



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'.

Compliance index

Requirement	Location
General	
Letter of transmittal	iii
Table of contents	v–vi
Alphabetical index	181–191
Glossary and abbreviations list	175–176
Contact officer(s)	ii, 170, 171–172
Internet home page address and internet address for report	ii, viii
Clerk's review	
Review by the Clerk	3–7
Departmental overview	
Overview description of department	9
Role and functions	9
Organisational structure	10–12
Outcome and program structure	12–13
Where outcome and program structures differ from portfolio budget statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	N/A
Portfolio structure	N/A
Report on performance	
Review of performance during the year in relation to programs and contribution to outcome	17–20
Actual performance in relation to deliverables and performance indicators set out in portfolio budget statements or other portfolio statements	21, 23, 31–32, 49–50, 69, 83
Where performance targets differ from the portfolio budget statements, details of both former and new targets, and reasons for the change	N/A
Narrative discussion and analysis of performance	17–92
Trend information	17–92
Factors, events or trends influencing departmental performance	17–19, 29, 46, 67, 80, 91
Contribution of risk management in achieving objectives	98
Social justice and equity impacts	99
Performance against service charter customer service standards, complaints data, and the department's response to complaints	19
Discussion and analysis of the department's financial performance	4, 107–109
Agency resource statement and summary resource tables by outcomes	157–158
Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	None

Requirement	Location
Management and accountability	
Corporate governance	
Statement of the main corporate governance practices in place	95–97
Names of the senior executive and their responsibilities	10–12
Senior management committees and their roles	95–97
Corporate and operational planning and associated performance reporting and review	97–98
Approach adopted to identifying areas of significant financial or operational risk	98
Certification that the agency complies with the <i>Commonwealth Fraud Control Guidelines</i>	98, 162
Policy and practices on the establishment and maintenance of appropriate ethical standards	98
How nature and amount of remuneration for SES officers is determined	102–103
External scrutiny	
Significant developments in external scrutiny	99
Judicial decisions and decisions of administrative tribunals	99
Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	99
Management of human resources	
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	99–107
Workforce planning, staff turnover and retention	101–102
Impact and features of enterprise or collective agreements, determinations, common law contracts and Australian workplace agreements	103–104
Training and development undertaken and its impact	65, 105
Occupational health and safety performance	106–107
Productivity gains	4
Statistics on staffing	159–160
Enterprise or collective agreements, determinations, common law contracts and Australian workplace agreements	103–104
Performance pay	104
Assessment of effectiveness of assets management	107
Assessment of purchasing against core policies and principles	109
Consultants	
Summary statement	107–109
Information on contracts and consultancies is available through AusTender	109
Additional information in required proforma	108
Absence of provisions in contracts allowing access by the Auditor-General	None
Contracts exempt from the AusTender	None
Report on performance in implementing the Commonwealth Disability Strategy	109–110

Requirement	Location
Financial statements	111–154
Other statutory reporting	
Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	106–107, 161
Freedom of information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	161
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	161
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	161
Other	
Grant programs	None
Correction of material errors in previous annual report	None
Compliance index	177–179

Alphabetical index

A

abbreviations and acronyms, 175–176

Aboriginal and Torres Strait Islander Women’s Summit, 65

accommodation services, 84, 86 *see also* office equipment and services

accountability and management, 95–110

accounting policies, 126–136

‘Acting Wisely’ exhibition, 6, 57, 58, 68

administrative tribunal decisions, 99

advertising, 72, 78, 161

Agricultural and Related Industries Select Committee, 71, 77

aims and objectives of the department, 9

airworthiness directives, 54

amendments to legislation, 37, 38, 52–53

Annotated Standing Orders of the Australian Senate, 23, 29, 88, 164

apprenticeships, 100

Appropriations and Staffing Committee, 31, 32, 45, 96, 99

assets management, 107

Audit and Evaluation Committee, 95–97, 98

audit report, 114–115

AusTender, 109

Australasian Parliamentary Educators Conference, 2009, 65

Australian Broadcasting Corporation, 56

Heywire program, 65

Australian Commission for Law Enforcement Integrity Committee, 71, 78

Australian Crime Commission Committee, 71, 78

Australian Electoral Commission National Electoral Education Centre, 65

Australian Government Employment Bargaining Framework, 103

Australian National Audit Office, 99

Australian National Internships Program, 58

Australian National University, 58, 64

Parliamentary Studies Centre, 55, 58

Australian Public Affairs Channel, 56

Australian Public Service, training programs for, 5, 6, 54, 55–56, 100

Australian Research Council, 58

Australian Secondary Principals’ Association, 65

Australian Senate Practice see Odgers’ Australian Senate Practice

Australian Workplace Agreements, 102, 103

Australia–New Zealand Scrutiny of Legislation Conference, July 2009, 54–55, 86

Australia’s Magna Carta booklet, 6, 57

B

Baker, the Hon. Sir Richard (Richard Baker Senate Essay Prize), 57

bills, 36–39, 45, 53–54 *see also* legislation

bills inquiries, 30, 74

bills system (bills management and publishing), 39, 47–48

Biographical Dictionary of the Australian Senate, 57, 68
 Biographical Dictionary Unit
 contact information, 170
 Black Rod's Office, 10, 11, 13, 83–92, 170, 171
 broadcast captioning, 35
 broadcast footage, identification of, 73, 79
 broadcasting, 56, 72, 79–80
 business continuity plans, 88
Business of the Senate, 42

C

carbon pollution reduction scheme
 bills, 26, 38
 ceremonial support services, 86
 certificate of compliance processes, 96
 Chairs' Committee, 73
 civil aviation legislative framework
 changes, 54
 classifications of staff, 159
 clerks at the table, 12, 175
 Clerk of the Senate, 10, 11, 24, 163
 Clerk's review, 3–7
 contact details, 171
 remuneration, 102–103
 retirement of Harry Evans, 3–4, 24
 role, 10, 24, 26
 term of office, 3
 Clerk's Instructions, 91, 98, 109
 Clerk's Office, 10, 11, 13, 23–30, 171
 code of conduct, 89, 98, 105
 collective agreement, 34, 96, 102, 103–104, 106
 Comcare, 107
 Committee of Privileges, 6, 25, 26, 27–28, 30, 166
 Committee of Senators' Interests, 28
 Committee Office, 4, 10, 11, 13, 69–82, 170, 171

committees
 40th anniversary, 6, 68
 contact information, 171, 172
 health and safety, 106–107
 inquiry process, 4
 joint committees, 4, 26, 44, 45, 46, 70, 71, 78
 legislation and references
 committee pairs, 73
 legislative and general purpose, 4, 6, 68, 69, 70, 71, 73–77, 79, 168
 legislative scrutiny, 50, 51, 53–55, 67, 68, 108, 161
 management committees, 95–97
 meetings (number and location), 74–79
 publications on, 166–167, 168
 references to, 26, 74–75
 reporting timeframes, 18, 69, 74, 81, 87
 select committees, 69, 70, 71, 77, 81, 99
 standing committees, 4, 6, 26–28, 45, 68, 69, 70, 71, 73–77, 78, 79, 99, 168
 support for *see* Committee Office
 committees, departmental, 95–97, 106–107
 Commonwealth Disability Strategy, 109–10
Commonwealth Electoral Act 1918, 161
Commonwealth Fraud Control Guidelines, 98, 162 *see also* fraud control
Commonwealth Procurement Guidelines, 108, 109
 Community Affairs Standing Committee, 6, 71
 community engagement, 78 *see also* public awareness activities
 competitive tendering, 109
 compliance with requirements for government agencies, 161–162

computers *see* information technology
 conferences
 attended, 66
 hosted, 54–55, 58
 presentations to, 65, 163–164
 constitutional and historical
 publications, 167–168
 consultancies, 107–108
 consultative arrangements,
 departmental, 95–97
 contact information, ii, 170,
 171–172
 contempt of the Senate, 27, 30
 contracts and contracting, 107–109
 corporate governance, 95–99
 corporate plan, 97–98
 corporate support services, 83–92
 Corporations and Financial Services
 Committee, 71, 78
 costs of operations, 24, 33, 51, 72,
 85

D

Delegated Legislation Monitor, 54
 delivery services, 87
 Department of Finance and
 Deregulation, 72
 Department of Parliamentary
 Services, 19, 39, 72, 80, 88, 89,
 91–92
 Department of the House of
 Representatives, 33, 39, 47, 66, 83
 departmental information
 (publications), 170
 departmental overview, 9–13
 departmental policies, 89–90
 Deputy Clerk of the Senate, 24, 27,
 28, 51, 55, 66, 72, 97, 171
 Deputy President of the Senate, 66,
 73, 171
 desktop computers *see* information
 technology
 desktop publishing, 84, 85, 87
 Dewan Perwakilan Daerah
 (Indonesian upper house), 66

digital repositories, 4, 44–45, 46
 digitisation project, 44–45
 disability action plan, 109–110
 disallowable instruments, 54
Disallowance Alert, 54, 167
 diversity of staff, 160
 document processing and
 management, 4, 33, 39, 43–44, 47
 digital repositories, 4, 44–45, 46
 digitisation projects, 44–45
 document storage, 45, 86
 document transport, 43
 electronic distribution, 4, 29, 38,
 44–45, 46
 records management, 90–91
 documents tabled or presented, 35,
 43–45
Dynamic Red, 33, 41–42

E

Economics Standing Committee, 71
 Economics Legislation Committee,
 30, 77
 Education, Employment and
 Workplace Relations Standing
 Committee, 71
 education (staff) *see* training and
 development
 education services (public
 awareness) *see* Parliamentary
 Education Office; public
 awareness activities
 efficiency dividend, 4
 electronic distribution of documents
 see under document processing
 and management
 Elliott, Cleaver, 12, 24, 171
 employees *see* staff
 employment arrangements,
 103–104 *see also* human resources
 management
 energy savings, 86
 enterprise agreement, 5, 17, 34, 90,
 96, 103–104, 106
 Environment, Communications and
 the Arts Standing Committee, 71

Environment Protection and Biodiversity Conservation Act 1999, 161
 environmental performance, 161
 equality of opportunity, 99
 equal employment opportunity
 staff categories, 160
 equipment *see* office equipment and services
 equity, 99
 estimates hearings, 6, 18, 26, 29, 30, 35, 42, 73, 75–77, 80, 86, 99
 ethical standards, 98
 ethics and integrity in parliament, conference on, 58
 evaluation
 Black Rod’s Office, 92
 Clerk’s Office, 30
 Committee Office, 81–82
 forms of, 19
 Procedure Office, 64, 67
 Table Office, 47
 Evans, Harry, 3–4, 10, 12, 24, 56, 164
 Evans, Sen. the Hon. Chris, 4
 exhibitions, 6, 57–58, 68, 88
 expenses for outcome 1, 158
 external scrutiny, 99

F

Fair Work Act 2009, 95, 104
 Fair Work Australia, 103
 Federal Parliamentary War
 Committee records, 7
 female staff, 159, 160
 Ferguson, Sen. the Hon. Alan, 29, 171
 Finance and Public Administration
 Standing Committee, 71, 109
 Finance and Public Administration
 Legislation Committee, 76, 77, 99
 financial management, 91, 107–109
 guidelines, 91, 98
Financial Management and Accountability Act 1997, 95, 98, 108, 109

financial statements, 111–154
 flu vaccinations, 106
 ‘For Peace, Order and Good Government’ online exhibition, 58, 88
 Foreign Affairs, Defence and Trade
 Standing Committee, 71
 Foreign Affairs, Defence and Trade
 Legislation Committee, 77
 Former Members’ Association, 83
 fraud control, 98, 162
Freedom of Information Act 1982, 161
 French, Robert CJ, 55
 fringe benefits tax, 136
 Fuel and Energy Select Committee, 71, 77
 functions of the department, 9

G

Get Parliament magazine, 63
 gifts, 28, 89
 glossary, 175–176
 goods and services tax, 136
 government advertising, 76
Government guidelines for official witnesses before parliamentary committees, inquiry into adequacy of, 6
 Governor of the Reserve Bank, hearings involving, 65
 graduate training programs, 55–56, 100
 ‘guillotine’, 35

H

Hansard, 42, 72, 110
 Hawkins, John, 165
 Health and Safety Committee, 106–107
 Health and Safety Management
 Arrangements, 106
Health Insurance Act 1973, 26
Heywire (ABC program), 65
 historical publications, 167–168

Hogg, Sen. the Hon. John, 10, 171
 House of Representatives Standing Committee on Economics, 65
 human resources management, 89–90, 99–107
 collective agreement, 34, 96, 102, 103–104, 106
 employment arrangements, 103–105
 enterprise agreement, 5, 17, 34, 90, 96, 103–104, 106
 recruitment, 46, 90, 101
 staff *see* staff; staffing levels
 workforce planning, 101

I

Index to the Papers Presented to Parliament, 43, 44
 Indigenous matters estimates hearings, 76
 Indigenous ‘Welcome to Country’ ceremony, 27
 Indonesian upper house (Dewan Perwakilan Daerah), 66
 infants, care of, 27
 influenza vaccinations, 106
 information services *see* parliamentary information services
 information technology, 4, 7, 79, 84–85, 88–89, 172
 assets management, 107
 assisting committee secretariats, 4, 28, 79–80
 equipment for special needs, 110
 financial management
 information system, 90
 human resources management
 information system, 89
 support services, 84–85, 88–89
 inquiries and distribution services (Table Office), 42–43
 integrity of Senate, protection of *see* Committee of Privileges
 interests
 of senators, 28, 172

 of senior executives, 28
 internal audits, 99 *see also* Audit and Evaluation Committee
 international delegations
 departmental support for, 66, 80
 visits by, 54
 internet *see* websites
 internships program, 58
 Inter-Parliamentary Study Program, 66
 Inter-Parliamentary Union, 66

J

Joint Committee on Corporations and Financial Services, 71, 78
 Joint Committee on Publications, 4, 26, 32, 44, 45, 46
 Joint Committee on the Australian Commission for Law Enforcement Integrity, 71, 78
 Joint Committee on the Australian Crime Commission, 71, 78
 joint committees, 4, 26, 44, 45, 46, 70, 71, 78
Journals of the Senate, 33, 40, 41–42, 165
 judicial decisions, 99

L

Laing, Rosemary, 7, 10, 12, 24, 164, 171
 learning and development *see* training and development
 lecture series, 56 *see also* seminars
 lectures, 50, 51, 55, 56, 110
 Legal and Constitutional Affairs Standing Committee, 71, 168
 legal services, 108, 161
Legal Services Directions 2005, 161
 legislation
 amendments to, 37, 38, 52–53
 governing departmental operations, 95
 reports against particular legislation, 161

- legislation and references
 - committees (pairs), 73 *see also* standing committees
- legislative activity, 36–38
- legislative and general purpose committees, 4, 6, 68, 69, 70, 71, 73–77, 79, 168
- legislative drafting services, 49, 50, 51, 52–53
- legislative instruments, 50, 54, 167
- legislative scrutiny committees
 - support for, 50, 51, 53–55, 67, 68, 108, 161
 - see also* Procedure Office
- letter of transmittal, iii

M

- Magna Carta, 6, 57
- mail services, 87
- ‘Making Laws’ online exhibition, 58, 88
- male staff, 159, 160
- management and accountability, 95–110
- management committees, 95–97
- Manager of Government Business, 35
- market research, 161
- media ‘lock-ups’, 87
- Medicare coverage, 26
- ‘Meet Your Senator’ touch screen, 58
- messages, 38
- messenger services, 84, 87
- microfilm of Senate records, digital
 - images of, 44–45
- mobile phone network access, 89
- Museum of Australian Democracy, 65

N

- National Apology to the Forgotten Australians, 6
- National Archives of Australia, 7, 91

- National Broadband Network Select Committee, 71, 77
- National Youth Science Forum, 64
- non-ongoing staff, 159
- Notice Paper*, 33, 40, 41, 166
- notices of motion, 40

O

- occasional lecture series, 56 *see also* seminars
- occupational health and safety, 106–107, 161
- Occupational Health and Safety Act 1991*, 106–107, 161
- Odgers’ Australian Senate Practice*, 3, 23, 28–29, 30, 165
- office equipment and services, 86–87 *see also* information technology
- office holders, 171
- ongoing staff, 159
- oral advice, 24, 72
- Order of Business*, 33, 35 *see also* *Dynamic Red*
- organisational structure, 10–11
 - structural review, 7, 17, 19, 24, 30, 34, 47, 48, 68, 82, 92, 96, 97, 101
- orientation seminars for senators *see* training and development
- outcome, 12
 - performance indicators, 21
 - performance overview, 17–21
 - and program structure, 12–13
 - resources for, 157–158
- outreach programs, 59, 61–62, 63
 - see also* public awareness activities
- overviews
 - Black Rod’s Office, 84–85
 - Clerk’s Office, 24
 - Clerk’s review, 3–7
 - Committee Office, 70–72
 - departmental, 9–13

- performance, 17–21
 - Procedure Office, 50–51
 - Table Office, 32–33
 - Oxfam Australia Aboriginal and Torres Strait Islander Women’s Summit, 65
- P**
- Papers on Parliament*, 3, 56
 - papers produced by departmental officers, 164–165 *see also* publications
 - Parliament House Open Day, 68
 - Parliamentary Code of Conduct, 89, 98, 105
 - parliamentary delegations *see* international delegations
 - Parliamentary Education Office, 7, 18, 49, 50, 58–65, 67, 68, 110
 - Advisory Committee, 59
 - contact information, 170, 172
 - demand, 59–60, 63, 67
 - Education Centre, 58–60, 68
 - feedback on, 63–64
 - joint ventures, 64–65
 - outreach programs, 59, 61–62, 63
 - professional associations, 65
 - publications, 62–63, 65, 168–170
 - services for persons with disability, 110
 - website and resources, 62–63, 68
 - Parliamentary Executive Professional Upgrade Program (PEP UP), 4, 105
 - parliamentary information services *see also* public awareness activities
 - Parliamentary Joint Committees *see* joint committees
 - Parliamentary Library, 44
 - Parliamentary Papers Series, 4, 26, 44, 46, 47
 - parliamentary privilege, 5–6, 25–26, 27–28, 30, 73, 166, 175 *see also* Committee of Privileges
 - Parliamentary Privileges Act 1987*, 3, 5, 30
 - parliamentary processes, lack of knowledge of, 5–6
 - Parliamentary Relations Office, 11, 66
 - parliamentary research, 18, 51, 55–58, 172
 - Parliamentary Service Act 1999*, viii, 3, 24, 95, 98, 99
 - subsection 24(1) determinations, 102, 104
 - Parliamentary Service
 - Commissioner, 6
 - Review of Implementation of the Amalgamation of the Former Joint Departments*, 90
 - Parliamentary Service Values, 98, 105
 - Parliamentary Studies Centre, 55, 58
 - ParlInfo Search database, 39, 41, 44
 - pecuniary interests *see* interests
 - PEO *see* Parliamentary Education Office
 - performance
 - Black Rod’s Office, 83–92
 - Clerk’s Office, 23–30
 - Committee Office, 69–82
 - factors influencing, 17–19, 29–30, 46–47, 67, 81, 91–92
 - overview, 17–21
 - Procedure Office, 49–68
 - satisfaction with services, 19–20 *see also* survey of senators’ satisfaction
 - summary, 20–21
 - Table Office, 31–48
 - performance indicators, 21, 23, 31–32, 49–50, 69, 83
 - performance outlook
 - Black Rod’s Office, 92
 - Clerk’s Office, 30

- Committee Office, 82
- Procedure Office, 68
- Table Office, 47–48
- performance overview, 17–21
- performance pay, 104
- petitions, 40
- plans and planning, 88, 97–98
- pneumatic tube, 43
- policies
 - accounting policies, 126–136
 - on human resources management, 89–90
- presentations *see* publications and presentations
- President of the Senate, 7, 10, 11, 29, 86, 168, 170
- President of the Senate* booklet, 56
- printing and delivery services, 87
- Privacy Act 1988*, 161
- private senators' bills, 27, 50, 51, 52, 53, 166 *see also* bills
- Privileges Committee, 6, 25, 26, 27–28, 30, 166
- prizes, 57
- procedural advice, 24–26, 28–29, 35, 72–7 *see also* procedural support
 - publications on procedures, 165–167
- Procedural Information Bulletin*, 23, 29, 73, 166
- procedural support, 35–36, 51–52 *see also* procedural advice
- Procedure Committee, 26–27
- Procedure Office, 10, 11, 13, 40, 46, 49–68, 100, 170, 171
- procurement *see* purchasing
- productivity, 4, 103 *see also* workload
- professional development (PEP UP), 4, 105 *see also* training and development
- Program Managers' Group, 95–97, 98
- program structure, 12–13 *see also* outcome

- programming and procedural support *see* procedural support
- public awareness activities, 55–58, 78–79, 163–170 *see also* Parliamentary Education Office; publications
- public hearings, telecasting of, 80
- public interest immunity, 26, 27, 29, 73
- Public Service Commissioner, 6
- publications and presentations, 56–57, 62–63, 65
 - business documents, 21, 31, 41–42
 - by departmental officers, 163–165
 - online publications, 58, 88 *see also* websites
 - Parliamentary Papers Series, 4, 26, 44, 46, 47
 - by subject area, 165–170
- Publications Committee (Joint), 4, 26, 32, 44, 45, 46
- Publications Committee (Senate), 32, 45
- purchasing, 109 *see also* competitive tendering; contracts

Q

- Queensland Parliament committee system review, 26, 80
- questions on notice, 40, 77
- Questions on Notice Summary*, 40

R

- records management (administrative records), 90–91
- records of Senate business, 41–42 *see also* document processing and management
- recruitment, 46, 90, 101 *see also* human resources management
- Reform of the Australian Federation Select Committee, 71, 77
- refurbishments, 86, 88, 109

Regional and Remote Indigenous Communities Select Committee, ii, 71, 77

Register of Senators' Interests, 28

Registrar of Senators' Interests, 172

Regulations and Ordinances Standing Committee, 50, 51, 53–54, 167

remuneration

- pay increases, 103, 104
- performance pay, 104
- salary ranges, 159
- senior executives, 102–103, 146–148

reporting timeframes, 18, 69, 74, 81, 87

reports tabled *see* documents tabled

research services *see* Parliamentary Library; parliamentary research

resource statement, 157

resources for outcome 1, 21, 158

- see also* financial management; staff

Richard Baker Senate Essay Prize, 57

right-of-reply mechanisms, 27

risk management, 89, 98

role and function of the department, 9

Rotary Adventures in Citizenship program, 64

running sheets, 37, 38

Rural and Regional Affairs and Transport Standing Committee, 71

S

salary *see* remuneration

satisfaction with services *see* evaluation; performance; survey of senators' satisfaction

schools, programs for *see* Parliamentary Education Office

Scrutiny of Bills Standing Committee, 26, 50, 51, 53–54, 167

Scrutiny of Disallowable Instruments, 54, 167

security management plans, 88

Select Committee on Agricultural and Related Industries, 71, 77

Select Committee on Fuel and Energy, 71, 77

Select Committee on Regional and Remote Indigenous Communities, ii, 71, 77

Select Committee on the National Broadband Network, 71, 77

Select Committee on the Reform of the Australian Federation, 71, 77

select committees, 69, 70, 71, 77, 81, 99

Selection of Bills Committee, 32, 45

self-regulation systems, conference on, 58

seminars, 46, 54, 55–56, 66, 68, 105

Senate Centralised Information Database, 4, 79, 88

Senate Daily Summary, 33, 41–42, 166

Senate Disallowable Instruments List, 54, 167

Senate essay prize, 57

Senate Management Advisory Group, 95–97

Senate work and procedures (publications on), 165–167

senators

- biographical dictionary, 57, 68
- non-government, 51, 52–53
- orientation and training, 55, 68, 73
- register of interests, 28, 172

senators' services, 86–88, 172

senators' survey *see* survey of senators' satisfaction

senior executives

- register of interests, 28
- remuneration, 102–103, 146–148
- training programs for agency, 56

- separations, 101–102
- sitting days, 18, 21, 29, 34
- social justice, 99
- staff
 - diversity and EEO categories, 160
 - employment category, 159
 - full-time equivalent numbers, 100–101, 160 *see also under* staffing levels
 - gender balance, 159, 160
 - induction, 98, 105
 - location, 99
 - numbers and classifications, 159
 - part-time, 159
 - salary scales, 159
 - separations and turnover, 101–102
 - staffing structure, 99–100 *see also* human resources management; workforce planning
- staff productivity, 4, 103 *see also* workload
- staff training *see* training and development
- staffing levels, 100–101
 - Black Rod's Office, 85, 160
 - Clerk's Office, 24, 160
 - Committee Office, 71, 81, 100, 160
 - Procedure Office, 51, 160
 - Table Office, 33, 160
- Standing Committee for the Scrutiny of Bills, 26, 50, 51, 53–54, 167
- Standing Committee on Appropriations and Staffing, 31, 32, 45, 96, 99
- Standing Committee on Community Affairs, 6, 71
- Standing Committee on Economics, 71
- Standing Committee on Education, Employment and Workplace Relations, 71
- Standing Committee on Environment, Communications and the Arts, 71
- Standing Committee on Finance and Public Administration, 71, 109
- Standing Committee on Foreign Affairs, Defence and Trade, 71
- Standing Committee on Legal and Constitutional Affairs, 71, 168
- Standing Committee on Regulations and Ordinance, 50, 51, 53–54, 167
- Standing Committee on Rural and Regional Affairs and Transport, 71
- standing committees, 4, 6, 26–28, 45, 68, 69, 70, 71, 73–77, 78, 79, 99, 168
- standing orders, 3, 27, 29, 35, 73
- Standing Orders and Other Orders of the Senate*, 166
- Standing Orders of the Australian Senate* (annotated) 23, 29, 88, 164
- statistics on Senate business, 31, 32, 33, 34, 40, 41, 42, 48, 73, 75, 78–79
- statutory committees *see* joint committees
- stocktake, 107
- Strengthening Parliamentary Institutions program, 58, 68
- structure *see* organisational structure
- Studybank scheme, 105 *see also* training and development
- subpoenas, 25–26
- survey of senators' satisfaction, 19, 47, 54, 67

T

- Table Office, 4–5, 7, 10, 11, 13, 31–48, 86, 88, 100
 - contact information, 170, 171
 - 'field trips', 4–5, 46
- Tabled Papers Register, 44

Tax Laws Amendment
(Confidentiality of Taxpayer
Information) Bill 2009, 26, 30
telelift, 43
tenders, 109
time constraints (bills inquiries), 18,
69, 74, 81, 87
time critical bills, 45
training and development
agency public servants, 5, 6, 54,
55–56, 100
apprenticeships, 100
departmental staff, 4–5, 33, 46,
65, 73, 80, 97, 105, 106
Dewan Perwakilan Daerah
(Indonesian upper house), 66
‘field trips’, 4–5, 46
graduate training programs,
55–56, 100
Parliamentary Education Office,
65
PEP UP professional
development, 4, 105
seminars, 46
senators and their staff, 49, 51,
55, 68, 73
staff induction, 98, 105
for teachers, 59
for visiting parliamentary
officers, 66

U

Usher of the Black Rod, ii, 66, 84,
85, 92, 97, 171 *see also* Black
Rod’s Office
‘Utegate affair’, 30

V

vaccinations, 106
values, 98, 105
Victorian Parliament committee
system review, 80
video footage, identification of, 73,
79

Vincent, Nicholas, 6
visits
by international delegations, 54,
65, 66, 80
to the PEO Education Centre,
59–60
see also public awareness
activities

W

waste removal, 87
‘watermarking’ broadcast footage,
73, 79
websites
committee material, 80
compliance monitoring, 89
digital repositories, 4, 44–45, 46
page views, 39, 80
Parliamentary Education Office,
62–63, 68
redevelopment, 7, 68, 89
whistleblowers’ reports, dealing
with, 105
witnesses, 74
questions on notice, 73
treatment of, 25–26
work plans, 97–98
workforce planning, 101
Working in the Senate Development
Program, 80, 99
workload, 18
Black Rod’s Office, 87, 88, 90
Clerk’s Office, 24–26
Committee Office, 73–79, 81
Procedure Office, 52–53, 54
Table Office, 33–38
see also productivity
workplace agreements *see*
collective agreement, enterprise
agreement
Workplace Consultative
Committee, 95–97
written advices, 24–26, 29, 72

