considered issues such as the behaviour of the media at committee hearings; ‘watermarking’ the broadcast footage of Senate committees; and a statistical summary of committee activity in 2009–10.

## Activity levels

As was the case in 2008–09, the Senate referred a high number of matters to committees for inquiry in 2009–10.

## Legislative and general purpose standing committees

The Senate has eight pairs of legislation and references committees established pursuant to standing order 25 as permanent committees. Permanent committees continue for the life of a parliament and are re-established at the commencement of each new parliament.

During 2009–10, the Senate referred 130 matters to standing committees, 96 of which were bills or packages of bills. As shown in table 4, the committees tabled 157 reports, excluding reports on estimates, compared to 160 reports in 2008–09.

**Table 4 Activities of committees, 2007–08 to 2009–10**

	2007–08	2008–09	2009–10
<b>Meetings (number)</b>			
Public	90	307	227
Private	207	313	435
Inspections/other	3	7	9
<b>Meetings (hours)</b>			
Public	445	1,671	979
Private	70	109	104
<b>Matters referred</b>			
Bills/provisions of bills (as packages)	50	90	96
Other	24	29	34
Reference of annual reports automatically	15	16	16
<b>Reports presented<sup>a</sup></b>	101	160	157
<b>Submissions received</b>	3,905	6,296	9,116
<b>Witnesses</b>	1,165	2,556	2,659
<b>Extensions of time granted</b>	25	79	95

a Excludes estimates; includes reports on annual reports and other non-bill references.

**Table 5 Referral of bills inquiries, 2007–08 to 2009–10**

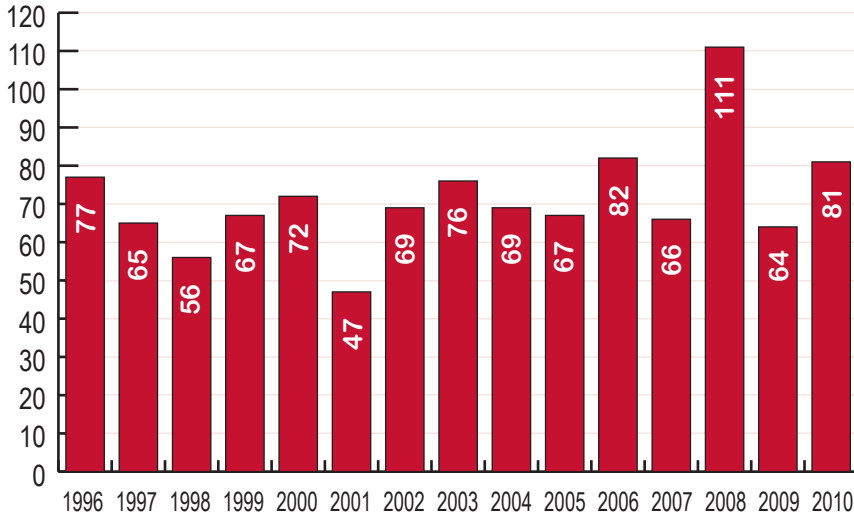
	2007–08	2008–09	2009–10
Number of bills introduced into parliament	197	235	226
Number of individual bills referred	65	129	114
Proportion of total individual bills referred	33%	55%	50%
Packages of bills referred	50	90	96

In 2009–10, bills referred to committees had an average reporting deadline of 41 working days. This compares to an average of 35 working days in 2008–09.

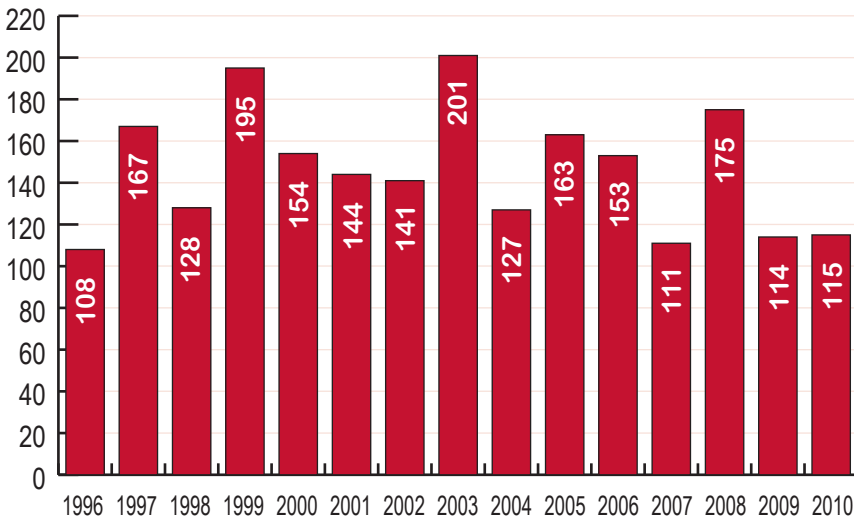
The results in tables 4 and 5 for the past three reporting periods show the range in workloads of Senate committees in the previous parliament (in which the Government held a majority in the Senate) and the current parliament (in which the Government does not hold a majority in the Senate). To gain a better understanding of the fluctuations in workload

across parliaments and election cycles, it is necessary to look at the statistical history, as shown in figures 17 and 18.

**Figure 17** Number of Senate committee references, 1996 to 2010



**Figure 18** Number of Senate standing committee hearings, 1996 to 2010



As shown in table 6, the usual cycle of estimates hearings was conducted during the year, commencing in October 2009 with a week of supplementary hearings for the 2009–10 Budget. A week of additional estimates hearings was held in February 2010. The initial estimates hearings for the 2010–11 Budget took place between 24 May and 4 June 2010.

The requirement to hold an additional day of estimates hearings into Indigenous matters, which affects all the portfolios with budget expenditure or responsibility for Indigenous issues, is now well established and appreciated by senators with an interest in this policy area. In addition, the Finance and Public Administration Legislation Committee reconvened on 17 June 2010 to hold a further hearing into the estimates of the Department of Finance and Deregulation in relation to government advertising.

**Table 6**      **Activities of committees considering estimates, 2008–09 to 2010–11 budget cycles**

Budget cycle	Hours of budget estimates hearings		Hours of additional estimates hearings	Total hours	Witnesses	Pages of evidence
	<i>May–June<sup>a</sup></i>	<i>October–November<sup>b</sup></i>	<i>February</i>			
2010–11	329	–	–	329	1,710	3,997
2009–10	332	189	177	698	3,156	7,119
2008–09	322	176	166	664	5,758	10,191
2007–08	333	<i>Not held</i>	183	516	1,832	4,004

a Main hearings.

b Supplementary hearings.

Overall, the 2009–10 budget cycle estimates involved 698 hours of hearings, a slight increase on the 2008–09 budget cycle. Committees prepared and tabled 16 reports on estimates, eight following the additional estimates held in February 2010 and eight after the budget estimates held in May–June 2010.

The activity of committees considering estimates generates considerable administrative effort for committee secretariats. Scheduling the hearings is particularly complex because:

- all departments and statutory bodies of the Commonwealth are involved
- ongoing coordination is required to ensure that ministers are in attendance to take responsibility for answering questions
- many senators wish to attend hearings of more than one committee, and so secretariats spend much time coordinating and adjusting programs and timetables to facilitate this.

An example of the last point occurred during the budget estimates in May 2010, when the Secretary of the Treasury could only appear before the

Economics Legislation Committee on a day on which four other committees were scheduled to hold estimates hearings. As the Standing Orders allow only any four of the eight committees to meet at the same time, agreement was reached for the Finance and Public Administration Legislation Committee to postpone its estimates public hearings on that day until after the Economics Legislation Committee had completed and adjourned its hearing.

In the course of the estimates public hearings, senators place many questions on notice. Secretariats follow up and publish the answers to those questions. Typical numbers of questions placed on notice in the last budget estimates hearings range from 168 questions for the Foreign Affairs, Defence and Trade Legislation Committee to 617 questions for the Economics Legislation Committee.

### Select committees

A select committee is an ad hoc committee established by the Senate to inquire into and report on a specific matter or matters. In most cases, a select committee ceases to exist when it presents its final report. Often, select committees also present interim reports.

Five select committees operated during 2009–10. One of those, the Select Committee on the National Broadband Network, presented its final report to the Senate on 17 June 2010 and then ceased to exist.

The Committee Office continues to provide secretariat support for:

- the Select Committee on Agricultural and Related Industries—this committee has two inquiries and is due to report on 13 August and 23 August 2010
- the Select Committee on Regional and Remote Indigenous Communities—this committee is due to report every six months and to present its final report on 30 September 2010
- the Select Committee on Fuel and Energy—this committee is due to report on 30 August 2010
- the Select Committee on the Reform of the Australian Federation—this committee is due to report on 17 November 2010.

During 2009–10, select committees held 109 meetings (public and private), for a total of 309 hours. They received 310 submissions and heard 606 witnesses. The corresponding figures for 2008–09 were 139 meetings (public and private), for a total of 390 hours, 8,620 submissions and 789 witnesses.

## Joint committees

Joint committees comprise senators together with members of the House of Representatives. They are established by resolution of each House and, in the case of statutory committees, in accordance with the provisions of the relevant Act.

During 2009–10, the Committee Office supported three statutory joint committees: Corporations and Financial Services, the Australian Crime Commission, and the Australian Commission for Law Enforcement Integrity.

The committees held 84 meetings (public, private and inspections) for a total of 173 hours. They received 389 submissions and heard 184 witnesses. The corresponding figures for 2008–09 were 96 meetings, 148 hours, 392 submissions and 188 witnesses.

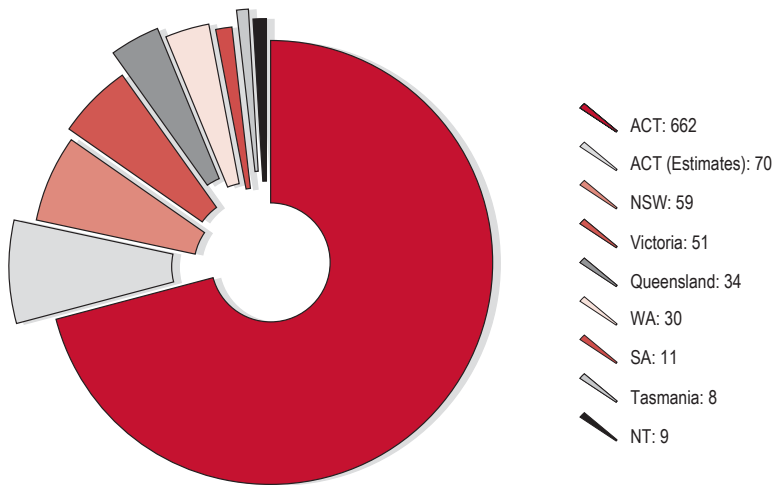
## Community engagement

Committee members place considerable value on engaging with a broad range of people as they conduct each committee inquiry. Committee secretariats assist committees to achieve this, through a variety of strategies:

- advertising all inquiries in the national media and on the internet
- corresponding directly with groups known to be interested in the subject matter of an inquiry
- travelling interstate, including to regional centres and remote areas, to have hearings with witnesses and visit the sites of matters under investigation
- conducting hearings through telephone and video conferences, including with witnesses overseas.

Senate committee secretariats supported 934 meetings and hearings during the year, an increase compared with 862 in 2008–09. These statistics include estimates hearings held by committees. A breakdown by location of the committee meetings and hearings in 2009–10 appears in figure 19.

**Figure 19** Committee meetings and hearings by location, 2009–10



## Use of technology

The Senate Centralised Information Database assists committee secretariats to quickly and accurately handle the large volumes of information used to support committee inquiries. The database includes capacity:

- for members of the public to enter submissions directly
- for secretariats to rapidly collate data, such as addresses for mail-outs
- for information to be transferred electronically from witnesses to secretariats.

The database was completed in May 2010 and is now used by all standing committee secretariats. It is improving the efficiency and effectiveness of the office by saving staff time, enabling staff to transfer seamlessly between secretariats, and enhancing the office's management of the large numbers of submissions received by committees.

Two innovations foreshadowed in last year's report were implemented in 2009–10:

- Acknowledging that video footage of hearings is increasingly being broadcast on television, the Chairs' Committee resolved to require a Senate 'watermark' (that is, a logo) to appear on all broadcast footage of Senate committee hearings. All television media outlets have complied with the requirement since it was introduced in December 2009.

- The office has long advocated the broadcasting of interstate public hearings just as public hearings held in Parliament House are broadcast. By June 2010, the Department of Parliamentary Services had commenced implementation of such a service, by using ‘away kits’ to provide instant audio broadcast of interstate public hearings. The introduction of full telecast and webcast of committee hearings from anywhere in Australia remains a priority for the office.

The office also continues to investigate strategies to support committee inquiries by enhancing accessibility to committee material held on the Senate’s website. The committee section of the website attracts substantial interest. As in 2008–09, more than 13 million page views were recorded in 2009–10, indicative of the usefulness of the committee material made available by the office. The content and presentation of committee material on the website will be further developed in 2010–11.

## **Education activities and other contributions**

In 2009–10, Committee Office staff also contributed to the department’s outcome by:

- serving as secretaries to parliamentary delegations
- acting as presenters in the department’s training and seminar programs
- providing briefings about Senate committee work for visiting parliamentary delegations—briefings about estimates hearings continued to be of particular interest to international visitors.

The office also contributed to the reviews of the committee systems of the parliaments of Victoria and Queensland (including a formal submission by the Clerk of the Senate to the Parliament of Queensland in May 2010).

In both 2009 and 2010, two participants in the Working in the Senate Development Program were attached to various committee secretariats, providing administrative and research support to Senate committee inquiries.

## **Factors, events and trends influencing performance**

As was the case in 2008–09, the high committee secretariat workloads were the significant feature of 2009–10, particularly the large number of inquiries referred by the Senate (which is covered in the ‘Activity levels’ section).

The trend of the Senate to set very short reporting timeframes, often referring several bills to a committee for report within a week or a fortnight, has made it difficult for committee secretariats to complete the necessary administrative preparations, including making arrangements for Hansard and broadcasting services and calling for submissions from the public. It also limits the resources available to secretariats to analyse evidence and draft reports.

The full-time equivalent staffing level for the Committee Office in 2009–10 was 59 (62 in 2008–09). The decrease resulted from the reduction in the number of select committees in 2009–10 and the more effective utilisation of staff across the office. Several long-serving officers retired during 2009–10, a significant loss of committee working experience. The positions were filled by a combination of internal promotion and external appointment.

In 2009–10, the office's strategies to effectively manage its workload included:

- deploying staff from committee secretariats experiencing lighter workloads to assist busier committee secretariats
- securing secondments from executive departments to assist with specific tasks, including serving as a committee secretary or assisting with research
- requesting committee staff to work additional hours (noting that this strategy cannot be sustained in the long term).

## Evaluation

The principal formal means of evaluating the performance of the Committee Office in supporting Senate committees and certain joint committees is the biennial senators' survey. The last survey was conducted in 2009, with the next one due in 2010–11.

Comments made in the chamber when a committee's report is tabled or debated are another source of evaluation. As in 2008–09, senators were highly positive in their comments, some of which are listed in figure 20. Informal feedback from witnesses also indicated satisfaction with their dealings with secretariat staff.

## Figure 20 Senators' comments on Committee Office secretariats, 2009–10

I want to put on record my appreciation to the secretariat and my appreciation for so many people who gave their time to tell us their stories—again reinforcing the value of the committee system in this place. We now have those issues in front of us ...

But, as usual, we could not have done it without the brilliant and diligent supporting work of the secretariat and the staff ... our thanks to all the work that goes on behind the scenes.

Firstly, I thank the secretariat for the work that they did in preparing the report. It was quite a lengthy period of inquiry and their attention to detail in working with the committee was very much appreciated. I again thank the secretariat and my colleagues on the committee for the work that went into the inquiry.

I thank the committee secretariat for its work in providing an overview of the very important area of Australia's role as an education provider in our world.

## Performance outlook

The election period is likely to reduce the level of committee activity during the next 12 months. The timing and the result of the election will determine committee activity in 2010–11 and beyond.

The key resource that the office provides to committees is its people. In 2010–11, the office will adopt a structured approach to consolidate institutional and procedural knowledge among new and more experienced staff, manage limited resources and enhance the office's technological capability, to ensure that its services to committees remain of the highest order. This will include the implementation of any relevant recommendations arising from the department's structural review.

# Black Rod's Office

## Outputs

### *Senators' services*

Provision of office, chamber and committee room support; information technology, payroll and ceremonial services; and security advice for senators and Senate office-holders in Parliament House.

Provision of financial management, human resource management, records management and information technology services to the department.

Provision of support services, in conjunction with the Department of the House of Representatives, to the Former Members' Association.

### *Administered items*

Payment of parliamentary salaries and allowances to senators and office-holders of the Senate.

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation and publications are accurate and of a high standard.</p>	<p>Favourable feedback received during this year about the provision of support services confirmed the high levels of satisfaction shown by the 2009 survey of senators.</p> <p>No complaints were received from senators in relation to payment of salaries and allowances and queries were addressed as they arose.</p> <p>Positive feedback was received from senators following accommodation moves undertaken as a result of office-holder changes.</p> <p>Satisfaction with the quality of advice, documentation and publications provided by the office remained high.</p>
Timeliness	<p>All support services delivered in a timely manner.</p>	<p>Salaries and allowances were delivered to senators and office-holders on time.</p> <p>The office successfully completed ten accommodation moves for senators (as a result of office-holder changes) and other minor moves during the year.</p> <p>While some projects were delayed because of the department's dependence on the Department of Parliamentary Services to provide support in delivering those projects, there was a noticeable improvement compared to the previous year.</p>
Quantity	<p>All support services and supplies delivered in accordance with entitlements on request.</p>	<p>All support services were delivered on request, in accordance with relevant legislation and the Standing Orders.</p>

## Overview

The primary function of the Black Rod's Office is to provide support services to the Senate chamber and committees and to senators when they are using their Parliament House offices.

The Senators' Services Section:

- assists the President and Clerk on ceremonial and other occasions
- supplies services including messengerial support to the chamber, deliveries, committee room servicing, transport, accommodation, assets management, printing and desktop publishing.

The Information Technology Section provides senators with information technology support services in their Parliament House offices and limited support services and equipment when they are away from Parliament House. The section also supports the department and its staff.

The Human Resource Management Section delivers human resource management services for the department, including payroll services for senators and departmental staff. The section also administers the department's human resource management information system and records management.

The Financial Management Section delivers the department's financial management, accounting and budgeting services. The section also administers the department's financial management information system, provides secretariat support to the Audit and Evaluation Committee, manages the internal audit contract and develops and maintains the risk management framework.

The Black Rod's Office is led by the Usher of the Black Rod and has five functional areas, as shown in figure 21.

**Figure 21 Elements and responsibilities of the Black Rod's Office**

<b>Executive</b>			
<p><i>Brien Hallett, Usher of the Black Rod</i></p> <p>Procedural, ceremonial, security and administrative advice</p> <p>Membership of the Security Management Board</p> <p>Advice to the Presiding Officers' Information Technology Advisory Group and to the House and Broadcasting committees</p>			
<b>Senators' Services</b>	<b>Information Technology</b>	<b>Human Resource Management</b>	<b>Financial Management</b>
<p><i>Glenn Krause, A/g Deputy Usher of the Black Rod</i></p>	<p><i>Joe d'Angelo, Chief Information Technology Officer</i></p>	<p><i>Anthony Szell, Director Human Resource Management</i></p>	<p><i>Joe d'Angelo, Chief Finance Officer</i></p>
<p>Accommodation</p> <p>Assets management, purchasing and disposals</p> <p>Chamber support</p> <p>Committee room support</p> <p>Desktop publishing</p> <p>Fire and emergency warden administration</p> <p>Mail and freight</p> <p>Office equipment</p> <p>Printing and photocopying</p> <p>Protective security</p> <p>Coordination and liaison with other parliamentary departments on facilities, security, projects and maintenance matters</p> <p>Travel and fleet management</p> <p>Comcar shuttle</p>	<p>Information technology equipment</p> <p>Internet publishing</p> <p>Support for departmental information technology applications</p> <p>Coordination and liaison with other parliamentary departments on information technology matters</p>	<p>Recruitment and staffing</p> <p>Pay and conditions</p> <p>Workforce planning</p> <p>Learning and development</p> <p>Occupational health and safety</p> <p>Rehabilitation coordination</p> <p>Industrial relations</p> <p>Performance management</p> <p>Corporate planning</p> <p>Records management</p>	<p>Budget management and advice</p> <p>Financial reporting and systems management</p> <p>Accounting policy development and advice</p> <p>Accounts processing, general ledger maintenance and advice</p> <p>Strategic procurement advice</p> <p>Support for senior management decision making</p>

The full-time equivalent staffing level for the Black Rod's Office for 2009–10 was 46, the same as in 2008–09.

The cost of providing support services to the Senate chamber, committees and senators in their Parliament House offices in 2009–10 was \$3.4 million (\$3.1 million in 2008–09).

## Senators' services

During the year, the Senators' Services Section continued to provide a wide range of services to senators and the department. This included assisting the President to respond to requests to conduct activities within the parliamentary precinct.

## Ceremonial support services

No major ceremonial events were supported during 2009–10. However, planning is underway for the expected opening of a new parliament prior to the end of 2010.

## Office services

During 2009–10, the section:

- reconfigured the Senate wing car park to address occupational health and safety concerns of media tenants and to install additional bike racks
- managed the refurbishment of nine sets of senators' furniture
- completed:
  - eight refurbishments of senators' offices and departmental areas
  - ten accommodation moves for senators and departmental staff
- completed the replacement of inefficient instant boiling water units with more energy efficient equipment
- installed:
  - three compactus units, two for records management storage and one for Table Office storage
  - new meeting tables for various meeting spaces, including shadow ministers' suites (the first purchase under the department's furniture replacement project)
  - eight photocopier multifunction devices (for party leaders in March 2010, a shadow minister in May 2010 and general circulation areas in June 2010)
- provided support services to committee room users, including:
  - the Australia–New Zealand Scrutiny of Legislation Conference in July 2009
  - Senate estimates hearings in October 2009, February 2010 and May–June 2010

- media 'lock-ups' before the release of the Budget and the final report of the Australia's Future Tax System review, in May 2010
- delivered general office support, equipment and furniture maintenance, classified waste removal and stationery services.

### Printing and delivery services

The section provided high-quality reprographic and delivery services for the department and, under contract, other parliamentary departments. Turnaround times were met consistently, ensuring that printed information was available when required, even at short notice, and assisting committees to meet their tight deadlines for delivery of reports.

During 2009–10, the section completed 1,267 printing jobs. Of these, 327 were for committees, 688 were in direct support of Senate chamber activities and senators, and nine were for other parliamentary departments. The total value of work produced was \$514,719, of which \$219,741 was attributed to committee work. This was a decrease of \$87,616 on the previous year's total, reflecting a reduction in work for the other parliamentary departments and some improvement in the accuracy of job costings.

In 2009–10, the office purchased additional finishing equipment, including a punch binding machine, a scoring machine and a laminating machine. This has enhanced in-house capability to produce certain items that were previously outsourced, such as business cards, manuals and pamphlets, thereby improving the cost-effectiveness of the printing unit. A broken guillotine was also replaced, improving workplace safety.

The planned review of the methodology and software tool used for the management and costing of printing and desktop publishing work was deferred because other priorities intervened during the reporting period. However, it is expected that the review will be undertaken in 2010–11.

The section continued to provide a high standard of delivery services to senators, their staff and departmental staff. Scheduled run times were met for all deliveries, including internal stationery deliveries. The efficiency of the mail run schedule was improved by replacing a regular run at 8.00 pm on sitting days with on-demand mail pick-ups.

The new mailroom, which was completed in August 2009, has achieved the aims of co-locating staff and improving efficiency. It integrates well with the building design and its visual impact on the general circulation area is minimal.

## Whole-of-parliament activities

In 2009–10, the office continued to work cooperatively with the other parliamentary departments. In particular, it:

- coordinated departmental aspects of infrastructure projects administered by the Department of Parliamentary Services, including the refurbishment of Senate chamber gallery seating completed in February 2010
- developed and implemented departmental security management and business continuity plans, and continued to provide significant support to the development of whole-of-parliament strategic, security and continuity plans.

## Information technology

Publishing and testing activities dominated the activities of the Information Technology Section in 2009–10.

Many departmental documents and exhibitions were published online. Notable examples are:

- the online version of the *Annotated Standing Orders of the Australian Senate*
- the ‘For Peace, Order and Good Government’ online exhibition
- the ‘Making Laws’ online exhibition.

Two updated interfaces were released for the Committee Office’s Senate Centralised Information Database, for internal and external users of the system. Both changes delivered significant usability and efficiency improvements.

Updating desktop software and commencing the rollout of a new standard operating system to departmental users generated a significant amount of testing and planning work for the section.

The section also replaced 120 desktop computers located in senators’ Parliament House offices and departmental offices.

Other information technology activities in 2009–10 included:

- commencing virtualisation of test and production servers
- commencing a project to update the Table Office document production system

- reviewing and updating departmental information technology security and risk management policies and procedures
- continuing to monitor metadata and World Wide Web Consortium (W3C) Web Content Accessibility Guidelines compliance on the Senate website
- implementing 3G technology to enable Committee Office staff to maintain mobile phone network access while travelling to remote locations
- implementing an online solution to keep users up to date with the status of their network access requests.

The section also continued to provide input to parliament-wide information technology projects managed by the Department of Parliamentary Services, such as the new parliamentary website, network faxing and wireless projects.

## Human resource management

During the year, the Human Resource Management Section was responsible for monthly pays for senators and fortnightly pays for departmental staff. The section participated in an internal audit of its payroll services that reported favourably on the controls in place and the services delivered.

The section revised or created human resource policies and procedures for:

- salary packaging
- outside employment/voluntary work
- gifts and benefits
- use of departmental resources
- attendance and leave
- travelling to, and working in, regional, remote and overseas locations
- recruitment and selection
- dealing with suspected breaches of the Parliamentary Service Code of Conduct
- dealing with whistleblowers' reports
- health and safety management arrangements
- house sitting allowance, committee allowance and special additional leave
- rehabilitation.

Updated human resource authorisations and delegations were also issued and a quick reference guide for users was developed.

The section also provided administrative support to 31 externally-advertised recruitment activities for the department and continued to support managers and staff in relation to matters requiring human resource management technical support and guidance.

Work continued on an e-recruitment solution for the department's employment vacancies. The e-recruitment solution offered as part of the department's current human resource management information system could not be fully implemented in 2009–10, because of software and hardware issues. Implementation and testing is expected to be completed in 2010–11. This will enable prospective applicants to apply for departmental positions online.

Significant section resources have been used during the development and negotiation of a new enterprise agreement for non-Senior Executive Service staff of the department. Eight negotiation meetings were held with bargaining representatives.

The section also prepared a report on the feasibility of the recommendations of the Parliamentary Service Commissioner's 2008 *Review of Implementation of the Amalgamation of the Former Joint Departments*.

## **Records management**

The records management subsection is responsible for:

- creating, sentencing and disposing of departmental files
- managing and maintaining the department's record-keeping system
- providing advice and assistance on recordkeeping to departmental staff.

The department continued to revise its record-keeping policy and procedures in 2009–10. The revised policy and procedures will be completed in 2010–11.

During 2009–10, 1,162 files were created, 1,418 files were requested or returned, 1,142 files were sentenced and disposal action was completed on 763 files. The annual registry file census was conducted in July 2009. The census confirmed that files are easily located and registry procedures are well controlled.

In April 2010, new retention schedules for administrative records were issued by the National Archives of Australia through the revised Administrative Functions Disposal Authority. The office modified the Total Records and Information Management (TRIM) system to implement the new schedules.

An upgrade to the TRIM system to accommodate the department's new standard operating system was also implemented in 2009–10 and will be rolled out in 2010–11. The upgrade will also provide the department with the functionality to file documents electronically.

## Financial management

The Financial Management Section ensures that the department meets its external reporting responsibilities; manages the department's budget; develops and applies financial management policies; and maintains appropriate governance structures. The section also delivers accounting services. During 2009–10, the section:

- reviewed:
  - the department's financial delegations and authorisations and risk management framework
  - the Clerk's Instructions and Financial Management Guidelines
  - third-party drawing rights in relation to special appropriations administered by other Commonwealth departments
- coordinated the internal budget process
- developed new monthly financial reports
- prepared the 2008–09 annual financial statements (which received an unqualified audit report from the Australian National Audit Office) and the department's portfolio budget statements for 2010–11
- met all monthly reporting requirements via the Commonwealth Budget Management System
- upgraded the department's financial management information system.

## Factors, events and trends influencing performance

The key management, assets management and stationery systems implemented in 2008–09 continued to assist with effective administration of these areas.

The Black Rod's Office continued to work with the Department of Parliamentary Services to ensure that the interests of the Department of

the Senate are represented in the development and implementation of parliamentary projects and that effective support is received from the Department of Parliamentary Services.

## **Evaluation**

Much of the work of the office involves frequent direct contact with senators, their staff and other clients, presenting an ongoing opportunity to receive feedback on the office's services. This informal feedback continued to be very positive. The more formal biennial survey of senators' satisfaction is scheduled for early 2011.

Section heads met weekly with the Usher of the Black Rod to review operational matters relating to the whole office, and also met regularly with their teams to consider performance and work-related issues.

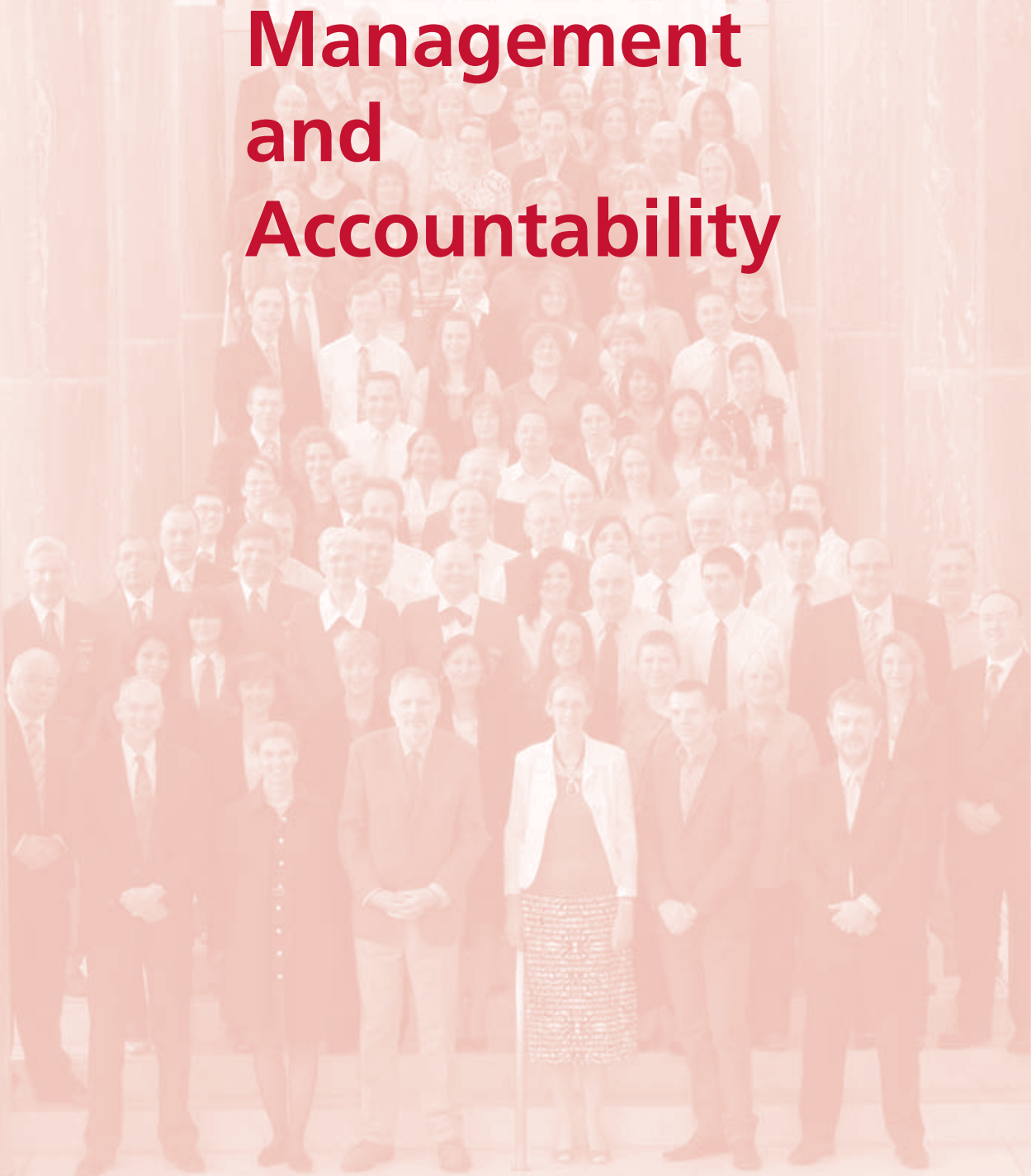
Outputs are evaluated through reports from the various management information systems.

## **Performance outlook**

The Black Rod's Office will coordinate the planning for the opening of the 43rd Parliament, expected in 2010–11. Although the election period enables the department to undertake new project work, the Black Rod's Office will continue ongoing activities and projects to support the department. Projects of particular note for 2010–11 include the replacement of furniture for departmental and senators' staff and the improvement and rationalisation of departmental storage facilities.

Each area within the office will also implement changes arising from the department's structural review.

# Management and Accountability







## Corporate governance

### Corporate governance mechanisms

The department's operations are governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997* and are subject to provisions of the *Fair Work Act 2009* and other legislation.

In 2009–10, the department's mechanisms to implement best practice corporate governance included senior management and consultative committees and a strategic corporate plan.

### Management committees

At the strategic level, two groups under the supervision of the Clerk's Office, the Program Managers' Group and the Audit and Evaluation Committee, are responsible for implementing and monitoring corporate governance principles. The department's Senate Management Advisory Group assists the Program Managers' Group.

The Workplace Consultative Committee is the principal forum through which formal consultation on workplace relations occurs between the department and staff.

In addition, the department participates in the interdepartmental committees through which the parliamentary departments coordinate Parliament House-wide matters.

The role, membership and activities of the department's senior management committees and advisory groups are described in figure 22.

**Figure 22 Management and advisory groups, 2009–10**

Audit and Evaluation Committee	Program Managers' Group	Senate Management Advisory Group	Workplace Consultative Committee
<p><i>Role</i></p> <p>Oversee:</p> <ul style="list-style-type: none"> <li>• internal and external audits</li> <li>• administrative, operating and accounting controls</li> <li>• risk management.</li> </ul> <p>Supervise the annual internal audit program.</p> <p>Ensure best practice financial management and reporting, fraud control and business risk monitoring.</p>	<p>Coordinate corporate governance matters, including:</p> <ul style="list-style-type: none"> <li>• human resource management</li> <li>• risk management and planning</li> <li>• financial planning</li> <li>• departmental service quality.</li> </ul>	<p>Discuss departmental proposals, policy initiatives and changes.</p> <p>Advise the Program Managers' Group on leadership and managerial matters.</p>	<p>Serve as the principal forum for formal consultation between the department and staff on workplace relations.</p> <p>Monitor implementation of the department's collective agreement.</p> <p>Consider employment-related initiatives and matters that affect staff in the workplace.</p>
<p><i>Activities</i></p> <p>3 meetings</p> <p>Considered various matters which were reviewed by the department's internal audit service provider, including:</p> <ul style="list-style-type: none"> <li>• certificate of compliance processes</li> <li>• procurement and contract management processes</li> <li>• payroll services review.</li> </ul> <p>Prepared an annual report to the Clerk and to the Senate Appropriations and Staffing Committee.</p>	<p>7 meetings</p> <p>Examined matters including:</p> <ul style="list-style-type: none"> <li>• budget planning and reporting</li> <li>• business continuity plans</li> <li>• development of a new enterprise agreement for non-SES staff</li> <li>• human resource delegations, authorisations and policies</li> <li>• the Parliament of Australia Graduate and Working in the Senate programs</li> <li>• workforce planning</li> <li>• information technology issues</li> <li>• the department's structural review</li> <li>• election period projects.</li> </ul>	<p>11 meetings</p> <p>Reviewed various redrafted and new departmental policies.</p> <p>Contributed to the department's structural review by:</p> <ul style="list-style-type: none"> <li>• organising two facilitated meetings to consider the review's terms of reference</li> <li>• preparing a submission for the review steering group.</li> </ul> <p>Considered for future review the group's terms of reference and its future role and activities in the strategic management of the department.</p>	<p>4 meetings</p> <p>Provided advice and recommendations on:</p> <ul style="list-style-type: none"> <li>• various redrafted and new departmental policies</li> <li>• the development of work level standards</li> <li>• Health and Safety Management Arrangements</li> <li>• the meal allowance rate</li> <li>• non-ongoing employment conditions</li> <li>• the department's structural review</li> <li>• the furniture replacement project</li> <li>• the role and responsibilities of the committee.</li> </ul>

Audit and Evaluation Committee	Program Managers' Group	Senate Management Advisory Group	Workplace Consultative Committee
<p><i>Membership</i></p> <p>Program managers and an independent member.</p> <p>Chaired by the Deputy Clerk.</p> <p>Observers: Chief Finance and Information Technology Officer, representatives from the Australian National Audit Office and the department's internal audit service provider.</p>	<p>Program managers.</p> <p>Chaired by the Usher of the Black Rod.</p>	<p>All departmental Parliamentary Executive Level 2 staff.</p> <p>Convenor elected annually by the group.</p>	<p>The Usher of the Black Rod, the Clerk Assistant (Procedure), up to 12 elected staff representatives and union representatives.</p> <p>Chaired by the Usher of the Black Rod.</p>

### Structural review

An important component of the department's governance framework during 2009–10 was the initiation of a structural review. In January 2010, the Clerk initiated the review:

- to consider the best arrangements to deliver the current mix of services
- to examine opportunities to integrate the Deputy Clerk's position into the management structure so that the skills and expertise of that role can be better utilised
- to identify a more systematic approach to training and supporting departmental officers to undertake the role of a clerk at the table
- to consider the integration and coordination of public information about the work and roles of the Senate and its committees.

The review is being conducted by a steering group chaired by the Acting Deputy Clerk and comprising the program managers. By 30 June 2010, the consultation phase was complete and the steering group was considering the various submissions provided by staff, prior to preparing a report with recommendations for the Clerk's consideration.

### Corporate plan and work plans

The corporate plan outlines the department's strategic direction in providing non-partisan advice, support and information to senators, and information about the Senate and its committees to the public. The department continued to implement the corporate plan throughout 2009–10.

Annual work plans detail the tasks and expected performance results for each office of the department. Regular reports to the Clerk showed continued progress on the work plans during 2009–10.

## **Fraud control and business risk management**

The department has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that comply with the *Commonwealth Fraud Control Guidelines*, as certified by the Clerk in appendix 3.

This framework for managing risk is revised regularly and made available to all staff via the department's intranet.

Consistent with the *Financial Management and Accountability Act 1997*, the Clerk's Instructions and Financial Management Guidelines promote the proper use of the department's resources. They are reviewed on an annual basis to maintain their applicability and coverage.

Risk mitigation strategies and the assessment of existing risk controls are regularly considered by senior management and reported to the department's Audit and Evaluation Committee.

During 2009–10, the department's risk management plan was considered in detail by the Program Managers' Group. A revised document was submitted to the Audit and Evaluation Committee and was approved. The risk management plan is a standing item at meetings of the Program Managers' Group and the Audit and Evaluation Committee.

## **Ethical standards**

The department upholds the Parliamentary Service Values and the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*. The values and code are integrated into departmental policies and the corporate plan, which expresses the department's commitment to:

- independence and integrity
- good management and continuous improvement
- probity and accountability.

New staff are briefed on the expected ethical standards, and provided with supporting literature, on their first day with the department.

## Social justice and equity

As the department does not administer public programs, it does not directly implement a social justice strategy. However, the department aims to provide equality of access to its services, and equality of opportunity for employees.

## External scrutiny

The Finance and Public Administration Legislation Committee and the Standing Committee on Appropriations and Staffing monitor the department's performance. Neither committee made any specific recommendations relating to the department's performance during 2009–10.

Estimates committee hearings are an important mechanism for evaluating the department's activities. Senior departmental officers appeared before the Senate Finance and Public Administration Legislation Committee at the 2009–10 supplementary budget estimates hearings on 19 October 2009, the 2009–10 additional budget estimates hearings on 8 February 2010, and the 2010–11 budget estimates hearings on 24 May 2010. Issues considered included the resourcing of Senate select committees, the department's overall budget position, and staffing.

The department's activities were also scrutinised by both the internal audit service provider and the Australian National Audit Office. The Australian National Audit Office did not conduct any performance audits of the department during the year.

The department was not subject to any judicial or administrative tribunal decisions which had, or may have, a significant impact on the department's operations.

## Management of human resources

### Staffing

The Clerk of the Senate is appointed by the President of the Senate under subsection 58(1) of the *Parliamentary Service Act 1999*. Staff of the department are engaged under section 22 of that Act.

The department's employees are located at Parliament House in Canberra.

The department's staffing structure did not change significantly in 2009–10. As in previous years, the number of non-ongoing staff fluctuated to meet the workload generated by the sittings of the Senate.

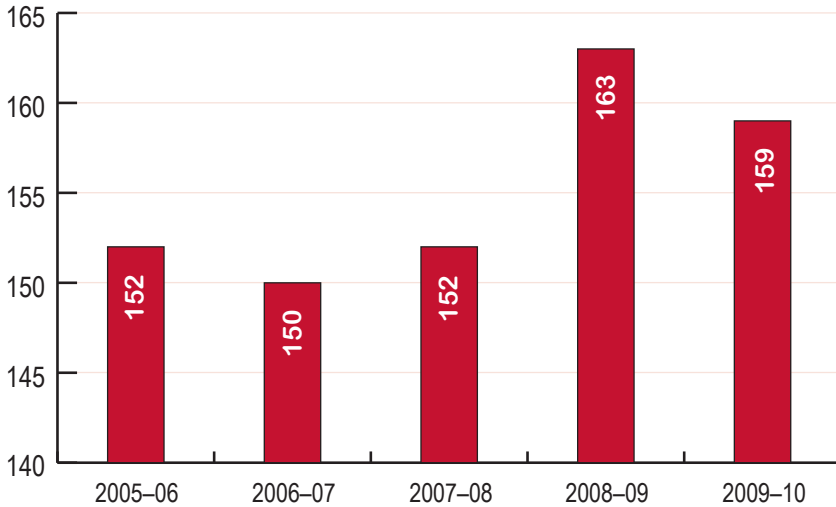
Staffing levels were supplemented by:

- Australian Public Service officers participating in the department's Working in the Senate Development Program (two each in 2009 and 2010)
- an apprentice participating in the 2009 Australian Public Service Information and Communications Technology Apprenticeship Program
- graduates participating in the Parliament of Australia Graduate Program (two each in 2009 and 2010).

The Working in the Senate Development Program offers Senate work experience to officers from the public service. This program is run on a calendar year basis. In both 2009 and 2010, two participants in the program were primarily attached to various committee secretariats, providing administrative and research support. They also had short structured placements with the Table and Procedure offices.

The Parliament of Australia Graduate Program also is run on a calendar year basis. In both 2009 and 2010, two graduates in Australian Public Service graduate programs participated in the program. Participation involves the graduates being placed with the department for one of their three-month rotations. During this time, the graduates mainly work with a committee secretariat. Graduates also familiarise themselves with the work carried out by the Table and Procedure offices.

Figure 23 shows that the full-time equivalent (FTE) staffing level for 2009–10 was 159, four less than for 2008–09. The decrease was largely the result of reduced staffing levels in the Committee Office, in part due to more effective utilisation of staff across that office. More staffing statistics, including a breakdown of the FTE staffing level by office, are provided in appendix 2.

**Figure 23** Full-time equivalent staff numbers, 2005–06 to 2009–10

## Workforce planning

Workforce planning for the whole department is undertaken annually. The department's 2009–10 workforce report reinforced trends reported in recent years, including a number of staff nearing retirement age and a workforce with an average age that matched that of the public service, as reported in the *State of the Service Report 2008–09*.

Several initiatives were proposed as a result of this year's workforce planning in relation to:

- long-term staff leave arrangements
- attraction and retention strategies
- professional development needs.

These were considered by the program managers and are being implemented or are being further considered as part of the department's structural review.

## Staff turnover

The department continued to attract a significant number of suitable applicants for its advertised employment vacancies, including for specialist roles. An average of 32 applications were received for each advertised employment vacancy. The *Gazette* and the department's internet page continue to be the main media by which applicants become aware of vacancies.

The number of staff separations in 2009–10 was less than in 2008–09. Table 7 shows the reasons for separations.

**Table 7** Reasons for separations from the department, 2007–08 to 2009–10

Reason	2007–08	2008–09	2009–10
Resignation	12	14	17
Retirement (age)	6	4	5
Retirement (other) or death	1	3	0
Return to home agency	4	1	2
End of non-ongoing employment	13	15	9
Transfer or promotion to another agency	4	8	8
<b>Total</b>	<b>40</b>	<b>45</b>	<b>41</b>

## Senior executive remuneration

The names of the department’s senior executives appear in figure 1 in the ‘Departmental overview’ chapter and in reports on performance for each office.

The remuneration of the Clerk of the Senate, who is the holder of a statutory office, is set by the President of the Senate after consultation with the Remuneration Tribunal.

In 2009–10, four of the department’s Senior Executive Service (SES) staff were covered by individual agreement-based transitional instruments (formerly known as Australian workplace agreements). One SES staff member was covered by a determination made under subsection 24(1) of the *Parliamentary Service Act 1999*. In accordance with their terms and conditions, and consistent with the provisions of the department’s employee collective agreement, SES staff received a 4 per cent pay increase in May 2010 in recognition of individual and departmental performance outcomes. The salary ranges for SES staff are set out in appendix 2.

Table 8 shows the number of senior executives (including the Clerk) who received or were due to receive total remuneration of \$130,000 or more, for 2007–08 to 2009–10.

**Table 8** Number of senior executives who received or were due to receive total remuneration of \$130,000 or more, 2007–08 to 2009–10

Remuneration range (\$) <sup>a</sup>	2007–08	2008–09	2009–10
less than 145,000	1	–	–
160,000–174,999	–	1	–
175,000–189,999	2	1	–
190,000–204,999	1	–	1
205,000–219,999	–	1	2
220,000–234,999	–	1	1
235,000–249,999	1	–	1
250,000–264,999	–	1	–
325,000–339,999	–	–	1
385,000–399,999	1	–	–
430,000–444,999	–	1	–
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

a Excludes remuneration bands that did not apply to any senior executives during the periods reported.

The aggregate amount of total remuneration for the senior executives shown in table 8 is \$1,424,737 (\$1,475,245 in 2008–09).

## Employment arrangements

During 2009–10, most non-SES staff were covered by an employee collective agreement. A small number of staff were covered by Australian workplace agreements.

### Employee collective agreement and enterprise agreement

The department's employee collective agreement commenced in July 2006 with a nominal expiry date of 30 June 2010. In May 2010, the agreement delivered a 4 per cent salary increase to staff: 2 per cent based on 'effective or better' individual performance during the May 2009 to April 2010 assessment period, and 2 per cent based on productivity improvements.

In January 2010, the department commenced negotiations with bargaining representatives for a new enterprise agreement for non-SES staff. Eight negotiation meetings were held between January and May. In negotiating this agreement, the department worked within the requirements of the Australian Government Employment Bargaining Framework applicable to the parliamentary service.

The enterprise agreement was agreed to by staff in June 2010 and was lodged with Fair Work Australia on 30 June 2010 for approval. Once

approved, it will come into effect in July 2010, with a nominal expiry date of 30 June 2012.

The enterprise agreement is similar in form to the current collective agreement. It highlights the principles and objectives by which the department, and staff, will work towards achieving greater efficiencies and savings, and articulates the roles of parliamentary executive level staff. Key enhancements in the enterprise agreement include:

- an increased range of Studybank reimbursements
- new consultation and flexibility provisions required by the *Fair Work Act 2009*
- increased maternity and adoption leave entitlements.

The enterprise agreement provides for 3 per cent pay increases in May 2011 and May 2012.

The salary ranges applicable to non-SES staff classification levels are set out in appendix 2.

In addition to salary, staff are entitled to a range of benefits including leave entitlements, study assistance, staff assistance program access, guaranteed minimum superannuation payments at the same level as the department's nominated default fund and a range of allowances that support staff members in effectively carrying out their duties and being appropriately remunerated.

### **Other arrangements**

A small number of non-SES staff have been covered by individual agreement-based transitional instruments. At 30 June 2010, the department was in the process of terminating these instruments so that the new enterprise agreement will cover all non-SES employees.

By agreement between the department and affected SES staff, it is intended that the existing subsection 24(1) determination and SES individual agreement-based transitional instruments will be terminated during 2010–11 and a new collective determination will be made under subsection 24(1) of the Parliamentary Service Act to cover all SES staff (except the Clerk).

### **Performance pay**

The department's employment arrangements do not provide for individual or team-based performance pay.

## Learning and development

The department's staff are expected to take personal responsibility for developing and enhancing their skills and knowledge and improving their individual performance. In consultation with supervisors, staff set professional development goals for a 12-month performance cycle. The department recommends that staff undertake at least three days of work-related off-the-job learning activities each year.

During 2009–10, 12 employees received financial assistance, paid leave, or both, under the department's Studybank scheme, to help them undertake tertiary studies relevant to the department's objectives.

To supplement external training, the department may conduct in-house learning and development activities during the year. In 2009–10, the department delivered:

- staff training on revised procedures for dealing with suspected breaches of the Parliamentary Service Code of Conduct and revised procedures for dealing with whistleblowers' reports, as part of the implementation of those procedures
- corporate training to support the department in meeting its workplace safety obligations under the *Occupational Health and Safety Act 1991*.

The department's professional development program, the Parliamentary Executive Professional Upgrade Program (PEP UP), is a calendar year program and ran in both 2009 and 2010. The program was open to all departmental staff in both years. It provides staff with technical information and develops their knowledge about the Senate, its operation and the work carried out by the department in support of senators. Feedback on PEP UP sessions indicates that the program is effective and supports the development needs of staff.

The department's program of induction seminars for new staff was revised during 2009–10. A new program will be launched in early 2010–11. The Director Human Resource Management met with new staff on their first day with the department and again one month later, to brief them on their obligations as parliamentary service employees and ensure their adherence to the Parliamentary Service Code of Conduct and the Parliamentary Service Values.

## Occupational health and safety

The department undertook a range of preventative measures in 2009–10 aimed at minimising the risk of workplace injuries, which contributed to the satisfactory outcome of no serious incidents or compensable injuries during the year.

### Initiatives and measures

Initiatives and measures undertaken in 2009–10 to create a safe and healthy working environment for the department's staff included:

- an ergonomic assessment of workstations for all new staff and for other staff as required
- an annual occupational health and safety (OH&S) inspection program for all work areas
- regular publication of OH&S information in the *Staff Bulletin*, which is distributed to all staff
- prompt action to address situations if staff reported early signs of injury
- the development of guidance for staff travelling to, and working in, regional, remote and overseas locations
- manual handling training for relevant employees
- an online material safety data sheet application for hazardous substances
- risk assessments for all stationery items, supplies used in committee rooms, and the printing unit
- revision of the rehabilitation policy.

In 2010, the Health and Safety Management Arrangements were reviewed. Staff were consulted about the updated arrangements, which take into account the *Occupational Health and Safety Code of Practice 2008* and reflect other minor changes in the department's operations.

Under the terms of the department's employee collective agreement, influenza vaccinations were made available to staff in May 2010.

The department's Health and Safety Committee met five times during 2009–10. The committee is made up of elected health and safety representatives for each designated workgroup. Each representative is elected for a two-year term in accordance with the *Occupational Health and Safety Act 1991*. The committee was consulted in relation to all

incident and hazard reports received by the department. The committee also considered information about proposed new workstations and monitored changed procedures for the restocking of first aid kits.

### **Claims, incidents and investigations**

Comcare did not accept any claims for compensation in respect of the department during 2009–10.

In 2009–10, within the department there were:

- no accidents or dangerous occurrences that required the giving of notice under section 68 of the *Occupational Health and Safety Act 1991*
- no investigations or notices under sections 29, 46 or 47 of that Act.

## **Management of financial resources**

### **Assets management**

The Senators' Services, Information Technology and Financial Management sections are responsible for the effective management of departmental assets in accordance with the Clerk's Instructions.

The assets management system implemented in 2008–09 has proven to be an effective management tool, offering improved functionality and reporting capability.

At 30 June 2010, the department controlled 3,487 assets with a fair value of \$2.5 million (last year's total was 3,363 assets with a fair value of \$2.9 million). In 2009–10, 194 assets were added and 70 assets were written off.

On completion of the annual stocktake in June 2010, 27 assets—with a depreciated value of \$5,046—could not be located. Of these, three had not been found in the previous stocktake and have been written off. The 2009–10 stocktake result was a slight improvement on the 2008–09 result. The missing items result is immaterial and subsequent follow-up is expected to improve it further.

### **Consultants and competitive tendering and contracting**

The department's policies and procedures for selecting consultants, conducting tenders, contracting, and approving expenditure are set out in

the Clerk's Instructions. Those instructions take into account the requirements of the *Financial Management and Accountability Act 1997*, the *Commonwealth Procurement Guidelines* and standing order 25(17) (relating to approval of consultants to assist committees).

## Consultants

The department engages consultants to facilitate specialist projects or to obtain independent professional and technical advice.

In 2009–10, the department entered into three new consultancy contracts involving total expenditure of \$0.026 million. One further ongoing consultancy contract was active during the 2009–10 year, involving total expenditure of \$0.078 million.

Table 9 provides details of consultancy contracts let during 2009–10 to the value of \$10,000 or more.

**Table 9**      **Consultancy services let to the value of \$10,000 or more, 2009–10**

Consultant name	Description	Contract price (\$)	Selection process <sup>a</sup>	Justification <sup>b</sup>
Oakton	Review of department's risk management framework	21,295	Select tender	B, C
<b>Total</b>		<b>21,295</b>		

a Explanation of selection process terms drawn from the *Commonwealth Procurement Guidelines* (December 2008):

Open tender—a procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are generally sought from the Australian Government AusTender internet site.

Select tender—a procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders (this includes tenders submitted through multi use lists). This procurement process may only be used under certain defined circumstances.

Direct sourcing—a form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Panel—an arrangement under which a number of suppliers, initially selected through an open tender process, may each supply property or services to an agency as specified in the panel arrangements. Quotes are sought from suppliers that have pre-qualified on the agency panels to supply to the Government. This category includes standing offers and supplier panels where the supply of goods and services may be provided for a predetermined length of time, usually at a prearranged price.

b Justification for decision to use consultancy:

A—skills currently unavailable within agency

B—need for specialised or professional skills

C—need for independent research or assessment.

Note: This table does not include the provision of independent legal advice supporting the work of the legislative scrutiny committees. See also appendix 3.

## Competitive tendering and contracting

All contracts with a potential value greater than \$80,000 are open to a competitive tendering process through AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).

In accordance with recommendation 9 of the second report of the Standing Committee on Finance and Public Administration on the operation of the Senate order for the production of lists of departmental and agency contracts, information on the value of the department's contracts is also available on the AusTender website.

The department also listed details of its contracts valued at greater than \$100,000 on the internet, at [www.apf.gov.au/Senate/dept/docs/contracts.htm](http://www.apf.gov.au/Senate/dept/docs/contracts.htm), in accordance with the Senate Order on Departmental and Agency Contracts.

## Purchasing

All goods and services were purchased in accordance with the *Financial Management and Accountability Act 1997*, the *Commonwealth Procurement Guidelines* and the Clerk's Instructions.

Significant procurement activities during the financial year included:

- 120 personal computers for senators' Parliament House offices and departmental staff
- photocopier multifunction devices for party leaders, a shadow minister and general circulation areas
- ongoing refurbishment of senators' furniture.

## Commonwealth Disability Strategy

Under the Commonwealth Disability Strategy, the department is a service provider. The strategy requires the department to have in place a disability action plan which contains measures to eliminate disability discrimination while performing that role.

In accordance with the department's disability action plan, in 2009–10:

- departmental staff had access to information on the types of services and equipment available to assist people with disability, and to the relevant contact details to obtain assistance
- disability groups were notified, as appropriate, of committee inquiries that were directly relevant to their members

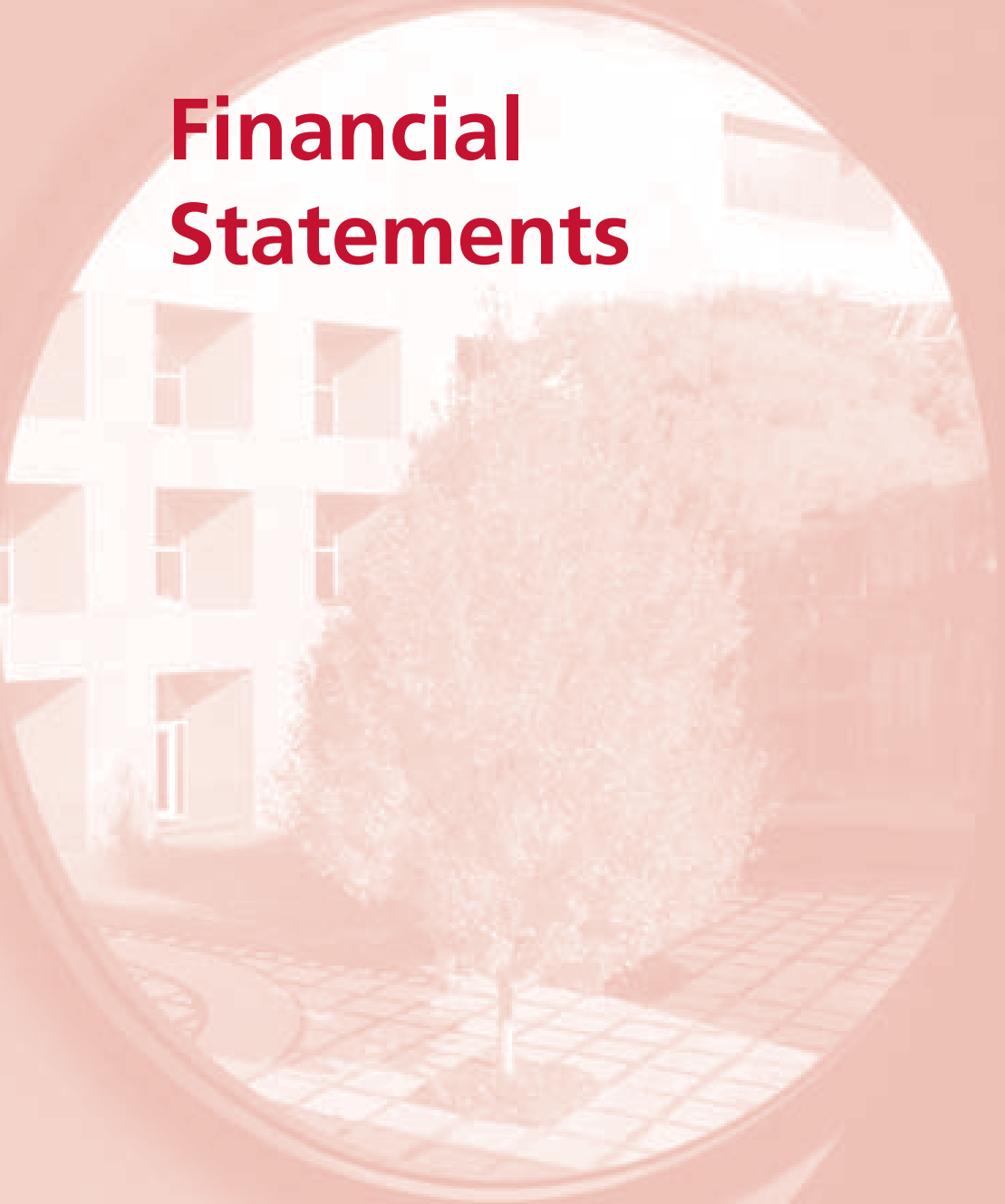
- participants in committee inquiries, occasional lectures and Parliamentary Education Office (PEO) programs were invited to identify any special needs
- the PEO role-play programs cater for the needs of students with hearing difficulties, colour blindness and intellectual disabilities.

Figure 24 describes the facilities, publications and services that the department provided in 2009–10 to assist members of the public with disability.

**Figure 24 Assistance for members of the public who have disability**

<b>Facilities</b>	<p>a captioning service for the televised proceedings of the Senate chamber, with functions for changing the font size, colour and style of captions to enhance readability</p> <p>access to a TTY (teletypewriter) for people with a hearing disability</p> <p>information technology equipment for special needs</p> <p>a link to software to help people with vision impairment to access some types of PDF documents on the department's website</p> <p>audio loops for people attending the department's occasional lectures and hearings</p> <p>special parking arrangements for people attending occasional lectures and hearings</p> <p>seating suitable for people with disability in waiting areas</p>
<b>Publications</b>	<p>committee documents (such as reports, submissions and Hansards) available in hard copy, on the internet and, in most cases, on CD</p> <p>large documents available on the internet split into smaller files to aid downloading and printing</p> <p>departmental information available on the internet in formats that aid user access and downloading, with layouts and font sizes that assist people with vision impairment</p> <p>access through the Australian Broadcasting Corporation to video footage of lectures</p> <p>occasional lecture transcripts in hard copy</p> <p>email contact details, internet addresses and details of the TTY service on publications and publicity materials</p>
<b>Services</b>	<p>interpreter services for witnesses attending committee hearings and for students attending Parliamentary Education Office programs</p> <p>a personal escort for people with disability attending departmental seminars and lectures</p>

# Financial Statements





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## INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

### Scope

I have audited the accompanying financial statements of the Department of the Senate for the year ended 30 June 2010, which comprise: the Statement by the Chief Executive and Chief Finance Officer; Statement of Comprehensive Income; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Asset Additions; and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

### *The Responsibility of the Clerk of the Senate for the Financial Statements*

The Clerk of the Senate is responsible for the preparation and fair presentation of the financial statements in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards (which include the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department of the Senate's preparation and fair

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presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the Senate's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Clerk of the Senate, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### *Independence*

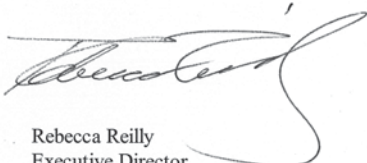
In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

#### **Auditor's Opinion**

In my opinion, the financial statements of the Department of the Senate:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the Senate's financial position as at 30 June 2010 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Rebecca Reilly  
Executive Director  
Delegate of the Auditor-General

Canberra  
10 September 2010





**AUSTRALIAN SENATE**  
CANBERRA ACT 2600

**Statement by the Chief Executive and Chief Finance Officer**

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In our opinion, the attached financial statements for the year ended 30 June 2010 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.

Rosemary Laing  
Clerk of the Senate

6 September 2010

Joe d'Angelo  
Chief Finance Officer

6 September 2010

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Department of the Senate  
**Statement of comprehensive income**  
for the period ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
<b>EXPENSES</b>			
Employee benefits	3A	16,225	16,778
Suppliers	3B	6,542	7,288
Depreciation and amortisation	3C	1,194	880
Write-down and impairment of assets	3D	1	9
Losses from asset sales	3E	-	35
<b>TOTAL EXPENSES</b>		<b>23,962</b>	<b>24,990</b>
<b>LESS:</b>			
<b>OWN-SOURCE INCOME</b>			
<b>Own-source revenue</b>			
Sale of goods and rendering of services	4A	572	571
Royalties	4B	17	4
<b>Total own-source revenue</b>		<b>589</b>	<b>575</b>
<b>Gains</b>			
Other gains - resources received free of charge	4C	2,585	2,700
<b>Total gains</b>		<b>2,585</b>	<b>2,700</b>
<b>Total own-source income</b>		<b>3,174</b>	<b>3,275</b>
<b>Net cost of services</b>		<b>20,788</b>	<b>21,715</b>
Revenue from government	4D	20,482	20,285
<b>Surplus/(Deficit) attributable to the Australian Government</b>		<b>(306)</b>	<b>(1,430)</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
Changes in asset revaluation reserves		143	(1,081)
<b>Total comprehensive income</b>		<b>(163)</b>	<b>(2,511)</b>
<b>Total comprehensive income attributable to the Australian Government</b>		<b>(163)</b>	<b>(2,511)</b>

The above statement should be read in conjunction with the accompanying notes.

## Department of the Senate

## Balance sheet

as at 30 June 2010

	Notes	2010 \$'000	2009 \$'000
<b>ASSETS</b>			
<b>Financial Assets</b>			
Cash and cash equivalents	5A	33	279
Trade and other receivables	5B	<u>10,869</u>	<u>11,095</u>
<b>Total financial assets</b>		<u>10,902</u>	<u>11,374</u>
<b>Non-financial Assets</b>			
Property, plant and equipment	6A, 6C	2,100	2,478
Intangibles	6B, 6C	380	466
Inventories	6D	13	20
Other	6E	<u>152</u>	<u>172</u>
<b>Total non-financial assets</b>		<u>2,645</u>	<u>3,136</u>
<b>TOTAL ASSETS</b>		<u>13,547</u>	<u>14,510</u>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	7A	262	346
Other	7B	<u>356</u>	<u>434</u>
<b>Total payables</b>		<u>618</u>	<u>780</u>
<b>Provisions</b>			
Employee provisions	7C	<u>4,285</u>	<u>4,923</u>
<b>Total provisions</b>		<u>4,285</u>	<u>4,923</u>
<b>TOTAL LIABILITIES</b>		<u>4,903</u>	<u>5,703</u>
<b>NET ASSETS</b>		<u>8,644</u>	<u>8,807</u>
<b>EQUITY</b>			
Contributed equity		-	-
Reserves		10,169	10,026
Retained surplus (accumulated deficit)		<u>(1,525)</u>	<u>(1,219)</u>
<b>TOTAL EQUITY</b>		<u>8,644</u>	<u>8,807</u>

The above statement should be read in conjunction with the accompanying notes.

**Department of the Senate**  
**Statement of changes in equity**  
*for the period ended 30 June 2010*

	Retained Earnings		Asset revaluation reserve		Contributed equity/ capital		Total equity	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
<b>Opening balance</b>	(1,219)	211	10,026	11,107	-	-	8,807	11,318
<b>Adjusted opening balance</b>	(1,219)	211	10,026	11,107	-	-	8,807	11,318
<b>Comprehensive income</b>								
Other comprehensive income	-	-	143	(1,081)	-	-	143	(1,081)
Surplus/(Deficit) for the period	(306)	(1,430)	-	-	-	-	(306)	(1,430)
<b>Total Comprehensive income</b>	(306)	(1,430)	143	(1,081)	-	-	(163)	(2,511)
of which:								
Attributable to the Australian Government	(306)	(1,430)	143	(1,081)	-	-	(163)	(2,511)
<b>Closing balance as at 30 June</b>	(1,525)	(1,219)	10,169	10,026	-	-	8,644	8,807
<b>Closing balance attributable to the Australian Government</b>	(1,525)	(1,219)	10,169	10,026	-	-	8,644	8,807

The above statement should be read in conjunction with the accompanying notes.

## Department of the Senate

**Cash flow statement**

for the period ended 30 June 2010

	Notes	2010 \$'000	2009 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Goods and services		707	862
Appropriations		20,676	20,658
Net GST received		347	467
<b>Total cash received</b>		<b>21,731</b>	<b>21,987</b>
<b>Cash used</b>			
Employees		16,939	16,194
Suppliers		4,450	5,459
<b>Total cash used</b>		<b>21,390</b>	<b>21,653</b>
<b>Net cash from or (used by) operating activities</b>	8	<b>340</b>	<b>334</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment		1	31
<b>Total cash received</b>		<b>1</b>	<b>31</b>
<b>Cash used</b>			
Purchase of property, plant and equipment		427	652
Purchase of intangibles		161	59
<b>Total cash used</b>		<b>588</b>	<b>711</b>
<b>Net cash from or (used by) investing activities</b>		<b>(586)</b>	<b>(680)</b>
<b>Net increase or (decrease) in cash held</b>		<b>(246)</b>	<b>(346)</b>
Cash and cash equivalents at the beginning of the reporting period		279	625
<b>Cash and cash equivalents at the end of the reporting period</b>	5A	<b>33</b>	<b>279</b>

The above statement should be read in conjunction with the accompanying notes.

## Department of the Senate

### Schedule of commitments

as at 30 June 2010

	2010 \$'000	2009 \$'000
<b>BY TYPE</b>		
<b>Commitments receivable</b>		
GST recoverable on commitments	(78)	(95)
<b>Total commitments receivable</b>	<b>(78)</b>	<b>(95)</b>
<b>Commitments payable</b>		
<b>Other commitments</b>		
Operating leases <sup>1</sup>	76	113
Goods and services <sup>2</sup>	781	933
<b>Total other commitments</b>	<b>857</b>	<b>1,046</b>
<b>Net commitments by type</b>	<b>779</b>	<b>951</b>
<b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Other commitments receivable</b>		
One year or less	(69)	(78)
From one to five years	(9)	(17)
<b>Total other commitments receivable</b>	<b>(78)</b>	<b>(95)</b>
<b>Commitments payable</b>		
<b>Operating lease commitments</b>		
One year or less	71	72
From one to five years	5	41
<b>Total operating lease commitments</b>	<b>76</b>	<b>113</b>
<b>Goods and services commitments</b>		
One year or less	685	792
From one to five years	96	141
<b>Total goods and services commitments</b>	<b>781</b>	<b>933</b>
<b>Net commitments by maturity</b>	<b>779</b>	<b>951</b>

NB: Commitments are GST inclusive where relevant.

<sup>1</sup> Operating leases included are effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executive officers and there are no renewal or purchase options available.

<sup>2</sup> Goods and services relate to contracts (including purchase orders) lodged with suppliers.

The above schedule should be read in conjunction with the accompanying notes.

## Department of the Senate

## Schedule of asset additions

as at 30 June 2010

## The following non-financial non-current assets were added in 2009–10:

	Other property, plant & equipment \$'000	Intangibles \$'000	Total \$'000
By purchase - appropriation equity	-	-	-
By purchase - appropriation ordinary annual services	428	161	589
<b>Total additions</b>	<b>428</b>	<b>161</b>	<b>589</b>

## The following non-financial non-current assets were added in 2008–09:

	Other property, plant & equipment \$'000	Intangibles \$'000	Total \$'000
By purchase - appropriation equity	-	-	-
By purchase - appropriation ordinary annual services	652	59	711
<b>Total additions</b>	<b>652</b>	<b>59</b>	<b>711</b>



**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

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**Note 1: Summary of significant accounting policies**

**1.1 Objectives of the Department of the Senate**

The Department of the Senate is structured to meet the following outcome:

- Advisory and administrative support services to enable the Senate and Senators to fulfil their representative and legislative duties.

The department's activities contributing towards this outcome are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right. Administered activities involve the management or oversight by the department on behalf of the Commonwealth of items controlled or incurred by the Commonwealth.

Departmental activities are identified under five separate offices:

- **Clerk's Office** – provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees, strategic direction for the department and secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests; and maintains the Register of Senators' Interests
- **Table Office** – provides programming and procedural support to the Senate; processes legislation and documents, and archives records of the Senate; produces records of Senate business and proceedings, and disseminates information on the work of the Senate; provides document distribution and inquiries services; and provides secretariat support to several domestic committees
- **Procedure Office** – provides advisory and drafting services to non-government senators, secretariat support for the legislative scrutiny committees and policy support for inter-parliamentary relations; conducts parliamentary research; and promotes community awareness and knowledge of the Senate and the Parliament
- **Committee Office** – provides secretariat support for most Senate and certain joint committees and, in accordance with committee directions, facilitates the public's awareness of and involvement in the work of committees
- **Black Rod's Office** – provides office, chamber and committee room support; information technology and ceremonial services; security advice; and corporate services to the Senate, senators and departmental staff.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2010

---

### 1.2 Basis of preparation of the financial report

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are general purpose financial statements.

The financial statements and notes have been prepared in accordance with:

- Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2009; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless alternative treatment is specifically required by an accounting standard or FMOs, assets and liabilities are recognised in the balance sheet when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an accounting standard. Liabilities that are unrealised are reported in the schedule of commitments (other than unquantifiable or remote contingencies, which are reported at Note 9).

Unless alternative treatment is specifically required by an accounting standard, revenues and expenses are recognised in the income statement when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

The continued existence of the department in its present form, and with its present programs, is dependent on continuing appropriations by Parliament for the department's administration and programs.

### 1.3 Significant accounting judgements and estimates

No accounting judgements, assumptions or estimates have been identified that have a significant risk of causing a material impact on the amounts recorded in the financial statements.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2010

---

### 1.4 Changes in Australian accounting standards

#### *Adoption of new Australian Accounting Standard requirements*

No accounting standard has been adopted earlier than the application date as specified in the standard. Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Financial Officer, and are applicable to the current reporting period did not have any financial impact, and they are not expected to have a financial impact.

#### *Future Australian Accounting Standard requirements*

Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Financial Officer, and are applicable to the future reporting period did not have any financial impact, and they are not expected to have a future financial impact.

### 1.5 Revenue

#### *Revenue from government*

Departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. The department does not currently participate in any reciprocal activities.

Appropriations receivable are recognised at their nominal amounts.

#### *Other types of revenue*

Revenue from the sale of goods is recognised when:

- the risks and rewards of ownership have been transferred to the buyer
- the seller retains no managerial involvement nor effective control over the goods
- the revenue and transaction costs incurred can be reliably measured, and
- it is probable that the economic benefits associated with the transaction will flow to the entity.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured, and
- the probable economic benefits from the transaction will flow to the entity.

## Notes to and forming part of the Financial Statements

*for the year ended 30 June 2010*

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The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*.

### **1.6 Gains**

*Resources received free of charge*

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as revenue at their fair value when the asset qualifies for recognition, unless received from another Australian government agency or authority as a consequence of a restructuring of administrative arrangements (refer to Note 1.7).

*Other gains*

Gains from disposal of non-current assets are recognised when control of the asset has passed to the buyer.

### **1.7 Transactions with the government as owner**

*Equity injections*

Amounts appropriated which are designated as ‘equity injections’ for a year (less any formal reductions) are recognised directly in contributed equity in that year.

*Restructuring of administrative arrangements*

Net assets received from or relinquished to another Australian government agency or authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

*Other distributions to owners*

The FMOs require that distributions to owners be debited to contributed equity unless in the nature of a dividend.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

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**1.8 Employee benefits**

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for ‘short-term employee benefits’ (as defined in AASB 119) and termination benefits due within twelve months of balance date are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

*Leave*

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave, as all sick leave is non-vesting and the average sick leave taken in future years by employees of the department is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees’ remuneration, including the department’s employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave is recognised and measured at the estimated present value of future cash flows to be made in respect of all employees at 30 June 2010. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

*Separation and redundancy*

In 2009–10, the department has made no provision for future separation and redundancy benefit payments.

*Superannuation*

Staff of the department are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) and PSS accumulation plan (PSSap).

The CSS and PSS are defined benefit schemes for the Commonwealth. The PSSap is a defined contribution scheme.

The liability for superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

## Notes to and forming part of the Financial Statements

*for the year ended 30 June 2010*

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The department makes employer contributions to the relevant employee superannuation scheme at rates determined by an actuary to be sufficient to meet the cost to the government of the superannuation entitlements of the department's employees.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final pay fortnight of the year.

### 1.9 Leases

No finance leases were in existence at any time during the year or at balance date.

Operating lease payments are expensed on the basis of the benefits derived from the leased assets. The department's operating leases relate to vehicles leased from LeasePlan.

### 1.10 Cash

Cash and cash equivalents includes notes and coins held and any deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Cash is recognised at its nominal amount.

### 1.11 Financial assets

Financial assets are classified in the following categories:

- 'loans and receivables' financial assets
- 'held-to-maturity investments'
- 'available-for-sale' financial assets, and
- 'at fair value through profit or loss'.

The classification depends on the nature and purpose of the financial asset and is determined at the time of initial recognition. Financial assets are recognised and derecognised on 'trade date'.

#### *Effective interest method*

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts over the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets 'at fair value through profit or loss'.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2010

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### *Loans and receivables*

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

### *Other categories of financial assets*

The department does not have any financial assets classified as 'held-to-maturity investments', 'available-for-sale' or 'at fair value through profit or loss'.

### *Impairment of financial assets*

Financial assets are assessed for impairment at each balance date.

- *Financial assets held at amortised cost* - If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the income statement.
- *Available-for-sale financial assets* - If there is objective evidence that an impairment loss on an available-for-sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the income statement.
- *Available-for-sale financial assets (held at cost)* - If there is objective evidence that an impairment loss has been incurred, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

### **1.12 Financial liabilities**

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Financial liabilities are recognised and derecognised on 'trade date'.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2010

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### *Financial liabilities at fair value through profit or loss*

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

### *Other financial liabilities*

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

### *Supplier and other payables*

Trade creditors and accruals are recognised at the amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

### **1.13 Contingent liabilities and contingent assets**

Contingent liabilities and assets are not recognised in the balance sheet but are discussed in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability or asset, or represent an existing liability or asset in respect of which settlement is not probable or for which the amount cannot be reliably measured. Contingent assets are reported when settlement is probable, and contingent liabilities are recognised when settlement is greater than remote.

### **1.14 Acquisition of assets**

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs, where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired

## Notes to and forming part of the Financial Statements for the year ended 30 June 2010

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as a consequence of restructured administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately before the restructuring.

### 1.15 Property, plant and equipment (PP&E)

#### *Asset recognition threshold*

Property, plant and equipment assets are represented by two separate asset classes, Infrastructure, plant and equipment (IPE) and Intangibles. All items are initially recognised at cost unless their cost value is below the recognition threshold, in which case they are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

<u>Asset Class</u>	<u>Recognition threshold</u>	<u>Asset Category</u>
Infrastructure, plant and equipment	\$1,000	- Furniture and Fittings
		- Office Machines
	\$2,000	- Plant and Equipment
Intangibles	\$2,000	Intangibles

#### *Revaluations*

Fair values for each class of asset are determined as shown below:

<u>Asset class</u>	<u>Fair value measured at:</u>
Infrastructure, plant and equipment	Market selling price

Following initial recognition at cost, valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially with the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets. At a minimum, valuations are undertaken in each year as at 30 June.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through operating result. Revaluation

## Notes to and forming part of the Financial Statements

*for the year ended 30 June 2010*

decrements for a class of assets are recognised directly through operating result except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

### *Depreciation*

Depreciable plant and equipment assets are written off to their estimated residual values over their estimated useful lives to the department, using the straightline method of depreciation in all cases.

Depreciation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Depreciation and amortisation rates applying to each category of depreciable asset are based on the following useful lives:

	<b>2010</b>	2009
Plant equipment	<b>5 to 15 years</b>	5 to 15 years
Computer equipment	<b>2 to 10 years</b>	2 to 10 years
Furniture and fittings	<b>5 to 100 years</b>	5 to 100 years
Office machines and equipment	<b>4 to 30 years</b>	4 to 30 years
Intangibles (software)	<b>3 to 7 years</b>	3 to 5 years

### *Impairment*

All assets were assessed for impairment at 30 June 2010. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Department of the Senate were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

No indicators of impairment were found for assets at fair value.

## Notes to and forming part of the Financial Statements *for the year ended 30 June 2010*

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### **1.16 Intangibles**

The department's intangibles comprise software for internal use. These assets are carried at cost.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the department's software is 3 to 7 years (2008–09: 3 to 5 years).

All software assets were assessed for impairment as at 30 June 2010.

### **1.17 Inventories**

Inventories held for resale are valued at the lower of cost and net realisable value.

Inventories not held for resale are valued at cost, unless they are no longer required, in which case they are valued at net realisable value.

### **1.18 Taxation**

The department is exempt from all forms of taxation except fringe benefits tax and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office, and
- except for receivables and payables.

The fringe benefits tax for senators is paid by the Department of Finance and Deregulation. The Department of the Senate pays fringe benefits tax on benefits it provides to office-holders of the Senate.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

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**Note 2: Events occurring after the balance sheet date**

There have been no significant events occur after balance date that may have an impact on the department's operations.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010	2009
	\$'000	\$'000

**Note 3: Expenses**

Note 3A: Employee benefits

Wages and salaries	11,811	11,572
Superannuation:		
Defined contribution plans	511	441
Defined benefit plans	1,855	2,192
Leave and other entitlements	2,048	2,433
Separation and redundancies	-	140
<b>Total employee benefits</b>	<b>16,225</b>	<b>16,778</b>

Note 3B: Suppliers

**Goods and services**

Professional and financial fees	496	615
Facilities and infrastructure	428	542
Recruitment and staff development	128	146
Hire charges and hospitality	210	206
Travel	855	810
Media and communications	748	1,012
General office expenses	515	572
Printing	445	498
Resources received free of charge	2,585	2,700
<b>Total goods and services</b>	<b>6,410</b>	<b>7,100</b>

Goods and Services are made up of:

Provision of goods - related entities	81	241
Provision of goods - external entities	1,616	1,780
Rendering of services - related entities *	3,172	3,037
Rendering of services - external entities	1,541	2,042
<b>Total goods and services</b>	<b>6,410</b>	<b>7,100</b>

\* Services from related entities included \$2.585m of resources received free of charge from other Commonwealth agencies. (2009: \$2.7m)

**Other supplier expenses**

Workers compensation premiums	132	188
<b>Total other supplier expenses</b>	<b>132</b>	<b>188</b>
<b>Total supplier expenses</b>	<b>6,542</b>	<b>7,288</b>

**Notes to and forming part of the Financial Statements**  
for the year ended 30 June 2010

	2010 \$'000	2009 \$'000
<u>Note 3C: Depreciation and amortisation</u>		
<b>Depreciation:</b>		
Property, plant and equipment	947	638
<b>Amortisation:</b>		
Intangibles - computer software	247	242
<b>Total depreciation and amortisation</b>	<u>1,194</u>	<u>880</u>

Note 3D: Write-down and impairment of assets

<b>Non-financial assets</b>		
Property, plant and equipment - write-downs	1	7
Intangibles - write-downs	-	2
<b>Total write-down and impairment of assets</b>	<u>1</u>	<u>9</u>

Note 3E: Losses from asset sales

<b>Property, plant and equipment:</b>		
Proceeds from sale	(1)	(31)
Carrying value of assets sold	1	66
Selling expenses	-	-
<b>Total losses from asset sales</b>	<u>-</u>	<u>35</u>

**Note 4: Income**

**Revenue**

Note 4A: Sale of goods and rendering of services

Provision of goods - related entities	191	216
Provision of goods - external parties	68	54
Rendering of services - related entities	252	241
Rendering of services - external parties	61	60
<b>Total sale of goods and rendering of services</b>	<u>572</u>	<u>571</u>

Note 4B: Royalties

Other	17	4
<b>Total royalties</b>	<u>17</u>	<u>4</u>

**Gains**

Note 4C: Other gains

Resources received free of charge	2,585	2,700
<b>Total other gains</b>	<u>2,585</u>	<u>2,700</u>

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010 \$'000	2009 \$'000
<b>Revenue from government</b>		
<u>Note 4D: Revenue from government</u>		
Appropriations: Departmental outputs	<u>20,482</u>	<u>20,285</u>
<b>Total revenue from government</b>	<b><u>20,482</u></b>	<b><u>20,285</u></b>
<b>Note 5: Financial assets</b>		
<u>Note 5A: Cash and cash equivalents</u>		
Cash on hand	<u>33</u>	<u>279</u>
<b>Total cash and cash equivalents</b>	<b><u>33</u></b>	<b><u>279</u></b>
<u>Note 5B: Trade and other receivables</u>		
Goods and services - related entities	35	87
Goods and services - external parties	<u>1</u>	<u>3</u>
<b>Total receivables for goods and services</b>	<b><u>36</u></b>	<b><u>90</u></b>
Appropriations receivable for existing outputs	10,783	10,977
Other receivables		
GST receivable from the Australian Taxation Office	46	28
Other	<u>4</u>	<u>-</u>
<b>Total other receivables</b>	<b><u>50</u></b>	<b><u>28</u></b>
<b>Total trade and other receivables (net)</b>	<b><u>10,869</u></b>	<b><u>11,095</u></b>
Receivables are aged as follows:		
Not overdue	10,855	11,075
Overdue by:		
Less than 30 days	13	17
30 to 60 days	1	1
61 to 90 days	-	-
More than 90 days	<u>-</u>	<u>2</u>
<b>Total receivables (gross)</b>	<b><u>10,869</u></b>	<b><u>11,095</u></b>

All receivables are expected to be recovered in 12 months.

No indicators of impairment were noted for receivables.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010	2009
	\$'000	\$'000

**Note 6: Non-financial assets**

Note 6A: Property, plant and equipment

**Property, plant and equipment**

Fair value	2,999	2,574
Accumulated depreciation	<u>(899)</u>	<u>(96)</u>
<b>Total property, plant and equipment</b>	<b><u>2,100</u></b>	<b><u>2,478</u></b>

All revaluations are conducted in accordance with the revaluation policy stated at Note 1. On 30 June 2010, an independent valuer, Pickles Valuation Services, conducted the revaluations.

A revaluation increment of \$0.143m (2009: \$1.081m) for infrastructure, plant and equipment was debited to the asset revaluation reserve by asset class and included in the equity section of the balance sheet.

At 30 June, no indicators of impairment were found for infrastructure, plant and equipment.

No property, plant or equipment is expected to be sold or disposed of within the next 12 months.

Note 6B: Intangibles

**Computer software**

Purchased - in use	1,422	1,261
Accumulated amortisation	<u>(1,042)</u>	<u>(795)</u>
<b>Total intangibles</b>	<b><u>380</u></b>	<b><u>466</u></b>

At 30 June, no indicators of impairment were found for intangible assets.

No intangibles are expected to be sold or disposed of within the next 12 months.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

Note 6C: Analysis of property, plant and equipment and intangibles

**Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2009–10)**

	PP&E \$'000	Intangibles \$'000	TOTAL \$'000
<b>As at 1 July 2009</b>			
Gross book value	2,574	1,261	3,835
Accumulated depreciation/amortisation	(96)	(795)	(891)
<b>Net book value 1 July 2009</b>	<b>2,478</b>	<b>466</b>	<b>2,944</b>
Additions by purchase	428	161	589
Revaluation and impairments through equity	143	-	143
Depreciation/amortisation expense	(947)	(247)	(1,194)
Impairments recognised in surplus	(1)	-	(1)
Disposals	(1)	-	(1)
<b>Net book value 30 June 2010</b>	<b>2,100</b>	<b>380</b>	<b>2,480</b>

**Net book value 30 June 2010 represented by:**

Gross book value	2,999	1,422	4,421
Accumulated depreciation/amortisation	(899)	(1,042)	(1,941)
	<b>2,100</b>	<b>380</b>	<b>2,480</b>

**Reconciliation of the opening and closing balances of infrastructure, plant and equipment and intangibles (2008–09)**

	PP&E \$'000	Intangibles \$'000	TOTAL \$'000
<b>As at 1 July 2008</b>			
Gross book value	4,252	1,962	6,214
Accumulated depreciation/amortisation	(634)	(1,311)	(1,945)
<b>Net book value 1 July 2008</b>	<b>3,618</b>	<b>651</b>	<b>4,269</b>
Additions by purchase	652	59	711
Revaluation and impairments through equity	(1,081)	-	(1,081)
Depreciation/amortisation expense	(638)	(242)	(880)
Impairments recognised in surplus	(7)	(2)	(9)
Disposals	(66)	-	(66)
<b>Net book value 30 June 2009</b>	<b>2,478</b>	<b>466</b>	<b>2,944</b>

**Net book value 30 June 2009 represented by:**

Gross book value	2,574	1,261	3,835
Accumulated depreciation/amortisation	(96)	(795)	(891)
	<b>2,478</b>	<b>466</b>	<b>2,944</b>

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010	2009
	\$'000	\$'000
<u>Note 6D: Inventories</u>		
Inventories held for distribution	13	20
<b>Total inventories</b>	<b>13</b>	<b>20</b>

All departmental inventories are current assets.

<u>Note 6E: Other non-financial assets</u>		
Prepayments	152	172
<b>Total other non-financial assets</b>	<b>152</b>	<b>172</b>

All other non-financial assets are current assets.

**Note 7: Payables and provisions**

<u>Note 7A: Suppliers</u>		
Trade creditors and accruals	262	346
<b>Total supplier payables</b>	<b>262</b>	<b>346</b>

Supplier payables expected to be settled within 12 months:

Related entities	59	32
External parties	203	314
<b>Total supplier payables</b>	<b>262</b>	<b>346</b>

<u>Note 7B: Other payables</u>		
Salaries and wages	310	241
Superannuation	46	193
<b>Total other payables</b>	<b>356</b>	<b>434</b>

All other payables recognised are expected to be settled within 12 months.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	<b>2010</b>	2009
	<b>\$'000</b>	\$'000
<u>Note 7C: Employee provisions</u>		
Leave	<u>4,285</u>	<u>4,923</u>
<b>Total employee provisions</b>	<b><u>4,285</u></b>	<b><u>4,923</u></b>
Employee provisions are expected to be settled in:		
No more than 12 months	3,542	4,209
More than 12 months	<u>743</u>	<u>714</u>
<b>Total employee provisions</b>	<b><u>4,285</u></b>	<b><u>4,923</u></b>

The classification of current includes amounts for which there is not an unconditional right to defer settlement by one year, hence in the case of employee provisions the above classification does not represent the amount expected to be settled within one year of reporting date. Employee provisions expected to be settled in twelve months from the reporting date are \$1.397 (2009: \$1.525m), and in excess of one year are \$2.888m (2009: \$3.398m).

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010	2009
	\$'000	\$'000

**Note 8: Cash flow reconciliation**

**Reconciliation of cash and cash equivalents as per  
Balance Sheet to Cash Flow Statement**

**Cash and cash equivalents as per:**

Cash flow statement	33	279
Balance sheet	33	279
<b>Difference</b>	-	-

**Reconciliation of net surplus to net cash from  
operating activities:**

Net cost of services	(20,788)	(21,715)
Add revenue from government	20,482	20,285

**Adjustments for non-cash items**

Depreciation / amortisation	1,194	880
Net write down of assets	1	9
Loss / (gain) on disposal of assets	-	35

**Changes in assets/liabilities**

(Increase) / decrease in net receivables	226	599
(Increase) / decrease in inventories	7	(2)
(Increase) / decrease in prepayments	19	(39)
Increase / (decrease) in employee provisions	(639)	523
Increase / (decrease) in supplier payables	(84)	(250)
Increase / (decrease) in other payables	(78)	9
<b>Net cash from / (used by) operating activities</b>	<b>340</b>	<b>334</b>

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

<b>2010</b>	2009
<b>\$'000</b>	\$'000

**Note 9: Contingent liabilities and assets**

There were no departmental contingent liabilities or assets. (2009: Nil)

**Note 10: Remuneration of auditors**

Financial statement audit services are provided free of charge to the department.

The fair value of audit services provided was:	<b>80</b>	84
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No other services were provided by the Auditor-General.

**Note 11: Executive remuneration**

Note 11A: Actual remuneration paid to senior executives

<i>Executive remuneration:</i>	<b>2010</b>	2009
The number of executives who received:		
Less than \$145,000*	-	-
\$160,000 to \$174,999	-	1
\$175,000 to \$189,999	-	1
\$190,000 to \$204,999	<b>1</b>	-
\$205,000 to \$219,999	<b>2</b>	1
\$220,000 to \$234,999	<b>1</b>	1
\$235,000 to \$249,999	<b>1</b>	-
\$250,000 to \$264,999	-	1
\$325,000 to \$339,999	<b>1</b>	-
\$430,000 to \$444,999	-	1
<b>Total</b>	<b>6</b>	6

\* Excludes acting arrangements and part-year service

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

	2010	2009
<i>Total expense recognised in relation to senior executive employment</i>	<b>\$</b>	<b>\$</b>
Short-term employee benefits		
Salary (including leave taken)	<b>1,532,975</b>	1,149,049
Changes in leave provisions	<b>(387,861)</b>	(27,200)
Other	<b>76,730</b>	64,806
Total short-term employee benefits	<b>1,221,844</b>	1,186,654
Superannuation (post-employment benefits)	<b>202,893</b>	288,591
Total	<b>1,424,737</b>	1,475,245
 The aggregate amount of separation and redundancy benefit payments during the year to executives shown above.	 <b>Nil</b>	 Nil

**Notes to and forming part of the Financial Statements**  
for the year ended 30 June 2010

**Note 11: Executive remuneration (continued)**

**Note 11B: Salary Packages of Senior Executives**

Average annualised remuneration packages for substantive senior executives employed at 30 June

	As at 30 June 2010			As at 30 June 2009		
	No. SES <sup>1</sup>	Base Salary (including annual leave) \$	Total Remuneration package <sup>2</sup> \$	No. SES <sup>1</sup>	Base Salary (including annual leave) \$	Total Remuneration package <sup>2</sup> \$
The number of executives who received:						
Less than \$145,000	-	-	-	-	-	-
\$190,000 to \$204,999	-	-	-	2	149,343	194,991
\$205,000 to \$219,999	2	159,123	207,719	-	-	-
\$220,000 to \$234,999	2	159,123	221,245	3	153,003	223,393
\$250,000 to \$264,999	-	-	-	1	185,851	266,522
\$355,000 to \$369,999	1	250,010	369,921	-	-	-
\$370,000 to \$384,999	-	-	-	1	242,720	374,672
<b>Total</b>	<b>5</b>			<b>7</b>		

Notes

<sup>1</sup> Includes part year service but not acting arrangements (except for substantive SES acting at a higher level)

<sup>2</sup> Non-salary elements available to Senior Executives include:

- (a) Motor vehicle allowance
- (b) Superannuation

**Notes to and forming part of the Financial Statements**  
for the year ended 30 June 2010

	2010	2009
	\$'000	\$'000
<b>Note 12: Financial instruments</b>		
<u>Note 12A: Categories of financial instruments</u>		
<b>Financial assets</b>		
Loans and receivables:		
Cash and cash equivalent	33	279
Trade receivables	36	90
<b>Carrying amount of financial assets</b>	<b>69</b>	<b>369</b>
<b>Financial liabilities</b>		
At amortised cost:		
Trade creditors	72	96
Other payables	190	250
<b>Carrying amount of financial liabilities</b>	<b>262</b>	<b>346</b>

Note 12B: Net income and expense from financial instruments

The department had no net income or expense from financial instruments. (2009: Nil)

Note 12C: Fair values of financial instruments

The net fair value of each class of assets and liabilities equals the carrying amounts in both the 2009–10 and 2008–09 financial years.

Note 12D: Credit risk

The department's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the balance sheet.

The department has no significant exposures to any concentrations of credit risk. All figures for credit risk are not exposed to any collateral. No indications of impairment were found for financial assets. Assets past due but not impaired are disclosed at Note 5B.

Note 12E: Liquidity risk

All liabilities are at call (30 days). The department has no significant exposures to any liquidity risk. (2009: Nil)

Note 12F: Market risk

The department has no significant exposures to any market risk. (2009: Nil)

**Notes to and forming part of the Financial Statements**  
for the year ended 30 June 2010

**Note 13: Appropriations and Special Accounts**

Note 13A: Acquittal of authority to draw cash from the Consolidated Revenue Fund (CRF) for Appropriations (Parliamentary Departments) Act (No. 1)

Particulars - Outcome 1	Departmental outputs		Total	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Balance carried from previous period	11,256	11,974	11,256	11,974
Appropriation Act:				
Appropriation (Parliamentary Departments) Act (No. 1)	20,482	20,254	20,482	20,254
Other annual appropriation acts as passed				
- Non-operating previous years outputs	-	31	-	31
FMA Act				
Appropriations to take account of recoverable GST (FMA Act s. 30A)	415	552	415	552
Relevant agency receipts (FMA Act s. 31)	640	808	640	808
Total appropriations available for payments	32,793	33,619	32,792	33,619
Cash payments made during the year (GST inclusive)	21,977	22,363	21,977	22,363
Appropriations credited to Special Accounts (GST exclusive)	-	-	-	-
Balance of authority to draw cash from the CRF for ordinary annual services appropriations	10,816	11,256	10,816	11,256
<b>Represented by:</b>				
Cash at bank and on hand	33	279	33	279
Departmental appropriations receivable	10,783	10,977	10,783	10,977
<b>Total as at 30 June</b>	<b>10,816</b>	<b>11,256</b>	<b>10,816</b>	<b>11,256</b>

**Notes to and forming part of the Financial Statements**  
for the year ended 30 June 2010

**Note 13: Appropriations and Special Accounts (continued)**

Note 13B: Disclosure by agent in relation to annual and special appropriations

**Administered**

<i>Parliamentary Entitlements Act 1990 (s. 11)</i> Department of Finance and Deregulation	2010	2009
Purpose: An Act relating to the provision of benefits to Members of each House of the Parliament.	\$'000	\$'000
Total receipts	-	-
Total payments	198	259
Balance of receipts and payments	(198)	(259)

<i>Parliamentary Superannuation Act 2004 (s.18)</i> Department of Finance and Deregulation	2010	2009
Purpose: An Act to provide for the making of superannuation contributions in respect of members of Parliament, and for related purposes.	\$'000	\$'000
Total receipts	-	-
Total payments	820	773
Balance of receipts and payments	(820)	(773)

<i>Remuneration Tribunal Act 1973 (s. 7)</i> Department of Education, Employment and Workplace Relations	2010	2009
Purpose: An Act to establish a tribunal in relation to the remuneration and allowances, and recreation leave entitlements, of the holders of certain public and other offices, and for related purposes.	\$'000	\$'000
Total receipts	-	-
Total payments	13,344	12,816
Balance of receipts and payments	(13,344)	(12,816)

The legislation establishing these special appropriations is administered by the Department of Finance and Deregulation and the Department of Education, Employment and Workplace Relations. Arrangements have been entered into with these departments to allow the Department of the Senate to draw upon these appropriations.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

**Note 13: Appropriations and Special Accounts (continued)**

Note 13C: Special accounts

<b>Other trust monies account (Special Public Money)</b>	<b>2010</b>	<b>2009</b>
	<b>\$'000</b>	<b>\$'000</b>
Appropriation: <i>Financial Management and Accountability Act 1997 (s. 20)</i>		
<i>Purpose: For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.</i>		
Balance carried from previous period	-	-
Appropriation for reporting period	-	-
Other receipts	5	-
<b>Available for payments</b>	<b>5</b>	-
Payments made	5	-
<b>Balance carried to next period</b>	<b>-</b>	<b>-</b>
<b>Represented by:</b>		
Cash - held by the department	-	-
<b>Total balance carried to the next period</b>	<b>-</b>	<b>-</b>

The determination for the Services for other Governments and Non-Agency Bodies Special Account established under section 20 of the *Financial Management and Accountability Act 1997* was revoked by the Minister for Finance, 3 September 2009. The purpose of the Services for other Governments and Non-Agency Bodies Special Account is for expenditure in connection with services performed on behalf of other governments and bodies that are not Agencies under the *Financial Management and Accountability Act 1997*. This account had no transactions and nil balances as at 30 June 2010 and 30 June 2009.

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

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**Note 14: Compensation and debt relief**

For departmental items:

No act of grace payments were made under subsection 33(1) of the *Financial Management and Accountability Act 1997* during the reporting period. (2009: Nil)

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997*. (2009: Nil)

No payments were made under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme. (2009: Nil)

No ex-gratia payments were provided for during the reporting period. (2009: Nil)

No payments were made under section 66 of the *Parliamentary Service Act 1999* during the reporting period. (2009: Nil)

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2010*

**Note 15: Reporting of outcomes**

Note 15A: Net cost of outcome delivery

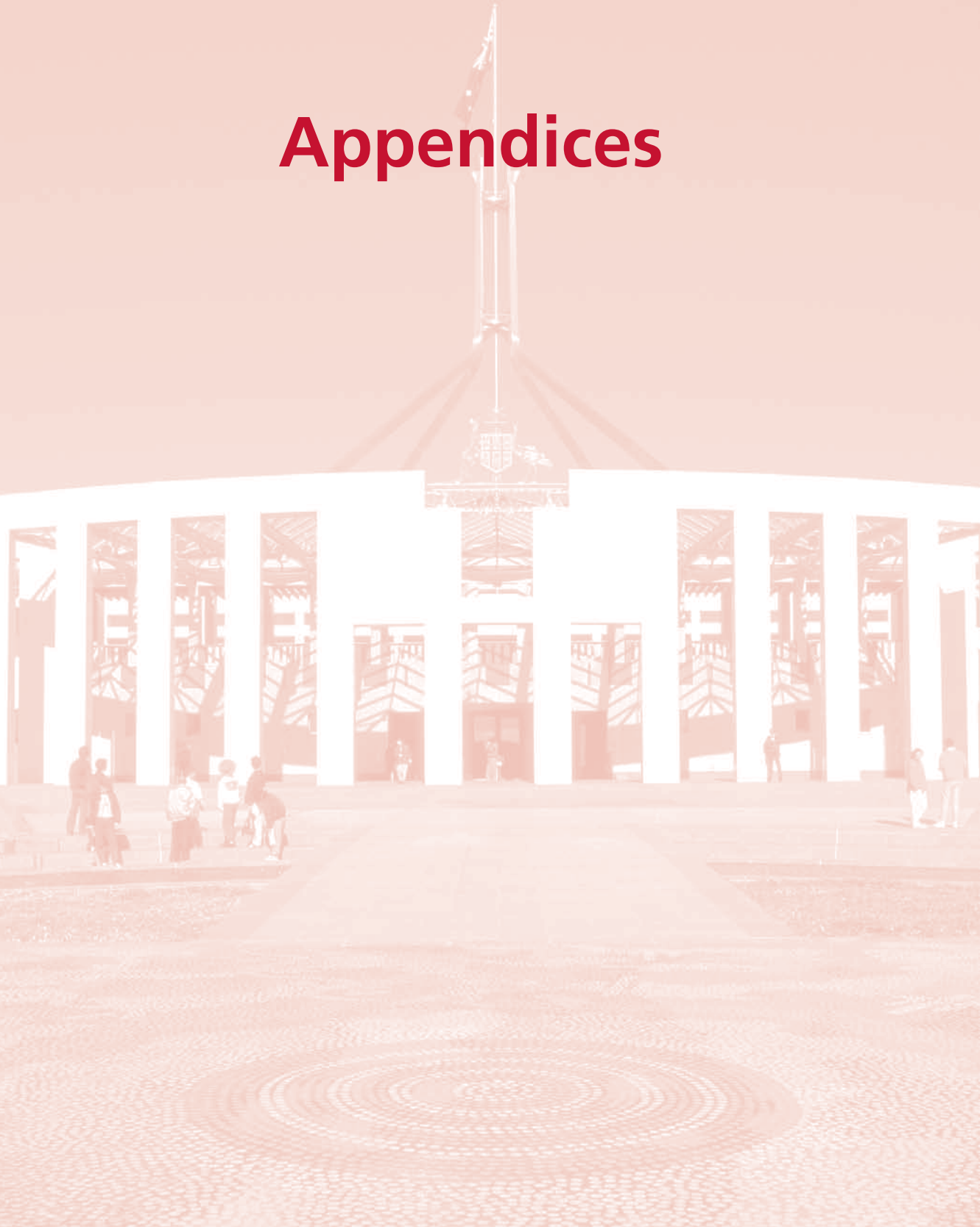
	Outcome 1		Total	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
<b>Expenses</b>				
Departmental	23,962	24,990	23,962	24,990
<b>Total</b>	<b>23,962</b>	<b>24,990</b>	<b>23,962</b>	<b>24,990</b>
<b>Income from non-government sector</b>				
Departmental				
Activities subject to cost recovery	129	114	129	114
Goods and services income from related entities	443	457	443	457
Other	17	4	17	4
<b>Total</b>	<b>589</b>	<b>575</b>	<b>589</b>	<b>575</b>
<b>Other own-source income</b>				
Departmental	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cost / (contribution) of outcome delivery</b>	<b>23,373</b>	<b>24,415</b>	<b>23,373</b>	<b>24,415</b>

Outcome 1 is described in note 1.1. Net costs shown include intra-government costs that are eliminated in calculating the actual budget outcome.

Note 15B: Major classes of departmental expense, income, assets and liabilities by outcome

All departmental expense, income, assets and liabilities are attributable to the department's single outcome.

# Appendices





## Appendix 1—Resources

This section details the department's resources and expenses in 2009–10, as required by the Department of the Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA Act bodies*, June 2010.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2009–10:

- the resource statement, which provides information about the various funding sources that the department was able to draw upon during the year
- the expenses and resources for outcome 1 table, which shows the detail of the resourcing for the department's outcome.

### Resource statement, 2009–10

	Actual available appropriation for 2009–10 \$'000 (a)	Payments made in 2009–10 \$'000 (b)	Balance remaining \$'000 (a – b)
<b>Ordinary annual services<sup>1</sup></b>			
<b>Departmental appropriation</b>			
Prior year departmental appropriation	11,256		
Departmental appropriation	20,482		
Section 31 relevant agency receipts	709		
<b>Total</b>	<b>32,447</b>	<b>21,630</b>	<b>10,816</b>
<b>Total ordinary annual services</b>	<b>32,447</b>	<b>21,630</b>	
<b>Other services</b>			
<b>Total other services</b>	—	—	
<b>Special Accounts</b>			
Opening balance	—		
Appropriation receipts	—		
Appropriation receipts—other agencies	—		
Non-appropriation receipts to Special Accounts	5		
Payments made		5	
Closing balance			—
<b>Total resourcing and payments</b>	<b>32,452</b>	<b>21,635</b>	

1 Appropriation (Parliamentary Departments) Bill (No. 1) 2009–10.

## Expenses and resources for outcome 1

	Budget <sup>1</sup> 2009–10 \$'000 (a)	Actual expenses 2009–10 \$'000 (b)	Variation \$'000 (a – b)
<b>Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties</b>			
<b>Program: Other Departmental Departmental Expenses</b>			
<b>Clerk's Office</b>			
Ordinary annual services	1,080	1,072	8
<b>Table Office</b>			
Ordinary annual services	2,448	2,506	-58
<b>Procedure Office</b>			
Ordinary annual services	5,732	5,846	-114
<b>Committee Office</b>			
Ordinary annual services	8,362	8,569	-207
<b>Black Rod's Office</b>			
Ordinary annual services	3,391	3,386	5
<b>Total expenses for outcome 1</b>	<b>21,013</b>	<b>21,379</b>	<b>-366</b>
<b>Average staffing level (number)</b>		<b>159</b>	

1 Full-year budget, including any subsequent adjustment made to the 2009–10 Budget.

Note: This table excludes resources received free of charge as reported in the Financial Statements.

## Appendix 2—Staffing

The figures in this appendix include staff on long-term paid leave, but exclude staff on leave without pay or on temporary movements out of the department at 30 June 2010. Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2010.

### Staff numbers, by classification, salary range and gender, 30 June 2010

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	346,170	–	1	1
Deputy Clerk of the Senate (SES Band 2)	183,621–193,285	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	151,510–159,123	4	1	5
Parliamentary Executive Level 2 (PE 2)	114,695–122,637	13	16	29
Parliamentary Executive Level 1 (PE 1)	92,201–103,277	12	11	23
Parliamentary Service Level 6 (APS 6)	76,289–83,686	10	28	38
Parliamentary Service Level 5 (APS 5)	67,728–71,925	2	1	3
Parliamentary Service Level 4 (APS 4)	60,624–65,118	8	24	32
Parliamentary Service Level 3 (APS 3)	54,055–58,395	11	19	30
Parliamentary Service Level 1/2 (APS 1/2)	42,313–52,965	5	8	13
<b>Total</b>		<b>66</b>	<b>109</b>	<b>175</b>

SES = Senior Executive Service, PE = Parliamentary Executive, APS = Australian Parliamentary Service

### Staff numbers, by classification, participation and employment category, 30 June 2010

Classification	Participation		Category		Total
	Full-time	Part-time	Ongoing	Non-ongoing	
Clerk of the Senate	1	–	1	–	1
SES Band 2	1	–	1	–	1
SES Band 1	5	–	5	–	5
PE 2	28	1	26	3	29
PE 1	17	6	21	2	23
APS 6	29	9	34	4	38
APS 5	3	–	3	–	3
APS 4	27	5	30	2	32
APS 3	26	4	22	8	30
APS 1/2	13	–	10	3	13
<b>Total</b>	<b>150</b>	<b>25</b>	<b>153</b>	<b>22</b>	<b>175</b>

SES = Senior Executive Service, PE = Parliamentary Executive, APS = Australian Parliamentary Service

### Full-time equivalent staffing levels (staff years), 2008–09 and 2009–10

Program	2008–09	2009–10
Clerk's Office	4	4
Table Office	17	17
Procedure Office	34	33
Committee Office	62	59
Black Rod's Office	46	46
<b>Total</b>	<b>163</b>	<b>159</b>

### Diversity profile, 2008–09 and 2009–10<sup>a</sup>

	2008–09	2009–10
<b>Gender</b>		
Female	104	109
Male	65	66
<b>Self-identified equal employment opportunity (EEO) group</b>		
Aboriginal and Torres Strait Islander	–	–
EEO details not provided	1	1
English not first language spoken	4	6
With disability	–	–

a As at 30 June in each year.

## Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2009–10 reports against particular legislated requirements. It also provides a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

<b>Section 74 of the Occupational Health and Safety Act 1991</b>	<p>In 2009–10, within the department there were:</p> <ul style="list-style-type: none"> <li>no accidents or dangerous occurrences that required the giving of notice under section 68 of the <i>Occupational Health and Safety Act 1991</i></li> <li>no investigations or notices under sections 29, 46 or 47 of the Act.</li> </ul> <p>Further information about the Occupational Health and Safety arrangements for the department can be found in the Management and Accountability chapter.</p>
<b>Section 8 of the Freedom of Information Act 1982</b>	<p>The department is not subject to the provisions of the <i>Freedom of Information Act 1982</i>. However, the department's policy is to comply with the intent of the Act to the extent practicable, having regard to the legal issues which may arise through the non-application to the department of the protections afforded by the Act.</p> <p>Two requests for information were received during the year and relevant documents were provided.</p>
<b>Privacy Act 1988</b>	<p>The department is not subject to most of the provisions of the <i>Privacy Act 1988</i>. The provisions relating to tax file numbers apply, and the department has common law obligations in relation to the handling of personal information. It is the department's policy to observe, as far as practicable, the Privacy Principles set out in the Act.</p> <p>No privacy issues were raised with the department during the year.</p>
<b>Section 311A of the Commonwealth Electoral Act 1918</b>	<p>In 2009–10, the department paid a total of \$321,544 for advertising. Of the total, \$298,855 was in relation to Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through Adcorp Australia, the government contractor.</p> <p>No market research, polling, direct mail or creative advertising organisations were engaged during the year.</p>
<b>Section 516A of the Environment Protection and Biodiversity Conservation Act 1999</b>	<p>The department is not subject to the provisions of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>. Most aspects of the Parliament's environmental management, and hence the department's environmental management, are coordinated by the Department of Parliamentary Services, and details are provided in that department's annual report.</p>
<b>Legal Services Directions 2005</b>	<p>In 2009–10, the department expended \$74,983.83 on legal services. This amount does not include \$114,417 for the provision of independent legal advice supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year.</p> <p>In accordance with the <i>Legal Services Directions 2005</i>, the Clerk of the Senate certified to the Office of Legal Services Coordination the department's compliance with certain matters under paragraph 11.2 of the directions.</p>



AUSTRALIAN SENATE

CLERK OF THE SENATE

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E-mail: clerk.sen@aph.gov.au

### ANNUAL REPORT 2009-10 – FRAUD CONTROL CERTIFICATION

In accordance with Guideline 2.8 of the Commonwealth Fraud Control Guidelines 2002 (*the Guidelines*), issued by the Minister for Justice and Customs pursuant to Regulation 19 of the Financial Management and Accountability Regulations 1997, I Rosemary Laing, Clerk of the Senate, hereby certify to the President of the Senate that I am satisfied that:

- fraud risk assessments and fraud control plans have been prepared that comply with the Commonwealth Fraud Control Guidelines;
- appropriate fraud prevention, detection, investigation and reporting procedures and processes are in place; and
- annual fraud data has been collected and reported that complies with the Commonwealth Fraud Control Guidelines.

Rosemary Laing

13 August 2010

## Appendix 4—Public awareness activities and publications

During 2009–10, the Clerk and other senior officers made presentations on aspects of the Senate, Senate committees and parliamentary procedure to various Australian and international audiences, including:

- individual parliamentarians and their staff
- departmental staff, other parliamentary officers and staff from a wide range of Australian Public Service departments and agencies
- overseas visitors, including parliamentary delegations
- participants in conferences and seminars, including as part of programs conducted by the Australian National University Parliamentary Studies Centre
- schoolchildren and members of the public.

In particular, the Clerk made presentations at the following events:

- National Human Rights Consultation Committee meeting, 3 July 2009
- Scrutiny of Bills Conference, 8 July 2009
- Goodwin Village, Canberra, 15 July 2009
- Probus Club of Gungahlin, 3 August 2009
- Australian National Internships Program 2009, 6 August 2009
- launch of *Annotated Standing Orders of the Australian Senate*, 19 August 2009
- launch of the ‘Australia’s Magna Carta’ segment of the ‘Acting Wisely’ exhibition, 14 September 2009
- Australian Government Solicitor Employment Law Forum 2009, 21 October 2009
- launch of *Agenda*, College of Business and Economics, Australian National University, Canberra, 21 October 2009
- Centre for Defence and Strategic Studies, 29 October 2009
- seminar for the diplomatic community, 12 November 2009
- Australian National Internships Program 2010, 26 February 2010
- Inter-Parliamentary Study Program 2010, 1 March 2010
- 2010 Leadership Ballarat and Western Region Conference, 16 March 2010

- ‘Parliamentary Law Making’, University of Canberra, 7 April 2010
- Defence and Industry Study Course, 1 June 2010.




Departmental officers also presented and published papers on the powers, procedures and operations of the Senate or related issues, as detailed below.

### Papers produced by departmental officers, 2009–10

Author	Publication	Date
Harry Evans	<i>Parliamentary Scrutiny</i> , paper for the National Human Rights Consultation Committee public hearings 1–3 July 2009	July 2009
	<i>Bill of Rights and Legislative Scrutiny: Two different worlds</i> , paper for the Australia–New Zealand Scrutiny of Legislation Conference, Parliament House, Canberra 6–8 July 2009	July 2009
	<i>Time, Chance and Parliament: Lessons From Forty Years</i> , Senate occasional lecture, Parliament House, Canberra	24 July 2009
	<i>Parliamentary Accountability</i> , paper for the National Institute of Accountants 2009 Government Accounting Summit	October 2009
	<i>Harry Evans: Selected Writings, Papers on Parliament Number 52</i> , Department of the Senate	December 2009
	<i>Time, Chance and Parliament: Lessons From Forty Years, Papers on Parliament Number 53</i> , Department of the Senate	June 2010
	Introduction to <i>The Biographical Dictionary of the Australian Senate</i> , Volume 3	Forthcoming
Rosemary Laing	<i>The impact of equally divided votes on the legislative process</i> , paper for the 40th Presiding Officers’ and Clerks’ Conference, Tarawa, Kiribati	July 2009
	<i>Annotated Standing Orders of the Australian Senate</i> , Department of the Senate	August 2009
	<i>Annotated Standing Orders of the Australian Senate, The Table No. 77</i>	2009
	<i>An introduction to the Annotated Standing Orders of the Australian Senate, Papers on Parliament Number 51</i> , Department of the Senate	August 2009
	<i>How did the existing system of self-regulation emerge?</i> , paper presented to the <i>Ethics and Integrity in Parliament: Emerging perspectives</i> conference of the Parliamentary Studies Centre, Australian National University, Parliament House, Canberra	30 November 2009
	Foreword to <i>Australia’s Magna Carta</i> , Department of the Senate	2010
	Entry on Charles Ronald Maunsell, <i>The Biographical Dictionary of the Australian Senate</i> , Volume 3	Forthcoming




















John Hawkins	<i>Joseph Cook: the reluctant treasurer, Economic Roundup</i> Issue 2, 2009, Australian Treasury	July 2009
	<i>S M Bruce: the businessman as treasurer, Economic Roundup</i> Issue 3, 2009, Australian Treasury	September 2009
	<i>Earle Page: an active treasurer, Economic Roundup</i> Issue 4, 2009, Australian Treasury	December 2009
	<i>Ted Theodore: the proto-Keynesian, Economic Roundup</i> Issue 1, 2010, Australian Treasury	April 2010
	<i>Two global crises: two Senate committees, Papers on</i> <i>Parliament</i> Number 53, Department of the Senate	June 2010































The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2009–10, as listed by category below. Contact details for each publication area are also listed at the end of this appendix.

Materials which are available on the Senate’s website ([www.aph.gov.au/senate](http://www.aph.gov.au/senate)) or the Parliamentary Education Office website ([www.peo.gov.au](http://www.peo.gov.au)) are marked with the symbol . Materials which are available in hard copy are marked with the symbol . Materials available on CD are marked with the symbol .










### Publications by subject area

#### Publications on the work and procedures of the Senate









<i>Annotated Standing Orders of the Australian Senate</i>	 	commentaries on and amendment histories of the Standing Orders
<i>Bills List and Daily Bills Update</i>	 	details of the status of bills before parliament
<i>Brief Guides to Senate Procedure, Nos 1–23</i>	 	practical guides to common practices and procedures
<i>Business of the Senate</i>	 	a comprehensive summary of business, prepared biannually
<i>Chamber support services for senators</i>		a guide to documents and services provided to the chamber
<i>Dynamic Red</i>	 	the daily <i>Order of Business</i> , updated online during each sitting day, together with outcomes
<i>Journals of the Senate</i>	 	the minutes of chamber proceedings
<i>List of senators</i>	 	senators’ contact information, terms of service and state and party representation
<i>Odgers’ Australian Senate Practice, 12th edition and supplements</i>	 	a comprehensive procedural reference work
<i>Order of Business</i>	 	the Senate ‘Red’ or daily program

<i>Pocket Guide to Senate Procedure</i>		a consolidation of the <i>Brief Guides to Senate Procedure</i>
<i>Preparing private senators' bills, explanatory memoranda and second reading speeches: A guide for senators</i>		information about preparing bills, for senators and their support staff, also available on the departmental intranet
<i>Privileges Committee 125th Report—Parliamentary privilege: Precedents, procedures and practice in the Australian Senate 1966–2005</i>	 	the most recent consolidated account of the work of the Senate Committee of Privileges
<i>Procedural Information Bulletin</i>	 	a regular digest of events of procedural significance
<i>Questions on Notice Summary</i>	 	a statistical analysis of questions placed on notice by senators for a parliament, updated biannually
<i>Routine of business</i>	 	a guide to the routine of business for sittings days and the time limits for debate
<i>Senate Briefs, Nos 1–16</i>	 	general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate
<i>Senate Daily Summary</i>		a daily digest of Senate business
<i>Senate Notice Paper</i>	 	the Senate's daily agenda
<i>Senate Statistical Summary</i>	 	weekly statistics on Senate business
<i>Senators' Guide to Procedures</i>	 	a practical introduction to the chamber
<i>Senators' Handbook—A guide to services, entitlements and facilities for senators</i>	 	information for senators and their support staff, also available on the departmental intranet
<i>Standing Orders and Other Orders of the Senate</i>	 	the rules and resolutions governing the Senate's proceedings
<i>StatsNet</i>		online statistical databases, including a list of bills that are possible double dissolution triggers and fortnightly updates of questions placed on notice by senators
<i>The Senate</i>		a brochure about the role and functioning of the Senate
<i>Your Senate online</i>		a brochure about online access to information about the Senate
<b>Publications on the work and procedures of Senate committees</b>		
<i>Bills referred to committees</i>		an up-to-date list of bills referred to committees
<i>Business of Committees</i>	 	the Senate 'Committee Red' or daily program
<i>Committee style guide</i>		style guide for the preparation of Senate committee reports

<i>Consolidated Register of Senate Committee Reports</i> 1970–2004 and annual supplements 1970–2010	 	a register of committee reports presented to the Senate since 1970
<i>Delegated Legislation Monitor</i>		information on every disallowable legislative and non-legislative instrument tabled in the Senate during a sitting week, also prepared as an annual consolidated volume
<i>Disallowance Alert</i>		an up-to-date list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes
<i>Guide to committee procedure and practice</i>		an easy-reference guide for committee staff
<i>How to make a submission to a Senate committee inquiry</i>		three information brochures for members of the public with an interest in participating in the work of Senate committees
<i>Notes for the guidance of witnesses appearing before Senate committees</i>		
<i>Procedures to be observed by Senate committees for the protection of witnesses</i>		
<i>Public hearings/meetings</i>	 	a program of scheduled meetings
RSS feeds		an alert service for new Senate committee inquiries, recently tabled Senate committee reports and public hearings
<i>Scrutiny of Bills Committee Alert Digests</i>	 	information for senators and the public about concerns raised by the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Bills Committee Reports</i>	 	the observations and recommendations of the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Disallowable Instruments</i>		a list of disallowable legislative and non-legislative instruments about which the Regulations and Ordinances Committee has raised concerns during a calendar year
<i>Senate Disallowable Instruments List</i>		a list of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting period
<i>Work of Committees</i>	 	a comprehensive summary of committee business, prepared biannually
<b>Parliamentary, constitutional and historical publications</b>		
<i>1903–2003: One Hundred Years of Women's Suffrage in Australia</i>		a poster commemorating the 100th anniversary of the first federal election at which women in all Australian states were entitled to vote

<i>A Nation at Last—the Story of Federation</i>		the book based on the exhibition of the same name
<i>Australia's Constitution</i>		an online version of the Australian Constitution
<i>Australia's Magna Carta</i>		a booklet which chronicles the story of the Parliament's acquisition of its 1297 Inspecimus copy of Magna Carta
<i>Australia's Parliament</i>		a visitor guide, available in English and multilingual editions
<i>Business of the Senate 1901–1910</i> (two volumes)		commemorative issues relating to the business of the early parliaments
<i>Can Responsible Government Survive in Australia?</i> David Hamer, revised edition, 2004	 	a comparative study of the powers and procedures of 20 Commonwealth legislatures, by a former senator and member
<i>Eureka and the Prerogative of the People</i> , John Molony, 2004		a booklet commemorating the 150th anniversary of the Eureka Stockade rebellion
<i>Papers on Parliament</i> , Nos 1–53	 	the department's journal, which publishes the texts of occasional lectures and other essays
<i>Platypus and Parliament: The Australian Senate in Theory and Practice</i> , Stanley Bach, 2003	 	a comprehensive analysis of the Senate by a former Senate Fellow
<i>Records of the Australasian Federal Conventions of the 1890s</i>		the complete transcripts of the debates that led to the founding of the nation
<i>Records of the Centenary of Federation Joint Commemorative Meeting of the Senate and the House of Representatives, 9 May 2001, and of the Sitting of the Senate, 10 May 2001</i>		copy of the official transcript and other records of the centenary sittings in Melbourne
<i>Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990</i>		a general history of the Senate's committee system
Senate Standing Committee on Legal and Constitutional Affairs— <i>The Twentieth Anniversary of the Committee</i> , 1991		a history of the Legal and Constitutional Affairs Committee
<i>The Biographical Dictionary of the Australian Senate</i>		an ongoing, multi-volume reference work on Australia's senators, volume 1 covering 1901–1929, volume 2 covering 1929–1962, volume 3 covering 1962–1983 and volume 4 forthcoming
<i>The President of the Senate</i>		an illustrated guide to the role and work of the President
<b>Parliamentary Education Office publications</b>		
<i>Assignment Assistant</i>		a guide for students to resources about parliament

<i>Australia's Constitution</i>		a pocket-sized edition of the Australian Constitution
<i>Australia's Constitution CD</i>		a double-CD edition of the Australian Constitution, for people with a vision or print disability
<i>Closer Look—A Comparison of the Australian and United States Federal Legislatures</i>		a brief comparison of the political systems of Australia and the United States
<i>Closer Look—A Multi-tiered System: governing Australia</i>		an explanation, with examples, of Australia's system of government
<i>Closer Look—A Short History of Parliament</i>		a description of the origins and development of parliament
<i>Closer Look—Australia's Parliament House</i>		a brief history of the building used by parliament
<i>Closer Look—The Australian Constitution</i>		information about the Australian Constitution, its history and significance
<i>Closer Look—The First Parliament of Australia: the ceremony</i>		information about the opening ceremony of the first Parliament
Fact sheet series		57 fact sheets covering many aspects of the role and functions of parliament
FAQ database		answers to over 200 questions about parliament
<i>Get Parliament</i>		a project book about the history, role and work of parliament, for upper primary and lower secondary teachers and students
<i>Hands-on Lesson Plans</i>		12 lesson plans about parliamentary topics for teachers of middle to upper secondary students
Kidsview		interactive games and activities about parliamentary topics for students and teachers
<i>Parliament in Pictures</i>		ten posters and a classroom guide introducing teachers and students to parliament
Parliamentary glossary		a list of parliamentary terms and definitions
Parliament NOW		information about the 42nd Parliament and the operations of the Senate and the House of Representatives
Parliament of Wizards CD		teacher resource that introduces primary school students to parliament through the world of magic
poster of the Senate Chamber		A2-sized colour poster of the Senate chamber
poster of the House of Representatives Chamber		A2-sized colour poster of the House of Representatives chamber

Role-play toolkit		role-play resources for teachers, including scripts, templates, rubrics and diagrams
<i>Unravelling the parliamentary role-play</i>		activities and instructions for using parliamentary role-play in the classroom
<b>Publications providing departmental information</b>		
<i>Annual report of the Department of the Senate</i>	 	
<i>Corporate plan</i>	 	
<i>Portfolio budget statements</i>	 	

## Contact details by subject area

<b>Publications on the work and procedures of the Senate</b>		
Senate Table Office	email: <a href="mailto:table.inquiries.sen@aph.gov.au">table.inquiries.sen@aph.gov.au</a>	
	phone: 02 6277 3010	fax: 02 6277 3448
<b>Publications on the work and procedures of Senate committees</b>		
Senate Committee Office	email: <a href="mailto:seniorclerk.committees.sen@aph.gov.au">seniorclerk.committees.sen@aph.gov.au</a>	
	phone: 02 6277 3555	fax: 02 6277 3899
<b>Parliamentary, constitutional and historical publications</b>		
Procedure Office	email: <a href="mailto:research.sen@aph.gov.au">research.sen@aph.gov.au</a>	
	phone: 02 6277 3072	fax: 02 6277 5838
Biographical Dictionary Unit	phone: 02 6277 5943	fax: 02 6277 5838
<b>Parliamentary Education Office publications</b>		
Parliamentary Education Office	email: <a href="mailto:info@peo.gov.au">info@peo.gov.au</a>	
	phone: 02 6277 3147	fax: 02 6277 5775
<b>Publications providing departmental information</b>		
Black Rod's Office	email: <a href="mailto:blackrod.sen@aph.gov.au">blackrod.sen@aph.gov.au</a>	
	phone: 02 6277 3396	fax: 02 6277 3199

## Appendix 5—Contact details

This appendix lists contact details for all areas of the department. More specific contact details for inquiring about publications are listed in appendix 4.

### Department of the Senate

Parliament House Canberra ACT 2600	phone: 02 6277 7111 fax: 02 6277 3000 web address: <a href="http://www.aph.gov.au/Senate/dept/index.htm">http://www.aph.gov.au/Senate/dept/index.htm</a>
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### Office-holders and senior officers of the Senate

<b>President's Office</b>	
<i>President of the Senate</i>	
Senator the Hon. John Hogg	email: senator.hogg@aph.gov.au
Parliament House	phone: 02 6277 3300 fax: 02 6277 3108
Electorate Office—Carina, Queensland	phone: 07 3843 4066 fax: 07 3843 4077
<i>Deputy President of the Senate</i>	
Senator the Hon. Alan Ferguson	email: senator.ferguson@aph.gov.au
Parliament House	phone: 02 6277 3658 fax: 02 6277 5822
Electorate Office—Adelaide, South Australia	phone: 08 8237 7180 fax: 08 8237 7188
<b>Clerk's Office</b>	
<i>Clerk of the Senate</i>	
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<b>Table Office</b>	
<i>Clerk Assistant (Table)</i>	
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<b>Procedure Office</b>	
<i>Clerk Assistant (Procedure)</i>	
Richard Pye	email: ca.procedure.sen@aph.gov.au phone: 02 6277 3380 fax: 02 6277 3289
<b>Committee Office</b>	
<i>A/g Clerk Assistant (Committees)</i>	
Chris Reid	email: ca.committees.sen@aph.gov.au phone: 02 6277 3371 fax: 02 6277 3199
<i>Inquiries</i>	phone: 02 6277 3555 fax: 02 6277 3899
<b>Black Rod's Office</b>	
<i>Usher of the Black Rod</i>	
Brien Hallett	email: blackrod.sen@aph.gov.au phone: 02 6277 3398 fax: 02 6277 3199

## Other contacts

<b>Accounts</b>	email: <a href="mailto:finance.sen@aph.gov.au">finance.sen@aph.gov.au</a> phone: 02 6277 3772      fax: 02 6277 3085
<b>Annual report</b>	email: <a href="mailto:blackrod.sen@aph.gov.au">blackrod.sen@aph.gov.au</a> phone: 02 6277 3398      fax: 02 6277 3199
<b>Committee room bookings</b>	email: <a href="mailto:senate.hotline@aph.gov.au">senate.hotline@aph.gov.au</a> phone: 02 6277 3500      fax: 02 6277 3000
<b>Committees</b>	email: <a href="mailto:seniorclerk.committees.sen@aph.gov.au">seniorclerk.committees.sen@aph.gov.au</a> phone: 02 6277 3555      fax: 02 6277 3899
<b>Information services section (information technology and web publishing)</b>	email: <a href="mailto:websen@aph.gov.au">websen@aph.gov.au</a> phone: 02 6277 3047      fax: 02 6277 3678
<b>Legislation</b>	email: <a href="mailto:table.legislation.sen@aph.gov.au">table.legislation.sen@aph.gov.au</a> phone: 02 6277 3455      fax: 02 6277 3448
<b>Parliamentary Education Office</b>	email: <a href="mailto:info@peo.gov.au">info@peo.gov.au</a> phone: 02 6277 3147 (general inquiries) phone: 02 6277 3508 (school visits) fax: 02 6277 5775
<b>Parliamentary research</b>	email: <a href="mailto:research.sen@aph.gov.au">research.sen@aph.gov.au</a> phone: 02 6277 3078      fax: 02 6277 5838
<b>Registrar of Senators' Interests</b>	email: <a href="mailto:senators.interests@aph.gov.au">senators.interests@aph.gov.au</a> phone: 02 6277 3360      fax: 02 6277 3199
<b>Senators' services</b>	email: <a href="mailto:senate.hotline@aph.gov.au">senate.hotline@aph.gov.au</a> phone: 02 6277 3500      fax: 02 6277 3000



# References



## Glossary and abbreviations list

amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may 'request' the House of Representatives to make such amendments.
bill	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of the Commonwealth Parliament, the House of Representatives and the Senate. The two Houses must agree to a bill in identical terms before it can be transmitted to the Governor-General for assent, which marks its passage into law.
clerks at the table	Clerks, including the Clerk (the head of the department), the Deputy Clerk and other senior officers of the department, who sit in the chamber and provide procedural advice while taking the minutes of Senate proceedings.
CD	compact disc
department, the	Department of the Senate
disallowance notice	A procedure by which a senator notifies the Senate that he/she seeks to disallow certain delegated legislation.
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
FTE	full-time equivalent
furniture replacement project	A departmental project to replace, within the department and for senators' staff, furniture that has reached the end of its useful life.
GST	goods and services tax
Inspeximus copy of Magna Carta	The 1297 Inspeximus copy of Magna Carta endorsed by King Edward I, which confirms the principal provisions of the original Magna Carta.
messengerial support	Services provided in the Senate chamber by the chamber attendants, which include distribution of documents, conveyance of messages and supervision of chamber doors during divisions (formal votes) and quorum calls.
motions/procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the Standing Orders.
OH&S	occupational health and safety
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.
PDF	A publishing format that allows hard-copy documents to be captured as electronic versions suitable for use in a range of systems and applications.
PEO	Parliamentary Education Office

PEP UP	Parliamentary Executive Professional Upgrade Program
presiding officers	The President of the Senate and the Speaker of the House of Representatives are the presiding officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective chamber department and together they are responsible for the Department of Parliamentary Services.
questions on notice	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the minister or the minister's department.
running sheet	A checklist of amendments used by senators when considering bills in the committee of the whole. Running sheets show all proposed amendments, identified by subject matter and grouped as needed; conflicts between amendments; relevant references in the bills under consideration; and procedural questions to be posed by the Chair of Committees.
schedules of amendments	Lists of amendments to bills, agreed to by the Senate, which are forwarded to the House of Representatives for consideration.
scripts/procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate.
senators' survey	A two-yearly survey commissioned by the department and conducted by an independent research services organisation to assess senators' satisfaction with the quality, efficiency and effectiveness of the services provided by the department—most recently conducted in early 2009.
SES	Senior Executive Service
Standing Orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
third reading print	A bill which is amended by the House in which it originates is reprinted to incorporate the amendments before it is transmitted to the other House. The bill is transmitted in the form in which it is 'read a third time' in the originating House and is known as the 'third reading print'.

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