Department of
the Senate

ANNUAL REPORT

2012 – 13

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Front (left to right): Senators in the Senate chamber, June 2013, courtesy of AUSPIC; the President launches the Women in Federal Parliament touchscreen and website, March 2013, courtesy of AUSPIC

Back (left to right): The Senate Scrutiny of Bills Committee at a private meeting, June 2013; The Parliamentary Education Office filming the 'Role-play the Parliament – House of Representatives' video at Burgmann Anglican School, Forde, November 2012

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23 October 2013

Senator the Hon John Hogg
President of the Senate
Suite SG 40
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 2013.

Yours sincerely

(Richard Pye)
Acting Clerk

Contents

About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2013.

The report is presented in six parts.

Overviews	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
Report on performance	A summary of overall performance, and a description of each office's contribution to the department's outcome
Management and accountability	A report on corporate governance and the management of resources
Financial statements	The auditor's report and audited financial statements
Appendices	Details of: • resources and staffing • compliance with certain legislative requirements • ways to contact the department
References	Tools to assist the reader: • a glossary and abbreviations list • an index showing how the report complies with annual reporting requirements • an alphabetical index

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
- the Australian community
- staff of the Department of the Senate and other parliamentary departments
- staff of other legislatures

- staff of executive government departments and agencies
- the media.

The report is available on the department’s website: www.aph.gov.au/senate/dept/annreps/2013.

Overview

Clerk's review

This report documents the performance of the Department of the Senate for 2012–13.

The electoral cycle

As reported last year, 2011–12 typified the middle year of an electoral cycle, with high volumes of legislative work and elevated levels of Senate and joint committee activity. That momentum carried through this year to what we now know were the final sittings of the 43rd Parliament in June.

While the 43rd Parliament will likely be remembered for the rare occurrence of a minority government in the House of Representatives, and for the political affairs of the time, an unusual aspect was the almost complete lack of legislative disagreement between the Houses. In hindsight this was perhaps predictable, with the negotiations necessary to progress the government's agenda in the House also providing a basis for securing majority support in the Senate. Nevertheless, the activities of the Senate and its committees throughout the year significantly affected legislative outcomes. Around 10 per cent of the bills considered were amended by the Senate, while others were amended in the House in accordance with recommendations of Senate committees.

Senate committees continued to provide effective forums for accountability and scrutiny, including through established mechanisms such as the estimates process and the referral of almost 50 per cent of bills for examination. The department also provided secretariat support for a number of new committees, including the Parliamentary Joint Committee on Human Rights, which completed its first full year of operation; the Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, which operated through much of the year, and a committee given oversight of the implementation of the National Disability Insurance Scheme, established late in the Parliament.

Evaluation of services

As this report demonstrates, the department provided advisory, secretariat and other support services to meet the requirements of the Senate, its committees, and senators. In the past, the department has used a biennial survey of senators to provide formal feedback on its services. For many years, the survey has reported ‘high’ and ‘very high’ levels of satisfaction across the breadth of the department’s services, particularly in relation to our core advisory and secretariat support roles, with very little dissatisfaction reported. However, the results had become too generic to be useful in suggesting areas for improvement, possibly because of the arm’s length nature of the exercise. By contrast, one of our best sources of feedback lies in our day-to-day contact with senators and their staff. Consequently, because of the diminishing value of the results, and also as a cost-cutting measure, the decision was taken to discontinue the survey. Each office has been asked to devise a method of capturing that direct feedback in a more structured form for future annual reports.

Efficiencies and service levels

A recurring theme in the department’s annual reports has been the challenge of maintaining its services with a contracting budget. An efficiency dividend has applied to the parliamentary departments since the 1987-88 Budget, and continuous efficiencies have been achieved in line with the intended policy behind it. There has been no growth in real terms in the department’s budget, and staff numbers have generally diminished, although workload has not. There has been no growth in numbers of SES and executive level staff in the department, as there has been in the wider public service.

The significant efficiencies that have been found over the years have involved substantial changes in work practices and the use of technology, among other things. In the abstract the phrase “significant efficiencies” explains little. To give an example, in the first year of operation in the “New” Parliament House (1988-89), with 56 operational staff, the Senate Committee Office produced 27 reports and managed the 48 matters were referred during that year. In 2012-13 the office produced around 200 reports and supported as many as 60 inquiries at a time - again with, quite coincidentally, 56 staff. No doubt these comparisons are imperfect, but they help illustrate the very significant efficiencies that have been achieved.

The staff of the department are its key resource, accounting for more than 70 per cent of its operating costs. As a consequence, virtually every funding cut affects the staffing budget. The efficiency dividend also constrains the potential for savings from efficiencies to be redirected to enhanced services, limiting the ability of the department to respond to the requirements of senators as they change.

Rebalancing the budget

An efficiency dividend is not endlessly sustainable. The question raised each year is whether we have reached the point where services and service standards can no longer be maintained. That was certainly the concern reported in last year's report, which recorded a deficit of $1.338 million, the fourth deficit result in a row.

Changes applied during the year have turned this around to produce a balanced budget. In particular, as reported last year, the department implemented measures to cap staffing numbers (and underlying budgets) for the year and over the forward years, with changes made in work practices to adjust to reduced numbers. This has particularly involved streamlining of service delivery within the Black Rod's Office and adjustments to support arrangements for some committees. It has required concerted effort across the department to implement and adjust to change. All staff have contributed to this, for which I thank them.

We have also been working toward significant productivity improvements in our use of information technology. In particular, we have worked with the Department of the House of Representatives to redevelop the systems that support the core work of the Houses and their committees. When implemented in the new Parliament, these will streamline the way thousands of documents are created, managed, published, shared and archived. Increasingly, this is occurring online, with the need to produce hard copy versions of documents falling away year by year.

These changes will increasingly provide staff with the opportunity to focus on the procedural and intellectual aspects of their work, rather than battling against the technology to get their work done. The benefits will include productivity improvements for the department and new ways of managing and sharing the information required by senators and others, particularly in the work of parliamentary committees.

The department's bottom line has also been improved by the inclusion of some modest new policy funding to support new committee activity, legislative drafting and an online-publishing resource, negotiated by the Appropriations and Staffing Committee.

Appropriations and staffing

To operate effectively, an independent parliament requires a degree of independence in its funding. As I observed last year:

> The institutions of representative and responsible government are at the head of the Australian Constitution. Their ability to carry out fundamental representative, scrutiny and legislative functions should not be compromised by continual and arbitrary reduction of funds.

Under long-standing arrangements the Senate Appropriations and Staffing Committee has had the formal role of determining the appropriations for the Senate department and been recognised as the proper forum for resolving disagreements with government in relation to the department's budget. Last year's review noted the limited effectiveness of this process in recent years. By contrast, in May 2013 the committee reported that a new process had been agreed upon, restating and expanding earlier arrangements:

> In consultation with the Government, the Presiding Officers have agreed on a process that goes some way in recognising the constitutional independence, in a budgetary context, of the two Houses of the Parliament and the Parliamentary administration which supports them. Following the internal process of developing the budget of the Department of the Senate each financial year, under this new process the President will now consult with the Minister for Finance and Deregulation prior to the consideration of the Department's budget by the Expenditure Review Committee (ERC). The Finance Minister will have carriage of the Department's budget through the ERC process on behalf of the President, and will then advise the President of the outcome of the ERC's deliberations with respect to the Department's budget.

This is an important step forward in recognising the constitutional independence of the Senate and the correct application of parliamentary procedure in the budget process.

This is a welcome development, as is the opportunity for the committee to address matters of parliamentary administration together with the equivalent committee established in the House of Representatives during the 43rd Parliament.

The committee's conclusions, and relevant correspondence, is contained in its Annual Report for 2012—13, tabled in June 2013, which provides the model the department will follow in pursuing matters affecting its finances, ensuring that the determination of the budget for the Senate department remains a matter for the Senate to negotiate, taking into account the relevant expenditure and staffing policies of the government of the day.

The parliamentary service

Another area of ongoing change is in the development of new cooperative endeavours across the parliamentary administration. The main aspect of this in the past year has been in working toward the implementation of a 'whole of parliament' approach to the management and use of information and communication technology (ICT).

The centralisation of ICT is not a new idea. When the parliament moved to 'the New and Permanent Parliament House' 25 years ago, a single, central information services office was established to provide IT support, using funds and staff resources drawn from each of the parliamentary departments. What was then a sound vision lost its focus many years ago, resulting in a fragmentation of IT support across different agencies.

The immediate catalyst for resolving unsatisfactory service arrangements was the Presiding Officers' review of parliamentary ICT, noted in last year's review. Each of the parliamentary departments participated in the review, which reported in October 2012. The President of the Senate, in particular, has championed implementation of the review's recommendations, which principally involve establishing a central ICT division within the Department of Parliamentary Services (DPS) and a 'one-stop-shop' for the acquisition, installation, support and disposal of hardware, software, mobile computing requirements for parliamentarians and their staff and for the parliamentary departments. At the end of the year, the department was preparing to transfer staff and resources to DPS in line with these recommendations, and negotiating the terms of service level agreements to underpin ICT support for the work of the Senate and its committees.

Freedom of Information

The question of the application of the *Freedom of Information Act 1982* to the work of the department has featured in recent annual reports. As originally enacted, the Act clearly did not cover the parliamentary departments. Nevertheless, the department has always complied with the spirit of the Act in relation to its administrative records, to the extent that was practicable. On the basis of a revised interpretation of legislative changes made in 1999, the department accepted that the Act applied to its operations, despite a concern that the scope of its application was unclear. At the end of the year, however, the Parliament restored the pre-existing understanding by legislative amendment, following concerns raised by the Parliament's Library Committee.

The matter was touched on in the department's appearances at estimates hearings of the Finance and Public Administration Legislation Committee, and in a submission from the Clerks of the two Houses and the Secretary of DPS to a recent review of FOI undertaken by Dr Allan Hawke AC. The submission argued that, if FOI is to cover the parliamentary departments, it should do so as a result of an informed decision of the parliament, and with provisions which properly confine the scope of its coverage to administrative records, leaving parliamentary records as a matter for the Houses and their committees to control. The report of the review, published in August 2013, made recommendations accordingly.

Staff development

In May 2013, a rotation of the department's senior staff was announced, to take effect during the second half of the year. This accords with a long-standing policy, intended to build up corporate knowledge and insure against loss of key staff. Rotations were also planned to occur at non-SES levels. During the year, staff continued to embrace the department's learning and development program, with strong attendance at training activities, many of which are delivered in-house by senior staff. The program aims to enhance workplace skills as well as institutional expertise. The department plans to develop additional activities in response to requirements identified by staff, and begin producing self-paced, online training modules in relation to some aspects of our work.

Conclusion

The work of the department would not be achieved without the skills, knowledge and dedication of its staff, and those who support them. I thank them for their continuing commitment to support the work of the Senate and its committees. I also thank colleagues in the other parliamentary departments and the Office of Parliamentary Counsel for their ongoing support. In particular, I would like to acknowledge the outstanding parliamentary service of my colleague Bernard Wright, Clerk of the House of Representatives, who has announced his intention to retire later in 2013, and to thank him for his support and friendship over many years.

Rosemary Laing
Clerk of the Senate

Departmental overview

Supporting the Senate and senators

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: advice and support for the Senate chamber, public education and awareness, advice and support for Senate and certain joint committees, and office support services for senators in their Parliament House offices.

The department is responsible, not to the government of the day, but to the Senate and all senators, and maintains complete impartiality in serving equally senators from all political parties and independent senators.

Before turning to the department's performance during 2012–13, this overview sets out the department's organisational structure, planned outcome and objectives.

Organisational structure

The department is responsible to the Senate through the President of the Senate, Senator the Honourable. John Hogg, who was first elected as President in August 2008 and continued in that role during the year.

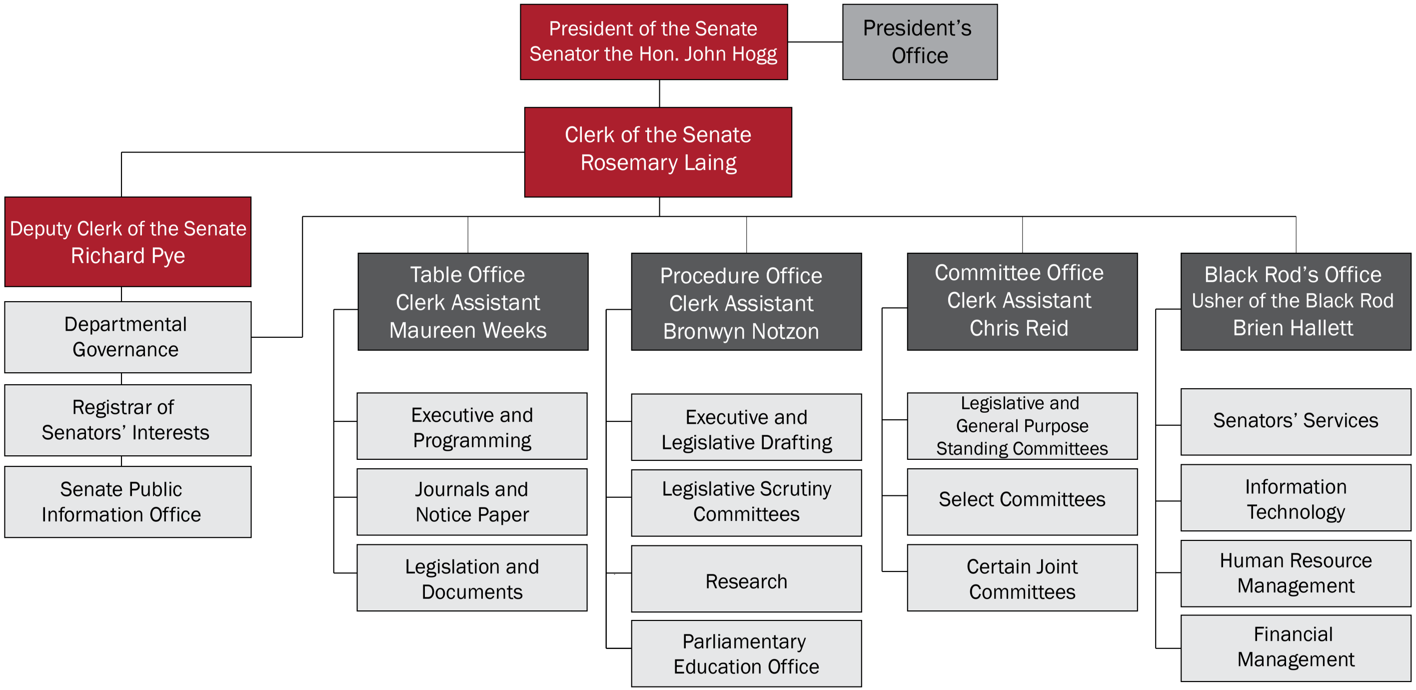
The administrative head of the department is the Clerk of the Senate, Dr Rosemary Laing, who was appointed in December 2009.

The department is organised into the Clerk's Office and four other offices, as shown in figure 1. Figure 1 also identifies the elements of each office.

Senior staff from across the department provide direct support to the Senate on sitting days as clerks at the table. The following staff performed such duties during 2012–13:

Rosemary Laing	Richard Pye	Maureen Weeks
Chris Reid	Bronwyn Notzon	Brien Hallett
David Sullivan	Sue Blunden	James Warmenhoven
Jackie Morris		

Figure 1 Organisational structure, 30 June 2013



The Usher of the Black Rod performs certain formal and ceremonial duties on sitting days. During 2012–13, the following staff assisted with these duties:

John Baczynski	Anthony Szell	Glenn Krause

Outcome and program structure

The work of the department is directed to one outcome:

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

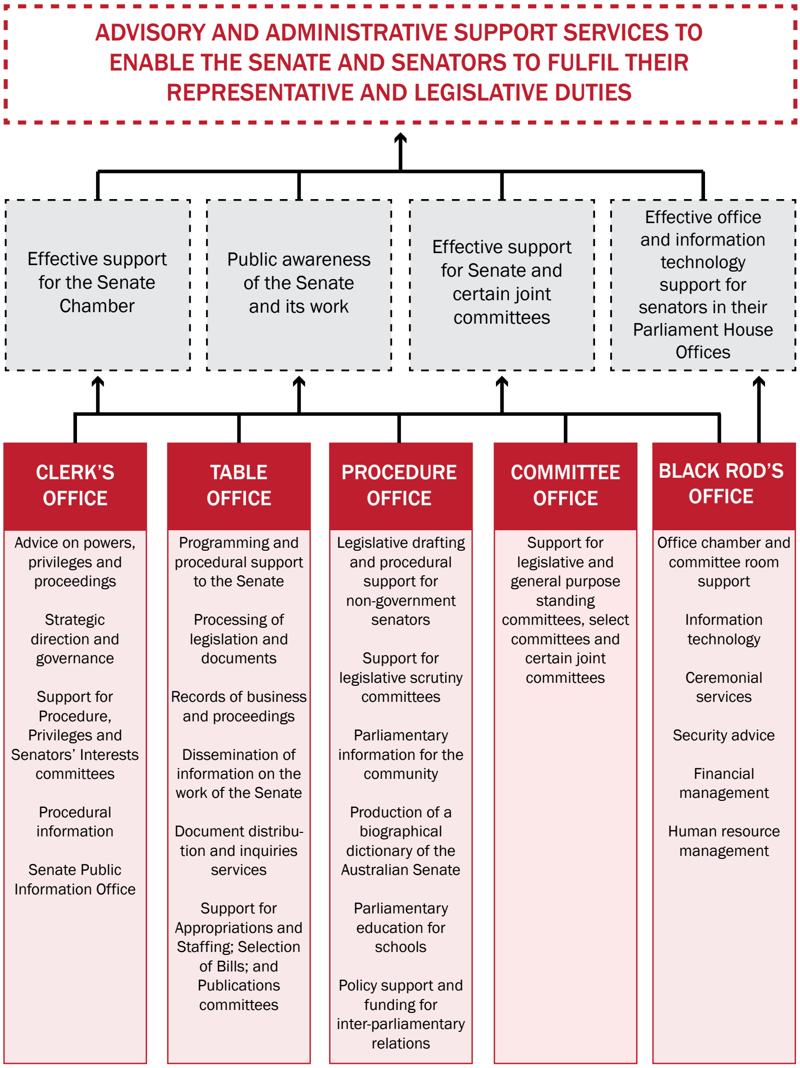
In order to achieve this outcome, the department's objectives, set out in its corporate plan, are to:

- continue to develop expertise in the constitutional and procedural bases of the Senate and its committees
- maintain and improve services to the Senate, its committees, senators and other users of departmental resources using efficient and up–to–date technology
- ensure the highest standard of accurate and prompt procedural advice
- publish a range of practical, procedural resources on the work of the Senate and the Parliament and maximise awareness of and access to these resources
- produce and deliver effective education and information programs
- implement effective workforce planning, recruitment and staff development practices to ensure the department has a highly skilled, knowledgeable and motivated workforce.

The department's portfolio budget statements provide for program–based annual reporting. The department delivers its outcome through a single departmental program which comprises the services provided by its five offices.

Figure 2 illustrates the relationship between the department's organisational and program structures. It also identifies four intermediate outcomes against which the department's services may be broadly categorised and indicates the key responsibilities of each office.

Figure 2 Outcome and office structure, 30 June 2013



Report on Performance

Performance overview

In 2012–13, the department successfully delivered its outcome: advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative functions. In particular, the department:

- provided comprehensive, timely, high–quality and cost–effective support to senators, the Senate and committees, as well as prompt and accurate procedural advice and legislative support
- published a range of materials on the role and work of the Senate and the Parliament, and delivered effective education and information programs
- implemented a new enterprise agreement with its employees and revised a range of departmental policies and procedures
- implemented a staffing budget cap, in response to increased efficiency dividends, and made consequential changes to work practices in some areas.

The Senate department also continued to work with the other parliamentary departments to deliver its services, to improve support for the Parliament and the work of its members and to enhance the strategic direction of the parliamentary service. A focus of this work has been developing a whole–of–parliament approach to ICT and redeveloping the systems that produce and manage key information resources of both Houses and their committees.

Factors influencing performance

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

- the political composition of the Senate and the point in the electoral cycle
- the number of days and hours, and distribution, of the sittings of the Senate
- the legislative workload of the Senate
- the number of committees and their workload.

In 2012–13, the Senate met on 56 sitting days (62 in 2011–12), slightly fewer than the average for recent non–election years. The workload of committees continued at elevated levels, including through a requirement to support a greater number of joint committees. 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 concentration of business on sitting days and the number of committees meeting at the same time create challenges for the provision of advice and effective support to senators.

Evaluation of the department's performance is based upon the degree to which its services meet the requirements of the Senate and its committees, principally measured against criteria centred around:

- accuracy—frequently assessed by considering whether advice or documents were demonstrated to be inaccurate
- timeliness—particularly whether advice, documents or services were provided in time to meet the purpose for which they were sought
- satisfaction of senators (including committees of senators) with the advice, documents or other services provided—the assessment of which is considered further below.

The particular criteria which apply to the department, and to each office, are described in the department's portfolio budget statements and in the performance summary tables contained in this chapter.

Satisfaction with services

For many years one of the department's principal means of evaluating its performance has been a formal survey of senators' satisfaction with the services it provides. That survey was last conducted in 2011 and revealed high levels of satisfaction among senators, both with specific services and with the department's services overall, consistent with reported results from previous years. The survey was discontinued this year, partly as a cost–saving measure but mainly because of its declining value as an evaluation tool: fewer senators were electing to complete the survey themselves, and it was eliciting only very general comments.

By contrast, much of the department's work involves contact with senators and their staff, presenting a more direct means of eliciting feedback about services and performance, and a more immediate avenue for addressing concerns as they are raised. As is noted throughout this report, this direct feedback was positive across all service areas during the year.

The department also continues to note and attend to concerns raised elsewhere — for instance, during the department's appearances before Senate estimates hearings and through the Senate's Appropriations and Staffing Committee.

Senators' comments about the department and its performance, made during proceedings, including comments made by senators in valedictory speeches or when a committee's report is tabled or debated, are another form of performance information. In 2012–13, senators were again positive in their comments on the performance of departmental staff and committee secretariats, in particular. Informal feedback from witnesses also indicated satisfaction with their dealings with secretariat staff.

The department also monitors its performance through other 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.

In the small number of cases where questions or complaints about services were received, they were handled promptly and generally resolved. The department also sought to engage directly with senators about administrative changes, particularly where measures were likely to affect services to them. The department adjusted its approach on the basis of such discussions, for instance in relation to a proposal to reduce reliance on printed materials in the Senate chamber.

Performance results

In this report the department's activities are assessed using the indicators for quality, timeliness and quantity described in the portfolio budget statements. Table 1 summaries the department's performance against these targets.

Additional performance indicators for each office are also described in the portfolio budget statements. The following sections of the report cover the activities of those offices in more detail. Each begins with a table which summarises the performance results for that office.

Table 1 Performance summary—Outcome 1

Outcome	
Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.	
Indicator	**2012–13 results**
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.	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 earlier senators' surveys. All advices, documents and publications were of a high standard.
Timeliness Advice or material given at the 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.	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.
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.	Estimated: 60 sitting days Result: 56 sitting days
Price The total resourcing for the department*	Estimated: $21.9 million Result: $20.4 million

** These figures do not include departmental resources received free of charge from other Commonwealth agencies.*

Clerk’s Office

Outputs	
Provision of advice on, and support for, proceedings of the Senate and its committees. 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 information	**Performance results**
Advice and support are sound and timely, and provided to the satisfaction of the President, other office–holders, Senate committees and senators so that they are able to fulfil their roles.	Formal and informal feedback indicated high levels of satisfaction with advice on powers, privileges and proceedings. No advice was shown to be inaccurate and all advice and support was provided in time to meet procedural and operational requirements.
The capacity of the department and its employees to provide advice and support meets operational requirements.	Targets achieved under the learning and development framework underpinned the department’s advisory and support capacities.
Governance structures advance achievement of the department’s outcome.	Governance forums achieved all significant targets for the year, including devising and managing budgeting and staffing targets. Contributions to interdepartmental forums advanced the strategic aims of parliamentary administration.
Coordination of information resources advances awareness of the role and work of the Senate.	SPIO devised and published additional sources of information online and participated in the enhancement of the parliamentary website. Planned progress was achieved in significant projects related to production and management of information resources.
Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	All advice, documents, publications and draft reports produced in support of committees were of a high standard and met required timeframes; none were shown to be inaccurate.
Odgers’ Australian Senate Practice is updated each six months and a new printed edition is produced regularly. The *Procedural Information Bulletin* is produced two days after the end of sitting periods and other procedural resources are updated and augmented as required.	Following its publication in June 2012, an update to the 13th edition of *Odgers’ Australian Senate Practice* was produced in multiple formats in January 2013. The *Procedural Information Bulletin* was produced within the specified timeframe following all sitting periods and estimates hearings. A regular newsletter was issued from the Clerk to senators, containing items of procedural interest, among other things.

Overview

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 oversees the Senate Public Information Office (SPIO). The Deputy Clerk also has particular corporate governance roles, including as chair of the department's Audit and Evaluation Committee and the Program Managers' Group.

The cost of the office for 2012–13 was $1.7 million, including $0.6 million for SPIO.

Advice and information

The provision of written and oral advice has always been a priority of the Clerk's Office. Much advice is provided orally and instantaneously, particularly in the Senate chamber and to senators who seek advice in person. Such advice is impossible to quantify in any meaningful way but the number and kinds of written advices provide some indication of work undertaken.

Written advice

Figure 3 shows the number and kinds of written advices provided during 2012–13, and each kind as a proportion of the total. Figure 4 shows the numerical trend over the past five years.

The demand for written advice in 2012–13 reflects the continuation of a trend identified in last year's report, namely, the relative stability in the relationships between the Senate and the House of Representatives and the absence of any legislative disagreements between them. There was also an absence of any particular controversies involving individual senators or the integrity and rights of the Senate as an institution. The proliferation of information resources for senators and their staff, particularly online resources, may also account for a decline in the provision of advice on routine or reasonably settled matters. Furthermore, only one matter of privilege was raised with the President during the year and only one application made for a right of reply under Privilege Resolution 5. As a reflection of this workload, no advice was commissioned by the Committee of Privileges. There was also only one occasion on which the Chairman of Committees was required to clarify the Senate's financial powers under section 53 of the Constitution and make determinations about whether amendments should be moved in the form of requests for amendments.

As a consequence of these factors, the number of advices provided in most categories was comparable with the number provided last year with a small increase in the number of advices to other persons and bodies (which includes inquiries from other parliaments).

Figure 3 Types of written advices provided by the Clerk, 2012–13

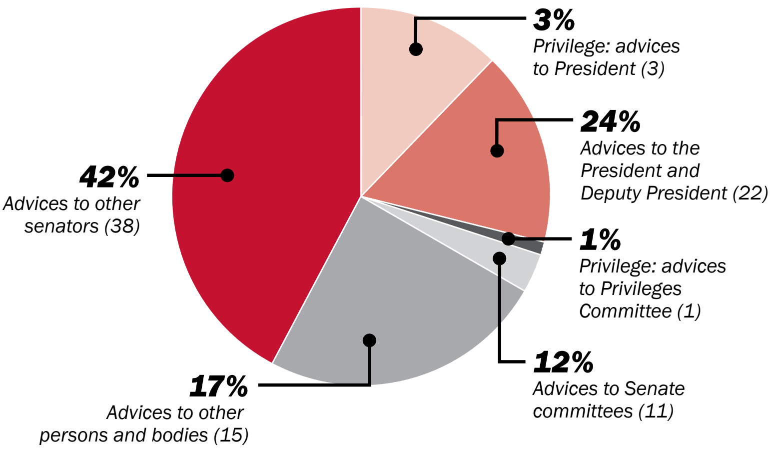
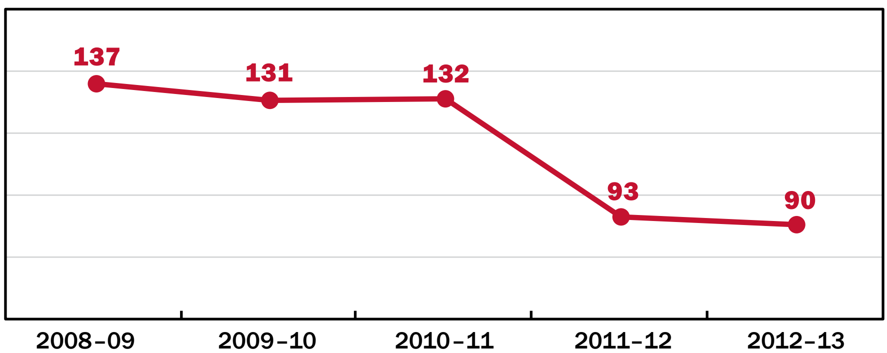


Figure 4 Number of advices provided by the Clerk's Office, 2008–09 to 2012–13



Submissions

The Clerk made submissions to the following inquiries:

- *Inquiry into the Parliamentary Service Amendment Bill 2012*, Finance and Public Administration Legislation Committee (submission, 11 December 2012, supplementary submission, 24 January 2013)
- *Inquiry into the Public Interest Disclosure Bill 2013*, Legal and Constitutional Affairs Legislation Committee (9 April 2013)
- *Inquiry into the Accident Compensation Legislation (Fair Protection for Firefighters) Bill 2011 [limitations on financial powers of the Legislative Council]*, Victorian Legislative Council Standing Economy and Infrastructure Legislation Committee (14 May 2013)
- *Provision of Amenity within the Parliamentary Triangle*, Joint Standing Committee on the National Capital and External Territories (31 May 2013).

In addition, together with the Clerk of the House of Representatives and the Secretary, Department of Parliamentary Services, the Clerk made a submission to the review by Dr Allan Hawke AC of the *Freedom of Information Act 1982* and the *Australian Information Commissioner Act 2010*.

Procedural information

The Clerk produced issues of the *Procedural Information Bulletin* after each sitting period and each round of estimates hearings, covering all the major procedural developments and matters of procedural interest which arose and also produced a newsletter to senators covering procedural information, as well as updates on administrative matters.

The Clerk also brought the 13th edition of *Odgers' Australian Senate Practice* up to date to 31 December 2012, by way of a volume of supplementary material and a consolidation published online, dubbed version 13.1.

Performance evaluation

Performance indicators for provision of advice focus on timeliness and accuracy. Challenges arise from the concentration of business on sitting days and from multiple committees meeting at the same time. The office invariably provided advice on time to meet the purposes for which it was sought.

On numerous occasions, recipients of advice published it as a contribution to public debate, at the same time subjecting it to public scrutiny. Similarly, advice provided by the office was frequently tested during estimates hearings and other Senate proceedings, with senators seeking and relying on such advice throughout the year. While sometimes contested, none of that advice was shown to be inaccurate.

Retiring senators paid tribute to the quality of support provided, as did new senators following their entry into the Senate to fill casual vacancies.

Committees

The office provides secretariat support to three Senate standing committees, all of which had inquiries during the year. In some cases, that support was supplemented by resources from outside the office. Advice and support met the needs and timeframes of the 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.

During the year the committee presented one report, in which it gave in principle support to the Senate hosting 'e–petitions' on the parliamentary website, and recommended further investigation of that approach. The report also recommended minor amendments to the routine of business (related to the consideration of 'non–controversial' government bills and time limits for speakers on adjournment debates), as part of an ongoing review.

Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges, which 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 also administers the right–of–reply mechanism for people seeking to respond to adverse comment made about them in the Senate.

The committee met seven times in 2012–13 (15 in 2011–12) and presented three reports: one on a possible contempt matter, one reporting on the committee's inquiry into guidance for officers giving evidence or providing information to the Senate and committees, and the third on a right–of–reply matter.

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 2012–13, the committee met twice, presented its annual report and, in November 2012, reported on the development of a draft code of conduct for senators. The secretariat published statements of senators' interests online and prepared volumes of statements and alterations which were tabled on 29 November 2012 and 27 June 2013.

Governance

The Deputy Clerk chaired the Program Managers' Group; provided liaison between that group and the Senate Management Advisory Group; chaired the Audit and Evaluation Committee, and was secretary to the Senior Officers' Group, chaired by the Clerk. More information on these forums is in the chapter 'Management and accountability'.

Measures to implement and monitor a staffing cap were established in May 2012, in response to the additional efficiency dividend imposed on the department's budget during the financial year. These measures were discussed in the department's management forums and overseen by the Deputy Clerk and the Usher of the Black Rod.

The Deputy Clerk also served on the Steering Committee for the Review of Information and Communication Technology (ICT) for the Parliament, initiated by the Presiding Officers, which reported in October 2012 and on the Parliamentary ICT Advisory Board (PICTAB) established in accordance with the recommendations of that review.

The principle recommendations of the ICT review involve the centralisation of parliamentary ICT in a single branch within the Department of Parliamentary Services (DPS), with strategic direction drawn from across the Parliament and the parliamentary administration. The Presiding Officers adopted the recommendations, with only minor variations, and the Senate department worked with the other departments to meet the initial timelines set out in the review to establish a 'one–stop–shop' for ICT support from 1 July 2013. The Deputy Clerk also contributed to the development, overseen by PICTAB, of an initial Strategic Plan for ICT for the Parliament, to be implemented early in the next reporting period.

More broadly, the Clerk advanced the strategic direction of parliamentary administration through liaison with counterparts in the other parliamentary departments on corporate and administrative matters, particularly through quarterly meetings of the four department heads.

Managing public information resources

SPIO was established in July 2011 to coordinate the department's information resources and improve our approaches to publishing and sharing information. Web publishing staff transferred to SPIO at the start of 2012–13, and some project staff from PEO transferred toward the end of the year.

The office has two broad streams of work. The first involves developing and publishing information resources, which in 2012–13 has focused on enhancing content on the parliament's website and producing additional web resources, including online exhibitions curated by the Senate's Research Section and the website for the 25th anniversary of Parliament House. With the transfer of PEO staff, the office is also now responsible for the PEO's website and the development of related education and outreach resources.

SPIO has this year chaired the Web Coordinators' Group, comprising the web publishing staff of each of the parliamentary departments, which is responsible for producing content for, and monitoring, the Parliament's website.

The second stream of work involves project management and liaison. This has focused this year on projects, undertaken with the Department of the House of Representatives, to redevelop core business systems that:

- produce the procedural documents supporting the work of both Houses
- manage submissions to parliamentary committees and other committee documents
- publish committee reports and web pages.

These projects will be completed in the second half of 2013. It is expected that responsibility for these systems will transfer to DPS in line with the centralisation of ICT during the next reporting year.

Performance outlook

The focus in the next period will include advice surrounding the opening of a new parliament, as well as support and orientation programs for a number of new senators. We will also prepare for the commencement in July 2014 of state senators elected this year.

The main output of the office will continue to be advice to senators and others about the powers and procedures of the Senate. This is supported by the planned rotation of senior staff during 2013–14.

No doubt the quantum and character of advice sought will shift in response to any changes in the composition of the Senate and the political and procedural dynamics between the two Houses. Advice and support for the committees managed by the office will be provided in accordance with their requirements, with the expectation in particular that the Procedure Committee will continue to review the routine of Senate business.

The shift to more strategic arrangements for support of the Parliament between the different elements of the parliamentary service will also continue, with a focus on bedding down new ICT arrangements, ensuring adequate levels of support for the systems underpinning the core work of senators in the Senate and committees.

SPIO will also manage the implementation of new IT systems which promise to reduce significantly the manual intervention required to generate and publish parliamentary material, including committee reports and web pages. This will allow further efficiencies in publication processes and provide committees, in particular, more flexibility in raising awareness of their work.

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 and other information on the work of the Senate. Processing of tabled documents and maintenance 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 information	Performance results
Order of Business finalised and distributed prior to sittings and advice prepared proactively or as required to ensure senators can meet their duties.	The *Order of Business* was distributed in advance of all sittings. Advice was given proactively or as required.
Accurate running sheets available as soon as practicable; proposed government amendments distributed in accordance with requirements; accurate schedules of amendments and prints of bills available in accordance with predetermined requirements.	Legislative documents were accurate and produced within required timeframes.
Notice Paper for the current day and *Journals of the Senate* for the previous day available prior to sittings; accurate statistical and other documentation produced to meet the required timeframes.	All documents and information resources were accurate and provided according to required timeframes, other than where short delays were caused by technical difficulties.
The Senate record is accurately and safely stored; and all inquiries answered and documents distributed on a timely basis.	All documents were recorded and safely stored and documents were distributed in a timely manner.
Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.	Committee meetings were held, and documents and reports were provided, within agreed timeframes.

Overview

The Table Office is led by the Clerk Assistant (Table) and has three functional areas, as shown in figure 5.

Figure 5 Elements and responsibilities of the Table Office

Executive
Maureen Weeks, Clerk Assistant
Procedural advice Business programming Production of the Senate *Order of Business* Secretariat support to the Selection of Bills Committee

Legislation and Documents	**Journals and Notice Paper**
Sue Blunden, Director	**James Warmenhoven, Director**
Processing of legislation and preparation of supporting documentation Processing and custody of Senate records Inquiries and document distribution services Secretariat support to the Publications Committee	Production of the *Notice Paper*, the *Journals of the Senate*, the *Dynamic Red* and the *Senate Daily Summary* Collection and dissemination of statistical information Processing of questions on notice and petitions Secretariat support to the Appropriations and Staffing Committee

During 2012–13, the Table Office provided effective support for the Senate chamber and met its performance goals, as noted in the above table. The office supported the Senate on 56 sitting days and also provided an inquiries service and ongoing advice and support in relation to the legislative process, the presentation of documents and other aspects of the Senate's work.

The office also provided secretariat support to three domestic committees and supported Senate committees in their interactions with the Senate. As well as undertaking these core roles the office progressed a number of information management and publishing projects.

Requirements for advice, statistics and documentary support for the Senate are determined largely by the sittings of the Senate, including the number of days and hours of sitting. Other factors influencing performance include the work generated by the Senate such as the number of documents tabled and the legislative workload.

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, and, overall, that feedback continues to be positive.

Staff numbers were reduced by one, resulting in an average full–time equivalent (FTE) staffing level for 2012–13 of 16. The cost of the office was $2.5 million ($2.7 million in 2011–12).

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, particularly to ministers, party whips and committee chairs
- preparing procedural scripts for use in the chamber (1,432 in 2012–13, a slight increase on previous years)
- providing a broadcast captioning service for Senate proceedings.

The *Order of Business* (the program for each day's sitting) was prepared in draft to assist whips and published as a final edition to assist all senators. Commencing with the Spring sittings in 2012 the *Order of Business* sported a new format aimed at making the document more easily understood. The roster of temporary chairs of committees was prepared and monitored each sitting day to ensure that the Chair was always occupied.

Advice and documentation were consistently accurate and provided in time to facilitate the Senate's work.

Legislation

The office facilitated the legislative work of the Houses by:

- processing all bills considered in the Senate and recording the progress of legislation, allowing it to be tracked

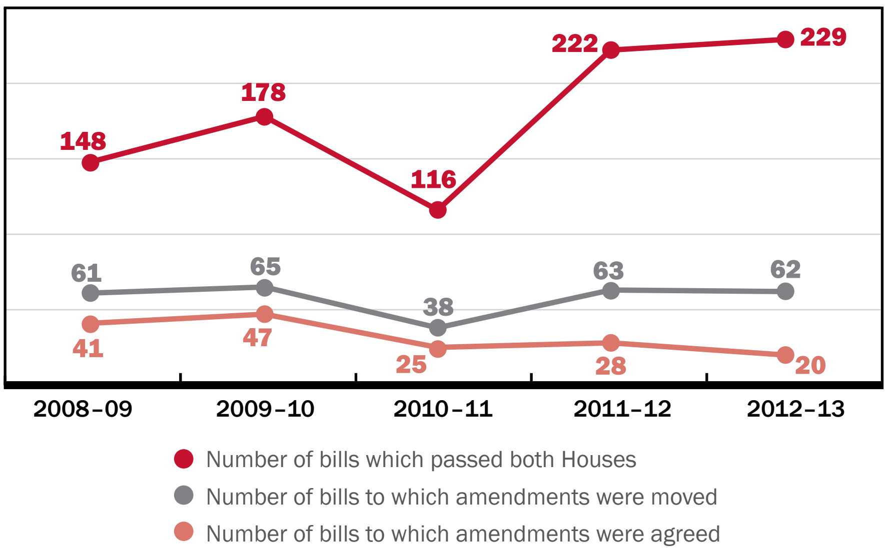
- preparing legislative documents, including procedural scripts, running sheets, schedules of amendments, third reading prints and messages
- preparing assent and Act prints and processing assent messages.

Motions to limit the time for debate on bills were used on four occasions. The Senate passed 63 bills while subject to these motions. The office provided the additional procedural scripts required to manage this process.

The office prepares the formal messages by which the two Houses communicate on legislative and other activity. In 2012–13, 261 messages were prepared (258 in 2011–12), of which 233 related to the passage of bills.

The chart in figure 6 reflects the level of legislative activity in recent years. All performance goals in facilitating this activity were met.

Figure 6 Senate legislative activity, 2008—09 to 2012—13



Formal and informal records of business

For each sitting day, the Table Office produced the official records of Senate business, the *Notice Paper* and the *Journals of the Senate*. These were supplemented by a range of less formal information resources, also produced and published by the office in multiple formats. Performance goals were consistently met in the production of these documents.

Formal records

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* are published before each sitting day: an abridged printed version, now averaging 44 pages (89 pages in 2011–12), and the full, online version. The reduced printed version saved approximately $52,100, or half the cost of printing that publication.

The *Journals of the Senate* are the official record of decisions made by the Senate. During 2012–13, 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 56 proof Journals, each averaging 28 pages (62 proof Journals in 2011–12, averaging 26 pages).

Informal records and statistics

The office also supported the needs of senators and others for accurate and timely information by publishing:

- the *Dynamic Red*, which provides real–time information on the progress and outcomes of business on each sitting day
- the *Senate Daily Summary*, a more considered review of the previous day's proceedings
- *Estimates at a Glance*, a convenient summary of the estimates program conducted by Senate committees
- the *Senate Bills List*, providing information on the purpose and status of all bills introduced
- statistical summaries of Senate business in biannual volumes of *Business of the Senate*, which has recorded statistics on the work of the Senate for more than 30 years.

These resources are primarily published online. Further guidance on their use and purpose is available on the Senate website.

The office also produced *ad hoc* statistics on Senate business, on request.

These documents and statistics were consistently produced in accordance with agreed timeframes.

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 the year, senators asked 1,067 questions on notice (1,227 in 2011–12) which were edited by staff for conformity with the standing orders and published.

Questions on notice are published in the *Notice Paper*, while answers have traditionally been published in *Hansard*. During the year the Table Office and SPIO created a web–based, searchable database of both questions and answers to streamline and provide a single source for this information. The office also produced the *Questions on Notice Summary*, which records statistics and other information relating to these questions, including response times.

Notices of motion (used by senators to indicate their intention to move particular motions on specified days) are usually drafted by senators, the Table Office or the Procedure Office, before being published in the *Notice Paper* and the *Journals of the Senate*. In 2012–13, the office processed and published 633 notices of motion – the same number as in 2011–12.

During 2012–13, senators presented 27 petitions (53 in 2011–12) from 50,849 signatories. The office continued to provide advice to senators and members of the public on whether proposed petitions, including electronic petitions, conformed to Senate requirements. All conforming petitions were processed promptly and presented in the Senate. The office also undertook research on behalf of the Procedure Committee for its report on the use of electronic petitions.

Performance goals in relation to questions, notices and petitions were met.

Inquiries

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office, which also responds to general inquiries relating to the work of the Senate.

5,782 inquiries were responded to during 2012–13, most (96 per cent) within five minutes of receipt and the remainder within timeframes agreed with clients.

While about half of all inquiries originated from senators, their staff and departmental officers (51 per cent), the inquiries service was also used extensively by other government departments and agencies (30 per cent) and by media representatives and legal organisations (19 per cent) seeking copies of documents and advice on processes and outcomes from the Senate chamber.

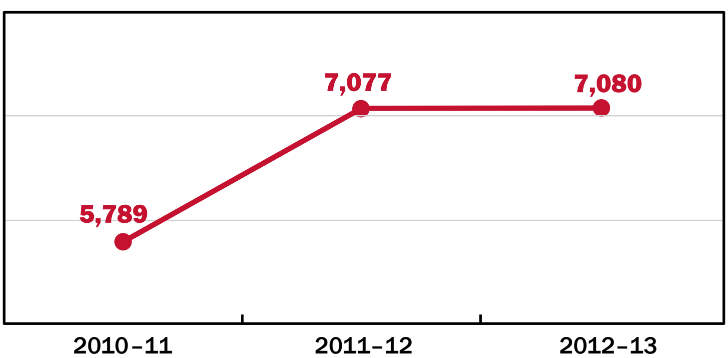
These figures are comparable with recent years.

Documents

The office received and processed 7,080 documents for presentation to the Senate during 2012–13, recorded their details in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament* and archived them. Figure 7 shows the number of documents tabled in the Senate in recent years.

The office arranged for some documents from ministers, the Auditor–General and committees to be presented when the Senate was not sitting. This procedure is a useful avenue for the timely publication of material of interest to or required by the Parliament. In 2012–13, 302 documents were presented using this procedure — a 30 per cent decrease on the 2011–12 total of 427.

Figure 7 Documents tabled in the Senate, 2010–11 to 2012–13



Digitisation and preservation of tabled papers

The digitisation of the microfilm of the first 100 years of documents presented to the Senate is almost complete, with 33 of the 39 parliaments until 2001 now available online. Staff commenced quality assurance work to ensure the digitised images match the necessary data. Documents from 2001 to the current parliament are also available online. A total of 6,357,410 images have now been loaded to the repository, including 238,158 loaded in 2012–13.

All the original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. Tabled papers from 2012–13 occupied 32.5 metres of shelf space, compared with 25.5 metres for 2011–12 papers.

Support for committees

During the year, the Table Office provided secretariat support and prepared draft reports of the Standing Committee on Appropriations and Staffing, the Selection of Bills Committee and the Senate Publications Committee. All committee meetings were convened, and documents were provided, within agreed timeframes.

Staff assisted in categorising bills under a mechanism now routinely adopted by the Senate during the budget sittings to enable 'time critical' bills to be referred to committees when the Senate is not sitting. Thirty bills were considered under the terms of the motion and seven were referred for inquiry.

Information management and publishing projects

Projects being undertaken in conjunction with the other parliamentary departments progressed as planned during the year.

The Project Board for the Table Office Production System (TOPS) (which will produce all of the principal Senate business documents, replacing the current Document Production System) met eight times and project assurance and test teams met as required. A staged release of elements of the system into a test environment has enabled staff to undertake testing and provide feedback, and that work has influenced subsequent development. The office also began a review of its work practices to align with the new system.

The Parliamentary Papers Series (PPS) is a collection of the majority of substantial parliamentary and policy documents tabled in either House. Production of a digitised PPS (known as the ePPS) commenced with the 2013 parliamentary sittings.

Performance outlook

In 2013–14, the Table Office will continue its core work relating to the sittings of the Senate. The office will contribute to the planning of the opening of the 44th Parliament and provide other advice and support as required.

Following the substantial amount of the foundation work completed during this reporting period, the TOPS project is expected to be completed in late 2013, after which Senate business documents will be prepared using the new system. Work practices and work flows will be reviewed so that the opportunities afforded by the new system can be realised. The review will also identify new possibilities for improving the efficiency and cost effectiveness of the provision of information to senators and others interested in the work of the Senate. Work on creating an online collection of *Journals of the Senate* from federation will also be finalised.

In cooperation with the other parliamentary departments and government agencies, work will continue on arrangements for the ePPS, to increase the timeliness of departments and agencies providing documents for publication online and to enable the full text of documents to be made available through the register.

The office will continue to focus on improvements to its services, including any role it may have in the services developed by SPIO.

Procedure Office

Outputs
Provision of advisory services and procedural support to non-government senators. Provision of drafting services to non-government senators. Provision of secretariat support to the legislative scrutiny committees – the Regulations and Ordinances Committee, Scrutiny of Bills Committee, and Parliamentary Joint Committee on Human Rights.* Provision of research services and delivery of parliamentary information to the community. Provision of training to senators, staff, public servants and officials from other parliaments; and support for inter-parliamentary relations. Provision of parliamentary education services to schools, teachers and students.

Performance information	Performance results
Procedural advice is accurate and timely, and support is provided to the satisfaction of senators	Senators and their staff continued to acknowledge the accuracy and value of procedural advice.
Amendments and bills are drafted promptly, are legally sound, and are provided to senators in time for their use in the Senate chamber or elsewhere.	Legislative amendments and bills were accurate, and were prepared within required timeframes and to the satisfaction of senators.
Advice, documentation and publications are accurate, of a high standard and produced to meet the timeframes set by the Senate and the committees.	Advice and documentation provided to, and publications prepared for, the scrutiny committees were accurate, of a high standard and provided within the timeframes set by the committees.
Parliamentary research is accurate, timely and comprehensive.	Accurate and comprehensive parliamentary research was provided within required timeframes.
Seminars, lectures and public information projects are provided to the satisfaction of target audiences, increasing their awareness of the work and role of the Senate and its committees.	All seminars and lectures were held on time and in accordance with the programmed schedule. Public information projects were delivered in accordance with the required timeframes.
Training is provided to the satisfaction of target audiences, increasing their awareness of the work and role of the Senate and its committees.	Training was provided to the satisfaction of target audiences, demonstrated by consistently favourable feedback from evaluation processes.
Inter-parliamentary functions are supported to the satisfaction of stakeholders.	Inter-parliamentary functions were carried out to the satisfaction of stakeholders, demonstrated by consistently favourable feedback.

Performance information	Performance results
Education Centre teaching and other Parliamentary Education Office (PEO) projects accurately reflect the Parliament and its work.	PEO website and publications were promptly updated to ensure accuracy and to accommodate electoral and other events.
PEO teaching programs held on time and in accordance with booking schedule.	Teaching programs were consistently conducted in accordance with the booking schedule.
PEO projects delivered according to programmed schedule.	PEO programs were managed and delivered in accordance with current implementation plans.

* Output adjusted from PBS to acknowledge program responsibility for the new Parliamentary Joint Committee on Human Rights.

Overview

The Procedure Office is led by the Clerk Assistant (Procedure) and has four functional areas, as shown in figure 8.

Figure 8 Elements and responsibilities of the Procedure Office

Executive and legislative drafting
Bronwyn Notzon, Clerk Assistant
Procedural advice, support and training Drafting of legislative amendments and private senators' bills

Public information and parliamentary research	Parliamentary education	Legislative scrutiny
David Sullivan, Director, Research Section Publications, seminars, public lectures, exhibitions and research on parliamentary matters Production of *The Biographical Dictionary of the Australian Senate*	**Simon Harvey, Director, Parliamentary Education Office** Parliamentary education services and resources for schools, teachers and students	**Toni Dawes, Secretary, Scrutiny of Bills Committee** **Ivan Powell, Secretary, Regulations and Ordinances Committee** **Jeanette Radcliffe, Secretary, Parliamentary Joint Committee on Human Rights** Secretariat, advisory and administrative support to the committees

The office provides a range of advisory, research and public information services closely aligned with the role and work of the Senate, including legislative drafting services and support for the Parliament's legislative scrutiny committees. The Parliamentary Education Office (PEO) produces educational programs and resources for schools, students, teachers and others.

The demand for procedural and legislative services is substantially driven by the requirements of senators and the Senate chamber. The work of the secretariats of the legislative scrutiny committees is similarly driven by the requirements of those committees.

The Procedure Office 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, educators, students, and members of the public. This continuous performance appraisal assists the office to make timely and responsive adjustments to the ways in which it delivers its services.

The full–time equivalent staffing level for the Procedure Office in 2012–13 was 30 (34 in 2011–12). The cost of providing the services of the Procedure Office in 2012–13 was $5.6 million ($6.1 million in 2011–12).

Procedural support

In 2012–13, the office assisted non–government senators and their staff by providing advice, both written and oral, relating to the role and work of the Senate and its committees, and the Parliament more generally. There was strong demand for such advice, particularly during sitting periods.

Advice was sought on many issues of Senate procedure, but also more broadly to include, for example, the provisions in section 53 of the Constitution, the legislative process and the disallowance process for delegated legislation.

Staff of the office ensured the accuracy of advice by consulting other departmental officers—principally the Clerk and the Deputy Clerk—and researching appropriate precedents. Advice was non–partisan, consistent, and provided to senators and their staff in a timely fashion.

In 2012–13, the office prepared an average of nine procedural scripts per sitting day for senators' use in the chamber, typically related to matters such as orders for the production of documents, the referral of matters to committees, and unanswered questions on notice.

The office also checked material for procedural accuracy on request from senators and their staff. The advice provided was accurate and provided in time to enable senators to use the material in the Senate and elsewhere.

Legislative drafting

In 2012–13, the office provided legislative support to senators by drafting amendments to bills and drafting private senators' bills, primarily for non–government senators. Notwithstanding the unpredictable levels of demand, the complexity of some proposals and finite resourcing, the office met all timeframes for the drafting of amendments and private senators' bills.

The office drafted and circulated 132 sets of committee of the whole amendments, containing 651 individual amendments, as well as more than 66 sets of amendments that were not circulated, because, for example, they related to bills not dealt with by the Senate over the year or they were drafted for use outside the chamber to inform negotiations between parties.

Where amendments were framed as requests to the House of Representatives, in accordance with section 53 of the Constitution, the office also produced statements required under Senate procedure explaining the applicability of section 53 and the precedents of the Senate.

The office also prepared and circulated 21 second reading amendments.

Private senators' bills continued to be used as vehicles for individual senators and non–government parties to advance debate across areas of interest. In 2012–13, the office drafted 65 private senators' bills, of which 37 were finalised for introduction, and three of which were passed by the Senate. A number of other bills were drafted to different stages of development.

These services form a substantial part of the support provided by the department to the legislative work of senators. Consistent feedback from senators and their staff confirmed the value and quality of the advice provided by the office.

Table 2 summarises senators' use of the office's legislative drafting and procedural services in recent years.

Table 2 Legislative drafting and procedural advice services provided to senators, 2009–10 to 2012–13

Service	2009–10	2010–11	2011–12	2012–13
Committee of the whole amendments circulated	476	587	505	651
Second reading amendments circulated	29	19	26	21
Private senators' bills introduced	31	54	26	37
Procedural scripts prepared	441	497	559	529

Support for legislative scrutiny committees

During the year, the Legislative Scrutiny Unit provided secretariat, research and administrative support to the Regulations and Ordinances Committee, Scrutiny of Bills Committee and Parliamentary Joint Committee on Human Rights.

The committees examine all bills and instruments according to their terms of reference. In 2012–13:

- the Regulations and Ordinances Committee secretariat processed 2,084 legislative instruments (1,753 in 2011–12) and provided draft comments on 283 legislative instruments (90 in 2011–12)
- the Scrutiny of Bills Committee secretariat processed 280 bills (284 in 2011–12) and provided draft comments on 121 bills (134 in 2011–12)
- the Parliamentary Joint Committee on Human Rights secretariat processed 289 bills and Acts, providing draft comments on 137 bills and Acts; and processed 1,924 legislative instruments, providing draft comments on 85 legislative instruments.

The secretariats also drafted material arising from the work of the committees for use in the Senate chamber and for publication. This included publication of:

- the Scrutiny of Bills Committee Report and Alert Digest each Senate sitting week. The committee also introduced the Scrutiny

News email, which is sent to all senators each sitting week to highlight recent committee comments

- the Regulations and Ordinances Committee Delegated Legislation Monitor (each sitting week)
- the Parliamentary Joint Committee on Human Rights Report (each sitting week in the Senate and House of Representatives).

The secretariats made progress in key IT projects by implementing a new legislative instruments database and adapting the existing bills database to support the work of the committees.

Public information and parliamentary research

The Research Section helps raise awareness of the role and work of the Senate by coordinating a range of public information activities and producing publications and exhibitions.

Seminars, training programs and lectures

The section coordinated and delivered seminars and professional training programs for senators and their staff, parliamentary staff, public service officers and others, and a series of lectures for the general public.

During 2012–13, the department's seminar series provided training to a wide range of groups. A total of 509 people attended 18 seminars. There was a drop in demand from external agencies for the seminar program, possibly reflecting a reduction in spending on training due to financial constraints. Six additional seminars were offered to senators' staff, to provide specialised training about the operations and procedures of the Senate and its committees. Staff from across the department contributed to the delivery of the seminar series.

The section arranged eight public lectures during 2012–13 as part of the department's occasional lecture series, attended by more than a thousand people. Transcripts and audio and video recordings of the lectures were made available on the Senate website. Some lectures were also broadcast on television and the internet by the Australian Broadcasting Corporation and Australia's Public Affairs Channel.

The department also runs the Australian National Internships Program in partnership with the Australian National University, which involved 71 students in 2012–13.

Publications, exhibitions and conferences

The section produced publications and exhibitions with a focus on the work and role of the Senate and its committees and the operations of the Parliament.

Two editions of the department's free journal *Papers on Parliament* were edited and published by the Research Section during 2012–13. Work continued on volume 4 of *The Biographical Dictionary of the Australian Senate*, which will contain biographies of senators who left the Senate between 1983 and 2002.

A list of Senate publications, documents and resources can be found on the department's website at www.aph.gov.au/About_Parliament/Senate/Research_and_Education/Alphabetical_guide.

The 'Women in Federal Parliament' website and touch screen was launched by the President of the Senate and the Speaker of the House of Representatives on 19 March 2013. The exhibition was one of several displays and events planned by the Department of the Senate to celebrate anniversaries of the first elections in which Australian women voted, stood as candidates and were elected to the federal parliament.

The section also assisted with the planning of an Open Day to coincide with the 25th anniversary of Parliament House (to be held in August 2013) and a conference to celebrate the legacy of Andrew Inglis Clark (to be held in November 2013).

Parliamentary Education Office

The PEO delivered an extensive range of high quality educational services to schools, teachers and students and worked closely with members and senators to identify and address their requirements.

Highlights of PEO activities in 2012–13 included:

- training programs for student teachers from universities
- briefings and seminars for visiting staff from several Australian and international parliaments, including the United Kingdom, Samoa and India
- programs for other visiting groups, including several visiting indigenous and teacher groups.

The PEO works with and reports to the PEO Advisory Committee, jointly chaired by the Deputy President of the Senate and the Deputy Speaker of the House of Representatives, and works closely with stakeholders in other parliaments, parliamentary and government departments and educational institutions.

In November 2012, the PEO contributed to the Australasian Parliamentary Educators' Conference, hosted by the Parliament of Western Australia. The PEO will host the 2013 conference, together with the ACT Legislative Assembly and the Museum of Australian Democracy. The PEO also continues to support the work of the National Capital Civics Education Group, a forum which brings together education and outreach managers from civic and citizenship institutions in the Parliamentary Triangle. The Group met on four occasions during the year with the PEO acting as convenor. The PEO also contributes to the development of the national curriculum in civics and citizenship.

Education Centre activities

The PEO Education Centre provides parliamentary education programs for school students and teachers from around Australia visiting Parliament House. Through its facilitated role–play program, the PEO Education Centre offers teachers and students with an opportunity to explore four key functions of the Parliament: legislation, representation, formation of government and scrutiny.

In 2012–13 education programs were delivered to 94,015 students in 3,223 groups at Parliament House, which, consistent with recent years, is close to capacity given available resources. Program demand, while highest in the months of May through to November, continued to grow during times that traditionally are less attractive to schools. Overall, the total number of students attending the role–play program reveals a noticeable increase (4.7 per cent) over the previous year, while the average group size has reduced to 29 students, down from 34 in the previous reporting period.

Outreach and educational resources

The PEO outreach program 'Parliament Alive' provides an opportunity to deliver parliamentary role–play programs to schools around Australia. Two week–long programs were conducted involving 1,983 students from 27 schools. The first outreach visited regional South Australia and Victoria (the electorates of Barker and Mallee) with Senator Anne Ruston and Mr John Forrest MP participating. A second outreach to central Queensland (electorates of Dawson and Capricornia) was conducted with the participation of Ms Kirsten Livermore MP and Mr George Christensen MP.

The PEO produced and maintained a wide range of high quality online and multimedia services and other resources. To further enhance accessibility of PEO resources (particularly for rural and remote schools), the PEO continues to develop new ways of providing its resources. It maintains a strong web presence, and is investigating the use of video conferencing to deliver programs to students unable to visit Parliament House. The quality of the PEO's videos was recognised by the Deafness Forum of Australia conferring their 2012 Caption for Kids Award.

In 2012–13 demand for PEO publications and resources remained strong and visitors to the PEO website increased. The website recorded 590,827 visitor sessions and more than 5.9 million pages of web content were viewed, an increase of 14 per cent and 21 per cent respectively since 2011–12.

Joint ventures and other programs

In 2012–13 the PEO assisted the National Youth Science Forum, sponsored by the Australian National University, to provide a summer study program for outstanding senior secondary school science students from around Australia. In 2012–13, 288 students took part, examining legislative work and Senate committee processes through role–play.

The PEO also collaborated closely with Rotary International to conduct the Rotary 'Adventure in Citizenship' program in Budget Week, providing Year 11 students from across Australia a unique opportunity to experience the work of the Parliament, meet members of parliament and participate in an intensive parliamentary learning program.

International activities

The department supported the work of the Inter–Parliamentary Union (IPU) by funding the attendance of a delegation at the 127th IPU Assembly in Quebec City, Canada in October 2012 and at the 128th IPU Assembly in Quito, Ecuador in March 2013. The secretary to the Parliamentary Joint Committee on Human Rights 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.

Performance outlook

In 2013–14, 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 the focus on providing tailored programs to senators and their advisers.

The Research Section will continue to develop its information resources, with work continuing on volume 4 of *The Biographical Dictionary of the Australian Senate*, and the online publication of volumes 1 to 3, expected late in 2013. The section will continue to work with the other parliamentary departments on the design and development of the 'Acting Wisely' exhibition on the work of the Parliament.

The section will also organise a public conference to celebrate Andrew Inglis Clark's contribution to the building of an Australian nation, and assist with the organisation of an Open Day to coincide with the 25th anniversary of Parliament House.

The scrutiny committee secretariats will progressively prepare and release detailed guides on the work of the committees.

Demand for the PEO's education programs is expected to increase, as demonstrated by forward bookings for 2014. The PEO will further explore options for accessibility and delivery of parliamentary education programs to schools and students unable to participate in PEO programs at Parliament House.

Committee Office

Output	
Provision of secretariat support to the Senate legislative and general purpose standing committees, select committees and certain joint committees.	
Performance information	**Performance results**
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.	Formal and informal feedback mechanisms show that senators consider the support provided by the Committee Office to be effective.
Advice, documentation, publications and draft reports are timely, accurate and of a high standard. Tabling deadlines met in all but extraordinary circumstances.	Accurate advice, documentation, publications and draft reports were provided to committees in accordance with committee requirements. Reports were drafted and presented to the Senate in accordance with the timeframes set by committees and deadlines set by the Senate.
Documentation is sufficient for committee purposes and material available to the public is available promptly, online or in hard copy.	Committee staff provided committee members, witnesses and others with documents in accordance with secretariat procedures, orders of the Senate and committee requirements. On tabling, reports were promptly published.

Overview

Committee Office secretariats support legislative and general purpose standing committees, select committees and certain joint committees. This role includes providing procedural advice and administrative support to committees by arranging meetings and public hearings, analysing evidence from submissions, drafting reports, and assisting witnesses and the general public.

The Committee Office is led by the Clerk Assistant (Committees). The cost of the Committee Office in 2012–13 was $8.1 million ($8.8 million in 2011–12), with staff salaries comprising approximately 90 per cent of the budget. The remaining costs were administrative (for example, advertising inquiries, venue hire, transport and accommodation).

The Committee Office overwhelmingly met its required targets during the year, and often exceeded expectations under pressure. Clear and accurate procedural advice to chairs and committee members, thorough and efficient inquiry management and the meeting of strict reporting deadlines were a feature.

As has been reported previously, comments made in the chamber when a committee report is tabled or debated are a primary source of information to use when evaluating performance. Senators were particularly positive in their comments during the year. Informal feedback from senators and witnesses indicated high levels of satisfaction with their dealings with secretariat staff. The department also continues to furnish the Finance and Public Administration Legislation Committee with a specific report on matters concerning the work of Senate committees and the Committee Office prior to its appearance at each round of estimates. This report is then published by that committee on the Senate website.

The full–time equivalent staffing level in the Committee Office in 2012–13 was 57 (59 in 2011–12). While many staff possess specific skills and knowledge, committees are mostly supported by generalists, making for a versatile and flexible workforce. In 2012–13, the Committee Office managed as many as 60 inquiries at once and prepared over 200 reports.

Management and leadership

Committee secretaries met regularly throughout the year to discuss departmental and office management issues and procedural matters encountered by secretariats.

Under standing order 25(10) a Chairs' Committee, comprising the chairs of standing committees and Senate select committees, may be convened by the Deputy President to discuss any matter relating to their operations. The Clerk Assistant (Committees) is the secretary. During 2012—13, this committee met three times and considered issues such as the role of the newly established Parliamentary Budget Office and the output, staffing and workloads of Senate committees.

Figure 9 Elements and responsibilities of the Committee Office

Executive

Chris Reid, Clerk Assistant

Jackie Morris, Senior Clerk of Committees

Procedural advice and training

Planning and coordination

Secretariat staffing and resources

Statistics and records

Legislative and general purpose standing committee secretariats	Joint statutory committee secretariats	Select committee secretariats
Community Affairs Ian Holland	*Corporations and Financial Services* Richard Grant (A/g)	**Ongoing** *Senate select* *–Cyber Safety* Christine McDonald
Economics Tim Bryant	*Australian Commission for Law Enforcement Integrity* Fiona Bowring-Greer	*Joint select* *–Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples* Tim Bryant
Education, Employment and Workplace Relations Tim Watling	*Law Enforcement* Fiona Bowring-Greer	*–DisabilityCare Australia* Lyn Beverley
Environment and Communications Sophie Dunstone (A/g)		**Ceased during 2012–13** *Senate select* *–Australia's Food Processing Sector*[1] Richard Grant (A/g)
Finance and Public Administration Christine McDonald		*–Electricity Prices*[2] Sophie Dunstone (A/g)
Foreign Affairs, Defence and Trade Kathleen Dermody		*Joint select* *–Gambling Reform*[3] Lyn Beverley
Legal and Constitutional Affairs Julie Dennett		
Rural and Regional Affairs and Transport Stephen Palethorpe		

1 Ceased on 16 August 2012

2 Ceased on 1 November 2012

3 Ceased on 30 June 2013

Activity levels

The overall workload for 2012—13 was high, with the greater volume of inquiries, many intense and complex, being managed in the second half of the reporting period. For example, Senate committees conducted inquiries into legislation to establish the National Disability Insurance Scheme, the effects of the global financial crisis on the Australian banking sector, the Foreign Investment Review Board national interest test, and the government's response to the DLA Piper review of allegations of sexual and other abuse in Defence. Joint committees examined and reported on issues such as the constitutional recognition of Aboriginal and Torres Strait Islander peoples, family businesses in Australia, and the prevention and treatment of problem gambling.

As an indication of the level of committee activity, tables 3 and 4 compare the number of reports produced in recent years.

Table 3 Reports presented by legislative and general purpose standing committees, 2008–09 to 2012–13

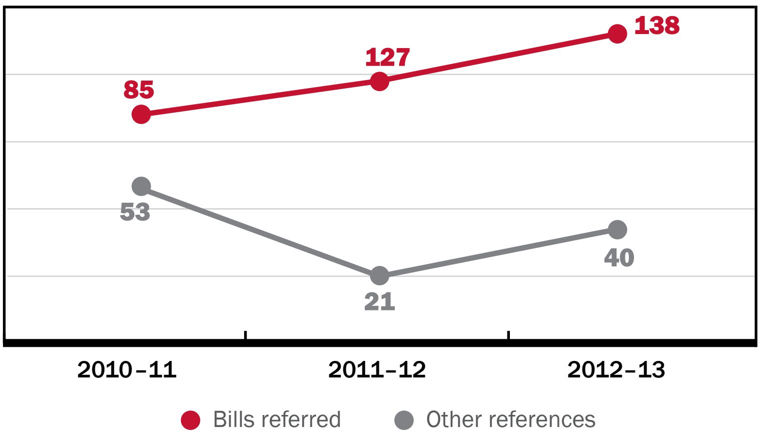
Reports presented	2008–09	2009–10	2010–11	2011–12	2012–13
Bills	86	83	82	73	94
Interim reports (bills)	15	9	10	2	6
References	29	33	41	26	32
Interim reports (references)	13	18	29	14	16
Reports on annual reports	16	15	15	16	16
Estimates	16	16	15	17	16
Total	**175**	**174**	**192**	**148**	**180**

Table 4 Reports presented by select and joint committees, 2008–09 to 2012–13

Reports presented	2008–09	2009–10	2010–11	2011–12	2012–13
Senate Select	11	8	9	2	2
Joint Select	0	0	2	5	6
Joint Statutory	7	10	6	19	23
Total	**18**	**18**	**17**	**26**	**31**

Bill inquiries continue to be a primary source of work. Of the 281 bills introduced into the Parliament in 2012—13, 138 (or 49 per cent) were referred as single bills or packages of bills to committees supported by the Senate department. Increased numbers of references to joint committees administered by the department over the past two years have seen necessary adjustments made to staffing in these secretariats. Figure 10 indicates the number of references over recent years.

Figure 10 Number of references to committees, 2010—11 to 2012—13



Legislative and general purpose standing committees

The Senate has eight pairs of legislative and general purpose standing committees established pursuant to standing order 25. Each pair of committees comprises a legislation and references committee, which continue for the life of a parliament and are re-established at the commencement of each new parliament. While legislation committees are responsible for considering bills, budget estimates and the annual reports and performance of government agencies, matters referred to references committees typically relate to broader policy issues with longer timeframes in which to conduct inquiries.

The usual cycle of estimates hearings was conducted and reported on by legislation committees during the year, commencing in October 2012 with a week of supplementary hearings for the 2012–13 Budget. A week of additional estimates hearings was held in February 2013. The main estimates hearings for the 2013–14 Budget took place between 27 May and 7 June 2013.

Senate select committees

During 2012–13, the Committee Office supported three Senate select committees. Two of those, the Select Committee on Australia's Food Processing Sector and the Select Committee on Electricity Prices presented final reports. The Senate Select Committee on Cyber Safety was established on 27 June 2013 and is due to report by 30 August 2013.

Joint committees (including joint select committees)

During 2012–13, the Committee Office supported three joint statutory committees: Corporations and Financial Services, the Australian Commission for Law Enforcement Integrity, and Law Enforcement.

Three joint select committees operated during 2012–13. One of those, the Joint Select Committee on Gambling Reform, presented its final report on 30 June 2013. The work of the Joint Select Committee on the Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples and the Joint Select Committee on DisabilityCare Australia continued into 2013–14.

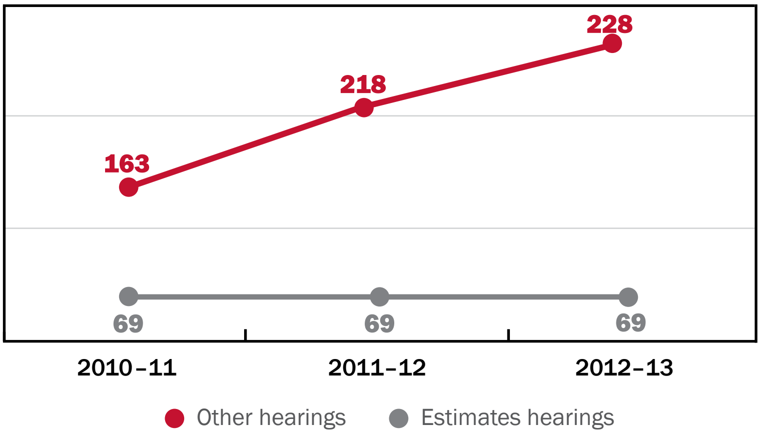
Submissions, public hearings and witnesses

In 2012–13, the Committee Office processed 12,706 submissions, organised 297 public hearings (of these, 69 were estimates hearings) and arranged for 7,650 witnesses to provide evidence (of these, 4,727 appeared at an estimates hearing). Secretariats also arranged approximately 550 private meetings. Figure 11 shows the number of hearings held in recent years.

Specialist advice

Two requests for specialist advice were made by Senate committees during 2012–13. One was for a risk assessment report commissioned by the Rural and Regional Affairs and Transport References Committee, at a cost of $1,988, for its inquiries into the importation of pineapples, ginger and potatoes. The other was for translation services provided to witnesses by the Community Affairs References Committee, at a cost of $1,099, for its inquiry into the involuntary or coerced sterilisation of people with disabilities in Australia.

Figure 11 Number of committee hearings, 2010–11 to 2012–13



Information management

An area of growing need and focus concerns the provision of information to the public about the work of Senate committees. The Committee Office worked closely with Senate Public Information Office during the year to bring committee activity to the attention of the general public through enhancements to website information and greater use of social media. Another priority is to enhance the Senate Centralised Information Database (SCID) to, among other things, provide more functionality to committee webpages. It is expected that these enhancements will be delivered early in 2013–14.

International engagement

In 2012–13, Committee Office staff served as secretaries to outgoing parliamentary delegations (including the Committee Exchange Program) and also acted as presenters for international delegations visiting Australia. The office also supported the Pacific Parliamentary Partnerships program by seconding a Principal Research Officer to assist the Samoan Legislative Assembly for three months, from April to June 2013.

Performance outlook

The Committee Office demonstrated great capability and resilience during the year, often by producing high quality outcomes set against tight deadlines. The ability to maintain this level of performance, however, will be largely dependent on the nature and the volume of matters referred to committees by the Senate, as well as the ability of the department to keep adapting to, and with, a changing workforce and an unpredictable budget.

Black Rod's Office

Outputs	
Provision of office, chamber and committee room support; information technology and ceremonial services; security advice for senators and Senate office–holders in Parliament House. Provision of support services, in conjunction with the Department of the House of Representatives, to the Former Members of Parliament Association.	
Performance information	**Performance results**
Services are provided to the satisfaction of the President, other office–holders, Senate committees and senators so that they are able to fulfil their roles.	Positive feedback from senators, their staff and parliamentary office–holders was received throughout the reporting period.
Services and materials are of a high standard, are provided promptly and are accurate. Formal and informal mechanisms will be used to measure.	Services and materials were delivered promptly and accurately.

Overview

The primary functions of the Black Rod's Office are to provide support services to the Senate chamber and committees and to senators when they are at Parliament House and to deliver administrative services to the department and its staff. The office is led by the Usher of the Black Rod and has five operational areas, as shown in figure 14. The Usher of the Black Rod undertakes formal and ceremonial roles in the Senate chamber, assisted by three senior staff.

The major factor influencing performance during the reporting period has been the cap placed on the number of full–time equivalent staff. A decrease from 42 to 35 full–time equivalent staff meant that all areas of the Black Rod's Office had to examine work processes to ensure that priority services continued to be provided to senators, the Senate and committees. Proposed changes to services which affected senators were raised with the Appropriations and Staffing Committee. In the small number of cases where concerns were raised, these were discussed further with senators and resolved. Levels of service and support to the Senate, senators and committees were maintained at a high level despite the reduced staffing level.

Figure 12 Elements and responsibilities of the Black Rod's Office

Executive
Brien Hallett, Usher of the Black Rod
Procedural, ceremonial, security and administrative advice Membership of the Security Management Board Advice to the Presiding Officers' Information Technology Advisory Group and to the House and Broadcasting committees

Senators' Services	**Information Technology**	**Human Resource Management**	**Financial Management**
John Baczynski, Director	**Joe d'Angelo,* Chief Finance and Information Technology Officer**	**Anthony Szell, Director**	**Joe d'Angelo,* Chief Finance and Information Technology Officer**
Accommodation Assets management Chamber and committee room support Comcar shuttle Delivery services Fleet management Office equipment Printing and desktop publishing Project board membership Security advice and support	Information technology equipment Support for departmental information technology applications Coordination and liaison with other parliamentary departments on information technology matters	Recruitment and staffing Pay and conditions Workforce planning Learning and development Work health and safety Rehabilitation coordination Industrial relations Performance management Records management	Budget management and advice Financial reporting and systems management Accounting policy development and advice Accounts processing, general ledger maintenence and advice Strategic procurement advice Support for senior management decision making

* till 28 April 2013

The regular work of the office involves frequent and direct contact with senators, their staff, parliamentary office-holders and other clients, all of whom provide regular informal feedback which is generally positive.

At a formal level, three Senate committees reviewed services provided by the department, and in particular the Black Rod's Office: the Senate House

Committee met twice during the reporting period; the Usher of the Black Rod joined the Clerk in appearances before the Appropriations and Staffing Committee and the department appeared at estimates hearings of the Finance and Public Affairs Legislation Committee.

As noted above, the full–time equivalent staffing level for the Black Rod's Office for 2012–13 was 35 (42 in 2011–12) and cost of running the office was $2.4 million ($3.3 million in 2011–12)

Senators' services

The Usher of the Black Rod and the Senators' Services Section assist the President and Clerk on ceremonial and other occasions, and also provide message delivery services to support the work of the Senate. In addition to the support provided while the Senate was sitting, the section also provided resources and advice to assist in the preparation for the National Apology for Forced Adoptions, which involved coordinating arrangements for access to the building and the Senate chamber galleries.

The Black Rod and the section also provided security advice and support throughout the year to the President and the department, including by way of the Black Rod's position on Parliament's Security Management Board.

The section continued to provide a range of office services to support senators, their staff and departmental staff to undertake their work at Parliament House, including

- general office support, asset management, maintenance of equipment and furniture, removal of classified waste, issuing of keys and stationery services
- coordinating transport arrangements and accommodation within the Senate wing
- accommodation moves for senators as result of resignations, filling of casual vacancies and ministerial reshuffles
- managing committee room bookings and providing support services to users of committee rooms.

During the year, provision of services was extended to assist in the establishment of the Parliamentary Budget Office, particularly in relation to temporary accommodation and parking facilities.

The section provided printing and delivery services for the department and, under contract, other parliamentary departments. Turnaround times were met consistently, ensuring that documents were available when required. In particular, timely printing assisted committees to meet deadlines for delivery of reports.

During 2012–13, the section completed 1,052 printing jobs. Of these, 362 were for committees, 545 were in direct support of Senate chamber activities and senators, and 25 were for other parliamentary departments. The total value of work produced was $365,393, of which $193,649 was attributable to committee work.

The section continued to provide a high standard of delivery services to senators, their staff and departmental staff even at peak times (for example, delivery of the May budget papers). Scheduled run times were met for all deliveries.

Whole of parliament activities

Throughout 2012–13, the section continued to work closely with the other parliamentary departments. In particular, the section:

- coordinated departmental aspects of infrastructure and security projects administered by the Department of Parliamentary Service (DPS)
- reviewed the department's Business Continuity Plan with reference to whole of parliament arrangements
- provided support and advice in relation to security matters within the Senate wing and the parliamentary precincts in collaboration with the Serjeant-at-Arms Office, DPS Security and the Australian Federal Police
- administered the Presiding Officers' Rules for Media Related Activity.

The Usher of the Black Rod worked closely with all parliamentary departments, formally through the Senior Management Coordination Group, the Security Management Board and the Heritage Management Board and as required in the management of the parliamentary precincts.

Human resource management

The Human Resource Management Section delivers human resource management services for the department, including payroll services for senators and departmental staff.

During the year, the section assisted in developing and implementing measures aimed at managing a reduced staffing budget. This included monitoring and reporting on staffing caps for the department and for each office.

The section supported the implementation of the Department of the Senate Enterprise Agreement 2012–2015, which commenced on 10 August 2012, and provided support to the Clerk in updating the collective senior executive determination. These employment frameworks continue to support the effective operation of the department.

The section continued to develop advice and seek clarification about the role and responsibilities of senators at Parliament House under the *Work Health and Safety Act 2011*, and updated work health and safety policies and practices for staff.

Work commenced on enhancing payroll administrative processes for staff and senators. This included an independent audit of a sample of staff leave entitlements and the development of new payroll procedures.

In consultation with the other parliamentary departments, support and information was provided in relation to legislative changes made to the *Parliamentary Service Act 1999* and its subordinate legislation.

Records management

The Human Resource Management Section completed planning for the greater use of electronic recordkeeping systems for non–parliamentary records. This was supported by a Senate Management Advisory Group report highlighting steps that needed to be taken to implement electronic recordkeeping for administrative records and some parliamentary records. Implementation of the recommendations of the report and staff training will commence in the next reporting period.

Financial management

During the year the Financial Management Section delivered the department's financial management, accounting and budgeting services. It administered the department's financial management information system, provided secretariat support to the Audit and Evaluation Committee, managed the internal audit contract and maintained the risk management framework and fraud control plan.

The section continued to ensure that the department complied with external reporting responsibilities, including audited annual financial statements and procurement requirements.

The section supported the department's budget process, including the preparation of new policy proposals, portfolio budget statements and internal budgets.

The section also provided monthly figures to senior managers to assist in monitoring and implementing the agreed cap on salary expenditure.

Audit of payment processing

In March 2012 the department received the new function of processing payments to shadow ministers. An administrative error saw the funds for that function drawn from an incorrect appropriation, an error replicated in each monthly pay until discovered in September of that year. The Deputy Clerk commissioned an internal audit of the matter. The department accepted and implemented the recommendations of that report, which focused on change control and verification measures. The Human Resource Management Section worked with the Financial Management Section to improve procedures.

Information technology systems

The Information Technology Systems Section provided senators with information technology hardware and support services throughout the year in their Parliament House offices, as well as limited support services and equipment away from Parliament House. The section provided similar support to the department and its staff.

Features of this work included:

- upgrading PCs to a Windows 7 standard operating environment
- rolling–out (in conjunction with DPS) the network faxing solution
- upgrading a number of departmental servers and applications
- supporting the redevelopment of SCID
- commencing an audit of senators' staff accounts.

As foreshadowed in the 2011–12 Annual Report, three web publishing positions were transferred to the Senate Public Information Office at the start of the reporting period. With the consolidation of parliamentary Information and Communication Technology (ICT) services within DPS (see below), the remaining staff and functions of the Information Technology Systems Section were transferred to that department at the end of the reporting period.

Consolidation of parliamentary ICT

A major focus of the reporting period was implementation of recommendations from the Presiding Officers' review of ICT for the Parliament.

One major change which affected the Senate department involved the establishment of a 'one stop shop' in the DPS for the provision of all ICT services, to commence from 1 July 2013. The office sought the necessary approval and undertook work to transfer three Senate department employees to DPS in accordance with the *Parliamentary Service Act 1999*. At the end of the reporting period, planning was also well advanced for the transfer of assets and funding to DPS.

Performance outlook

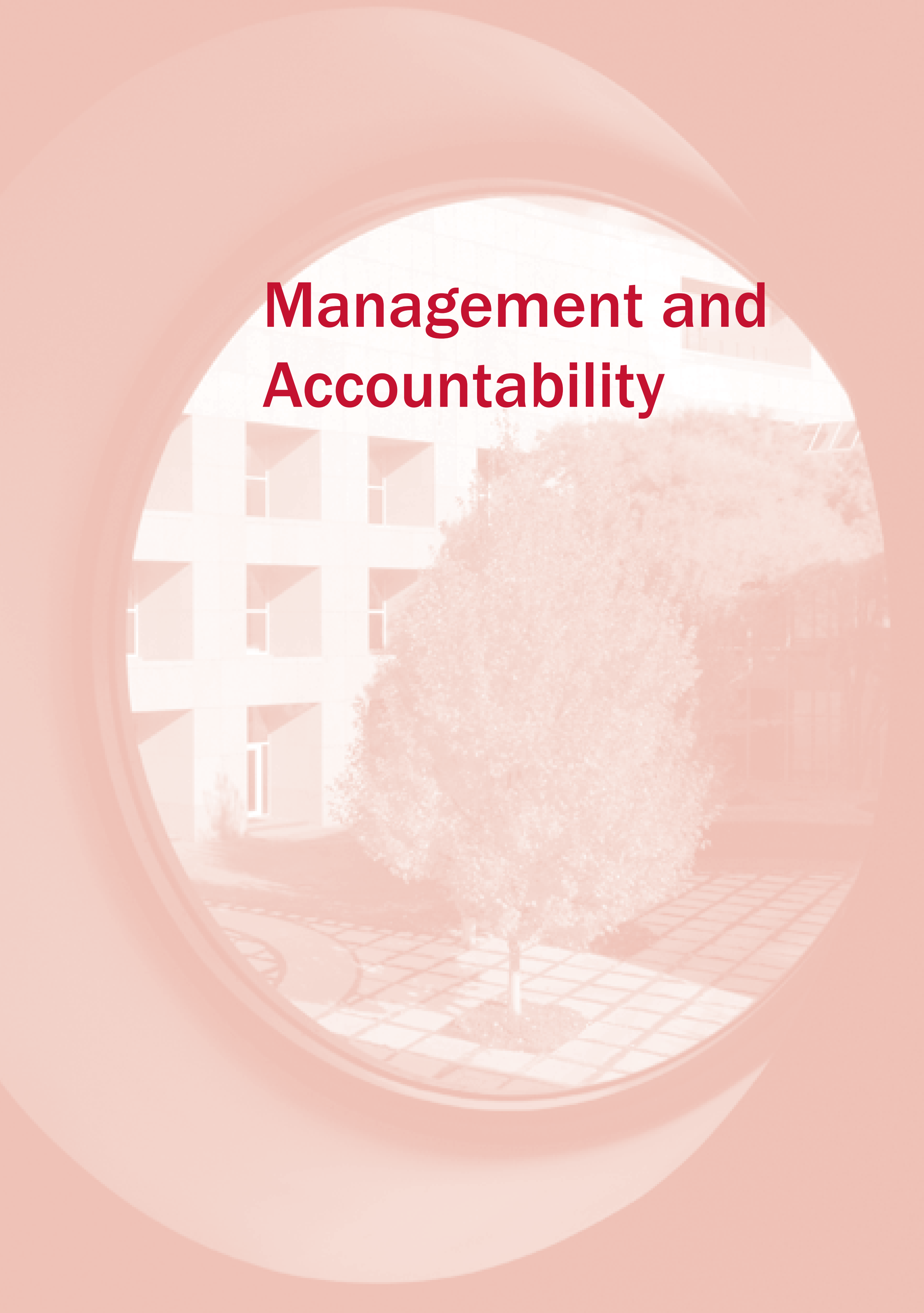
Following the development of more streamlined processes in various parts of Black Rod's Office during 2012–13, the forthcoming year is expected to be a time of consolidation.

A major focus in the first half of 2013–14 will be the opening of the 44th Parliament, which the Black Rod's Office will coordinate.

Two other significant projects will be the replacement of television monitors in the Senate wing following the switchover to digital television in Parliament House, and the introduction of a venue management application to replace the legacy system used for booking committee rooms and other spaces.

The final stages in the centralisation of parliamentary ICT will occur in the next reporting year, including the transfer of existing IT hardware, finalisation of support arrangements and agreement of ongoing service level guarantees.

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.* These are subject to provisions of the *Fair Work Act 2009* and other legislation.

Management committees

The department's corporate governance mechanisms include two senior management committees, the Program Managers' Group and the Audit and Evaluation Committee, each chaired by the Deputy Clerk. These committees provide advice and support to the Clerk to ensure that statutory responsibilities for the management of the department are met.

The department's Senate Management Advisory Group provides advice and assistance to the Program Managers' Group. The department also retains a Workplace Consultative Committee, through which formal consultation on workplace relations occurs between the department and staff.

The role, membership and activities of these groups are described in figure 13.

The department also participates on a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these during 2012–13 have been the meetings of the heads of the four parliamentary departments; steering committees reviewing and implementing whole of parliament ICT arrangements; the long–standing Senior Management Co–ordination Group; and numerous boards managing joint projects. There has been a renewed focus on strategic partnerships across the parliamentary service in recent years, as reported in the Clerk's Review.

Figure 13 Management and advisory groups, 2012–13

Audit and Evaluation Committee	
Role	Oversee: • internal and external audits • administrative, operating and accounting controls • risk management Supervise the annual internal audit program. Ensure best practice financial management and reporting, fraud control and business risk monitoring.
Activities	4 meetings Considered various matters which were reviewed by the department's internal audit service provider, including: • Parliamentary Education Office • business continuity plan • payments to shadow ministers Prepared an annual report to the Clerk and to the Senate Appropriations and Staffing Committee
Membership	Program managers and an independent member Chaired by the Deputy Clerk Observers: Chief Finance and Information Technology Officer, representatives from the Australian National Audit Office and the department's internal audit service provider

Program Managers' Group	
Role	Coordinate corporate governance matters, including: • human resource management • risk management and planning • financial planning • departmental service quality
Activities	10 meetings Examined matters including: • budget planning and reporting • business continuity plans • risk management • workforce planning • information technology issues • electronic record keeping • departmental projects

Membership	Program managers. Chaired by the Deputy Clerk Other staff attend as required to advise on matters within particular programs
Senate Management Advisory Group	
Role	Discuss departmental proposals, policy initiatives and changes. Advise the Program Managers' Group on leadership and managerial matters, as requested and on the initiative of the advisory group
Activities	4 meetings Reviewed electronic record keeping (ERK) and made recommendations to program managers to implement ERK within the department Formed a Public Awareness Working Group and reported the groups findings to program managers
Membership	All departmental Parliamentary Executive Level 2 staff. Convenor elected annually by the group
Workplace Consultative Committee	
Role	Serve as the principal forum for formal consultation between the department and staff on workplace relations Monitor and evaluate the impact of the department's enterprise agreement. Consider employment-related initiatives and matters that affect staff in the workplace
Activities	2 meetings Provided advice and recommendations on: • redrafted policies on work health and safety • attendance and leave • House Sitting and Committee Allowances • enterprise agreement implementation activities
Membership	The Usher of the Black Rod, the Clerk Assistant (Committees), up to 12 elected staff representatives and union representatives. Chaired by the Usher of the Black Rod

Corporate plan and work plans

A new departmental corporate plan was adopted in August 2012. Annual work plans and individual work objectives sitting underneath the corporate plan detail the tasks and expected performance results for each office of the department. Regular work reports to the Clerk showed continued progress against the work plans during 2012–13. Planned outcomes are detailed in the department's portfolio budget statements and performance results are contained in this report.

Fraud control and business risk management

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. These are reviewed on an annual basis to maintain their applicability and coverage.

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. 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. The framework for managing risk is revised regularly and made available to staff on the department's intranet. Fraud control and risk management are standing items for meetings of the Audit and Evaluation Committee.

Ethical standards

The department upholds the Parliamentary Service Values and staff are required to comply with the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*. The values and code are integrated into departmental policies and practices, many of which were revised during the reporting period in preparation for the commencement of amendments to the Act on 1 July 2013.

Social justice and equity

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

External scrutiny

The Senate Finance and Public Administration Legislation Committee and the Senate Standing Committee on Appropriations and Staffing provide forums in which senators and others may monitor the department's performance. Matters relating to the structure and functions of the parliamentary departments are also examined by the Appropriations and Staffing Committee.

Estimates hearings are an important accountability mechanism in which senators may test advice provided by departmental officers and evaluate the department's performance. The Clerk and officers of the department appeared before the Senate Finance and Public Administration Legislation Committee on 15 October 2012, 11 February 2013 and 27 May 2013. Matters considered included the departmental budget and staffing; rules for filming and photography at Parliament House; Freedom of Information requests; the interface between the work of a royal commission and Senate committee inquiries; and staff rotations.

The department's activities were also scrutinised by both an 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

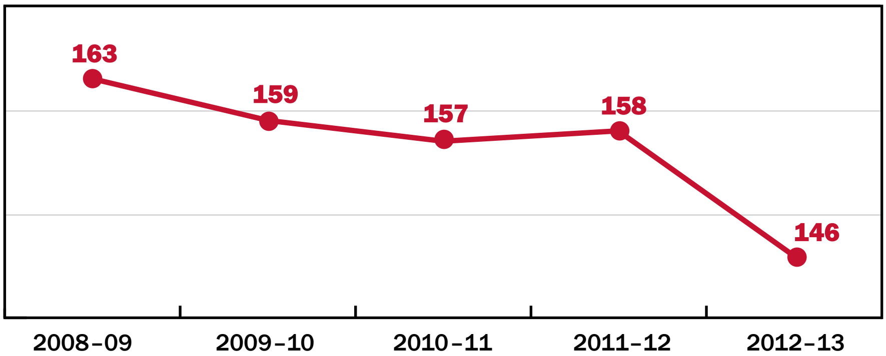
Staffing

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

Staffing levels decreased during the reporting period. Additional support was provided to the department through secondment arrangements with the Office of Parliamentary Counsel and the Attorney–General's Department.

Figure 14 shows that the full–time equivalent (FTE) staffing level for 2012–13 was 146, twelve less than for 2011–12. More staffing statistics, including a breakdown of the FTE staffing level by office, are provided in appendix 2.

Figure 14 Full–time equivalent staff numbers, 2008–09 to 2012–13



Workforce planning

The department moved away from its annual workforce planning model, which had been useful in managing a period involving turnover of senior staff in 2009 and 2010, and commenced development of a longer term, more strategic approach to the management of its staff.

Staffing rotations, the capping of the full–time equivalent number of staff for the department and a review of the effectiveness of the Parliament of Australia Graduate Program and the Working In the Senate program were significant workforce tasks carried out during the period.

Staff turnover

There were fewer staff separations in 2012–13 than in 2011–12, reflecting in part the smaller number of non–ongoing engagements during that period. Table 5 shows the reasons for separations.

Table 5 Reasons for separations from the department, 2010–11 to 2012–13

Reason	2010–11	2011–12	2012–13
Resignation	17	21	9
Retirement (age)	3	5	2
Retirement (other) or death	2	2	1

Return to home agency	6	2	2
End of non–ongoing employment	13	12	9
Transfer or promotion to another agency	11	13	12
Total	**52**	**55**	**35**

Senior executive remuneration

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.

Senior Executive Service (SES) staff are covered by a collective determination made under subsection 24(1) of the *Parliamentary Service Act 1999*. Consistent with the provisions of the department's enterprise agreement, SES staff received a three per cent pay increase in May 2013 in recognition of productivity improvements and individual performance outcomes. Staff salary ranges are set out in appendix 2.

Employment arrangements

Enterprise agreement

The department's commenced on 10 August 2012 and has a nominal expiry date of 30 June 2015. The negotiation process for this enterprise agreement resulted in a simpler, more streamlined agreement containing many of the model clauses required in Public Service enterprise agreements, including a cap on pay increases.

All non–SES staff are covered by the enterprise agreement. One employee has an Individual Flexibility Arrangement with the Clerk in accordance with clause 9 of the enterprise agreement. The main areas covered by the agreement are people and performance management, remuneration and allowances, hours of duty and overtime, and leave provisions. The agreement is supported by a number of human resource management policies and procedures.

In addition to salary, staff are entitled to a range of benefits including leave entitlements, study assistance, a Health and Wellbeing Subsidy, guaranteed minimum superannuation payments and a range of allowances.

In May 2013, the agreement delivered a three per cent salary increase to staff. Staff salary ranges are set out in appendix 2.

Performance pay

The department's employment arrangements do not provide for performance pay.

Learning and development

Under the department's Learning and Development Framework supervisors and staff set professional development goals for a 12–month performance cycle, with a target of 21 hours of work–related learning activities for each full–time, ongoing employee. Training provided in–house includes a structured induction program for new staff, 'skills for the workplace' training and an extensive range of activities on skills and knowledge necessary to support the Parliament. Staff from across the department contributed to this in–house training, particularly by presenting parliament–specific training sessions. Many other types of development activities are encouraged, including attendance at activities provided by the other parliamentary departments, and opportunities for secondment, coaching and mentoring, and performance of higher classified duties are also recognised under the framework.

In the cycle which ended in April 2013, employees reported completing an average of 38 hours of learning and development activities.

During 2012–13, four employees received financial assistance or paid leave, or both, under the department's Studybank scheme, to help them undertake tertiary studies relevant to the department's objectives.

The department played a major role in the organisation of the 2013 Australia and New Zealand Association of Clerks–at–the–Table (ANZACATT) professional development seminar held at Parliament House in January 2013.

Work health and safety

A new policy on work health and safety was implemented and health and safety representatives were retrained as a result of the commencement of the *Work Health and Safety Act 2011*.

Initiatives and measures

Initiatives and measures undertaken in 2012–13 to create a safe and healthy working environment for the department's staff included:

- ergonomic assessments of workstations for all new staff and for other staff as required
- an annual work health and safety inspection program for all work areas
- an online material safety data sheet application for hazardous substances.

The department's Health and Safety Committee met four times during 2012–13. The committee is made up of elected health and safety representatives for each designated workgroup. The committee was consulted in relation to incident and hazard reports received by the department.

Claims, incidents and investigations

Comcare accepted one claim for compensation in respect of the department during 2012–13.

In 2012–13, there was one incident within the department which required notice to be given under section 38 of the *Work Health and Safety Act 2011*. There were no investigations or notices under sections 90, 191 or 195 of the *Work Health and Safety Act 2011*.

Disability support

While the department is not subject to the Australian Public Service Commission reporting requirements in relation to disability action plans, the department continued to support the elimination of disability discrimination through various means. In particular, the department provided specific disability awareness training to staff during the period.

Management of financial resources

Policies and procedures for conducting tenders, selecting consultants, contracting, and approving expenditure are set out in the Clerk's Instructions, which take into account the requirements of the

Financial Management and Accountability Act 1997 (the FMA Act), the Commonwealth Procurement Rules (the Rules) and Senate standing order 25(17), relating to approval of consultants to assist committees.

Purchasing

All goods and services were purchased in accordance with the FMA Act, the Rules and the Clerk's Instructions.

The most significant procurement activities during the financial year related to two joint projects with the Department of the House of Representatives to develop a new document production system for the two Houses and a booking system for committee rooms and other venues within Parliament House.

Assets management

The Black Rod's Office is responsible for the effective management of departmental assets in accordance with the Clerk's Instructions.

Consultants

The department engages consultants to provide specialist expertise when not available within the department, or where an independent assessment is desirable.

The department uses various selection processes to engage consultants. These may involve: open tender, selective tender, direct sourcing, a panel of recognised or pre-eminent experts, or consultants who have previously undertaken work for the department or are known to have the requisite skills.

In 2012–13, the department entered into five new consultancy contracts involving total actual expenditure during the year of $93,291. There was one ongoing consultancy contract active during the 2012–13 year, involving total actual expenditure of $8,040.

In accordance with the Senate order on departmental and agency contracts, details of the department's contracts valued at greater than $100,000 are listed online, at www.aph.gov.au/senate/dept/contracts.

In addition, information on the value of contracts and consultancies is available on the AusTender website www.tenders.gov.au.

Freedom of Information

Until 2012 it was widely accepted that the parliamentary departments were not covered by the *Freedom of Information Act 1982* (FOI Act). Nonetheless, the department had always observed the spirit of the FOI Act, where possible, and generally complied with the small number of requests received for information of an administrative nature.

During 2012–13, as a result of a revised legal interpretation, the FOI Act was treated as applying to the department. During the reporting period the department received a total of three FOI requests, which were handled in accordance with the FOI Act.

In December 2012, the Clerk contributed to a joint submission from three parliamentary departments to a review of FOI legislation conducted by Dr Allan Hawke AC.

The original position was restored at the end of the reporting period with the passage of the Parliamentary Service Amendment (Freedom of Information) Bill 2013. This is being viewed as an interim measure, pending the outcome of the review. In the meantime, the department will continue to comply with the spirit of the FOI Act in relation to administrative matters.

Financial Statements

Contents

Australian National Audit Office

INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

I have audited the accompanying financial statements of the Department of the Senate for the year ended 30 June 2013, which comprise: a 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; 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 of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

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 about 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 of the financial statements that give a true and fair view 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 the 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.

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT 2600
Phone (02) 6203 7300 Fax (02) 6203 7777

Independence

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

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 2013 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office

Ron Wah
Audit Principal

Delegate of the Auditor-General

Canberra
14 October 2013

AUSTRALIAN SENATE

STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2013 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.

Richard Pye
(Acting Clerk)

14 October 2013

Michelle Crowther
(Chief Finance Officer)

14 October 2013

Department of the Senate

Statement of comprehensive income

for the period ended 30 June 2013

	Notes	2013 $'000	2012 $'000
EXPENSES			
Employee benefits	3A	**16,505**	17,747
Supplier	3B	**5,029**	6,625
Depreciation and amortisation	3C	**684**	808
Write-down and impairment of assets	3D	**44**	4
Losses from asset sales	3E	**21**	8
TOTAL EXPENSES		**22,283**	25,192
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	4A	**422**	548
Total own-source revenue		**422**	548
Gains			
Resources received free of charge	4B	**1,881**	2,882
Total gains		**1,881**	2,882
Total own-source income		**2,303**	3,430
Net cost of services		**19,980**	21,762
Revenue from government	4C	**20,484**	20,424
Surplus/(Deficit)		**504**	(1,338)
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to profit or loss			
Changes in asset revaluation surplus		**-**	869
Total other comprehensive income		**-**	869
Total comprehensive income/(loss)		**504**	(469)

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

Department of the Senate

Balance sheet

as at 30 June 2013

	Notes	**2013 $'000**	2012 $'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	**352**	251
Trade and other receivables	5B	**12,862**	12,204
Total financial assets		**13,214**	12,455
Non-financial Assets			
Property, plant and equipment	6A, 6C	**1,671**	2,244
Intangibles	6B, 6C	**1,518**	542
Inventories	6D	**35**	36
Other non-financial assets	6E	**135**	218
Total non-financial assets		**3,359**	3,040
TOTAL ASSETS		**16,573**	15,495
LIABILITIES			
Payables			
Suppliers	7A	**589**	561
Other payables	7B	**506**	475
Total payables		**1,095**	1,036
Provisions			
Employee provisions	7C	**5,099**	5,241
Total provisions		**5,099**	5,241
TOTAL LIABILITIES		**6,194**	6,277
NET ASSETS		**10,379**	9,218
EQUITY			
Contributed equity		**2,282**	1,625
Reserves		**11,038**	11,038
Retained surplus (accumulated deficit)		**(2,941)**	(3,445)
TOTAL EQUITY		**10,379**	9,218

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 2013

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2013	2012	**2013**	2012	**2013**	2012	**2013**	2012
	$'000	$'000	**$'000**	$'000	**$'000**	$'000	**$'000**	$'000
Opening balance								
Balance carried forward from previous period	**(3,445)**	(2,107)	**11,038**	10,169	**1,625**	810	**9,218**	8,872
Adjusted opening balance	**(3,445)**	(2,107)	**11,038**	10,169	**1,625**	810	**9,218**	8,872
Comprehensive income								
Other comprehensive income	**-**	-	**-**	869	**-**	-	**-**	869
Surplus/(Deficit) for the period	**504**	(1,338)					**504**	(1,338)
Total Comprehensive income	**504**	(1,338)	**-**	869	**-**	-	**504**	(469)
of which:								
Attributable to the Australian Government	**504**	(1,338)	**-**	869	**-**	-	**504**	(469)
Transactions with owners								
Distribution to owners								
Other - Return of prior year appropriations	**-**	-	**-**	-	**-**	-	**-**	-
Contribution by owners								
Equity injection - Appropriation	**-**	-	**-**	-	**657**	815	**657**	815
Subtotal transactions with owners	**-**	-	**-**	-	**657**	815	**657**	815
Transfers between equity components	**-**	-	**-**	-	**-**	-	**-**	-
Closing balance as at 30 June	**(2,941)**	(3,445)	**11,038**	11,038	**657**	815	**10,379**	9,218
Closing balance attributable to the Australian Government	**(2,941)**	(3,445)	**11,038**	11,038	**2,282**	1,625	**10,379**	9,218

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 2013

	Notes	2013 $'000	2012 $'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		**20,399**	20,430
Sale of goods and rendering of services		**451**	669
Net GST received		**317**	357
Total cash received		**21,167**	21,456
Cash used			
Employees		**16,615**	17,013
Suppliers		**3,392**	4,111
Total cash used		**20,007**	21,124
Net cash from or (used by) operating activities	8	**1,160**	332
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		**12**	8
Total cash received		**12**	8
Cash used			
Purchase of property, plant and equipment		**53**	409
Purchase of intangibles		**1,111**	419
Total cash used		**1,164**	828
Net cash from (used by) investing activities		**(1,152)**	(820)
FINANCING ACTIVITIES			
Cash received		**93**	655
Total cash received		**93**	655
Cash used		**-**	-
Total cash used		**-**	-
Net cash from (used by) financing activities		**93**	655
Net increase (decrease) in cash held		**101**	167
Cash and cash equivalents at the beginning of the reporting period		**251**	84
Cash and cash equivalents at the end of the reporting period	5A	**352**	251

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

Department of the Senate

Schedule of commitments

as at 30 June 2013

	2013	2012
BY TYPE	**$'000**	$'000
Commitments receivable		
GST recoverable on commitments	**(79)**	(159)
Total commitments receivable	**(79)**	(159)
Commitments payable		
Other commitments		
Operating leases [1]	**58**	97
Goods and services [2 3]	**1,089**	1,656
Total other commitments	**1,147**	1,753
Net commitments by type	**1,068**	1,594
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	**(67)**	(104)
From one to five years	**(12)**	(55)
Total other commitments receivable	**(79)**	(159)
Commitments payable		
Operating lease commitments		
One year or less	**38**	38
From one to five years	**20**	59
Total operating lease commitments	**58**	97
Goods and services commitments [3]		
One year or less	**979**	1,107
From one to five years	**110**	549
Total goods and services commitments	**1,089**	1,656
Net commitments by maturity	**1,068**	1,594

NB: Commitments are GST inclusive where relevant.

[1] Operating leases included are effectively non-cancellable and comprise agreements for the provision of motor vehicles to the Clerk and the Presiding Officers and there are no renewal or purchase options available.

[2] Goods and services relate to contracts (including purchase orders) lodged with suppliers.

[3] This amount excludes the following arrangements of $1,046,948 that relate to the following: co-ordinated procurements for accommodation and stationery, internal audit arrangements, and digitisation of parliamentary records.

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

Notes to and forming part of the Financial Statements
for the year ended 30 June 2013

Note 1:	Summary of significant accounting policies
Note 2:	Events after the reporting period
Note 3:	Expenses
Note 4:	Income
Note 5:	Financial assets
Note 6:	Non-financial assets
Note 7:	Payables and provisions
Note 8:	Cash flow reconciliation
Note 9:	Contingent liabilities and assets
Note 10:	Remuneration of auditors
Note 11:	Senior executive remuneration
Note 12:	Financial instruments
Note 13:	Financial assets reconciliation
Note 14:	Appropriations
Note 15:	Compensation and debt relief
Note 16:	Reporting of outcomes
Note: 17	Net cash appropriation arrangements

Note 1: Summary of significant accounting policies

1.1 Objectives of the Department of the Senate

The Department of the Senate (the department) 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 not-for-profit activities contributing towards this outcome are classified as departmental. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right. Further details of the department's activities are outlined at page 10.

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:

(a) Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2011, and

(b) 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 to the department or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard.

Liabilities and assets that are unrecognised 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, income and expenses are recognised in the Statement of Comprehensive Income when and only when the flow, 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 the 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.

1.4 Changes in Australian accounting standards

Adoption of new Australian Accounting Standard requirements

No accounting standard have 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 were applicable to the current reporting period did not have any financial impact, and are not expected to have a future 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 applicable to future reporting periods, did not have any financial impact, and are not expected to have a future financial impact.

1.5 Revenue

Revenue from government

Amounts appropriated for departmental appropriation for the financial year (adjusted for any formal additions and reductions) are recognised as revenue from government when the department gains control of the appropriation, 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:

(a) the risks and rewards of ownership have been transferred to the buyer

(b) the department retains no managerial involvement nor effective control over the goods

(c) the revenue and transaction costs incurred can be reliably measured, and

(d) it is probable that the economic benefits associated with the transaction will flow to the department.

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:

(a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured, and

(b) the probable economic benefits from the transaction will flow to the department.

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 impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances 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*.

Paid Parental Leave Scheme

Amounts received under the Paid Parental Leave Scheme by the department and not yet paid to employees would be presented gross as cash and a liability (payable).

1.6 Gains

Resources received free of charge

Services received free of charge are recognised as gain 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 gains at their fair value when the asset qualifies for recognition, unless received from another 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) and Departmental Capital Budgets (DCB) are recognised directly in contributed equity in that year.

Restructuring of administrative arrangements

Net assets received from or relinquished to another 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.

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 *Employee Benefits*) 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/purchased leave and long service leave. No provision has been made for personal/carer's leave, as all personal/carer's leave is non-vesting and the average personal/carer's leave taken in future years by employees of the department is estimated to be less than the annual entitlement for personal/carer's leave.

The leave liabilities are generally 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 2013. 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 2012–13, the department has made no provision for future separation and redundancy benefit payments.

Superannuation

Employees of the department are generally members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) and PSS accumulation plan (PSSap). Where an eligible employee chooses a superannuation fund other than the department's nominated default fund, the PSSap, the department makes employer's contributions equal to those payable to the default fund.

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

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation as an administered item.

The department makes employer contributions to the relevant employee superannuation scheme (the CSS and PSS) at rates determined by an actuary to be sufficient to meet the current cost to the government. The department accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June 2013 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 a straight-line basis which is representative of the pattern of benefits derived from the leased assets. The department's operating leases relate to vehicles leased from LeasePlan.

1.10 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents include:

(a) cash on hand

(b) demand 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

(c) cash held by outsiders, and

(d) cash in special accounts.

1.11 Financial assets

Financial assets are classified in the following categories:

(a) at fair value through profit or loss

(b) held-to-maturity investments

(c) available-for-sale financial assets, and

(d) loans and receivables.

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.

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'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

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 Statement of Comprehensive Income.

- *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 Statement of Comprehensive Income.

- *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.

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. These 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 the amount cannot be reliably measured. Contingent assets are reported when settlement is probable, but not virtually certain, and contingent liabilities are disclosed 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 income at their fair value at the date of acquisition, unless acquired 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 purchases are initially recognised at cost in the balance sheet, unless their cost 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).

Asset class	Recognition threshold	Asset category
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:

Asset class	Fair value measured at:
Infrastructure, plant and equipment	Market selling price

Following initial recognition at cost, infrastructure, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. 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.

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 decrements for a class of assets are recognised directly in the surplus/deficit 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 straight-line 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:

	2013	2012
Plant equipment	5 to 15 years	5 to 15 years
Computer equipment	2 to 10 years	2 to 10 years
Furniture and fittings	5 to 100 years	5 to 100 years
Office machines and equipment	4 to 30 years	4 to 30 years
Intangibles (software)	3 to 7 years	3 to 7 years

Impairment

All assets were assessed for impairment at 30 June 2013. 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 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.

1.16 Intangibles

The department's intangibles comprise software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

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 (2012: 3 to 7 years).

All software assets were assessed for impairment as at 30 June 2013.

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 (FBT) and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST except:

(a) except where the amount of GST incurred is not recoverable from the Australian Taxation Office, and

(b) except for receivables and payables.

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

1.19 Constitutional and other legal requirements

The department, and the Australian Government more broadly, continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth* (2012) 288 ALR 410, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the department and Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

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 2013

	2013 $'000	2012 $'000
Note 3: Expenses		
Note 3A: Employee benefits		
Wages and salaries	**12,203**	12,612
Superannuation:		
Defined contribution plans	**741**	744
Defined benefit plans	**1,637**	1,485
Leave and other entitlements	**1,889**	2,780
Separation and redundancies	**35**	126
Total employee benefits	**16,505**	17,747
Note 3B: Supplier		
Goods and services		
Professional and financial fees	**683**	557
Facilities and infrastructure	**495**	595
Recruitment and staff development	**61**	90
Hire charges and hospitality	**139**	157
Travel	**637**	720
Media and communications	**277**	568
General office expenses	**437**	481
Printing	**292**	467
Resources received free of charge	**1,881**	2,882
Total goods and services	**4,902**	6,517
Goods and services are made up of:		
Provision of goods - related entities	**19**	87
Provision of goods - external entities	**986**	1,429
Rendering of services - related entities *	**2,432**	3,423
Rendering of services - external entities	**1,465**	1,578
Total goods and services	**4,902**	6,517

* Services from related entities included $1.881m of resources received free of charge from other Commonwealth agencies. (2012: $2.882m)

	2013 $'000	2012 $'000
Other supplier expenses		
Workers compensation expenses	**127**	108
Total other supplier expenses	**127**	108
Total supplier expenses	**5,029**	6,625

Notes to and forming part of the Financial Statements

for the year ended 30 June 2013

	2013 $'000	2012 $'000
Note 3C: Depreciation and amortisation		
Depreciation:		
Property, plant and equipment	**590**	719
Amortisation:		
Intangibles - computer software	**94**	89
Total depreciation and amortisation	**684**	808

	2013 $'000	2012 $'000
Note 3D: Write-down and impairment of assets		
Non-financial assets		
Property, plant and equipment - write-downs	**4**	4
Intangibles - write-downs	**40**	-
Total write-down and impairment of assets	**44**	4

	2013 $'000	2012 $'000
Note 3E: Losses from asset sales		
Property, plant and equipment:		
Proceeds from sale	**(12)**	(8)
Carrying value of assets sold	**33**	16
Selling expenses	**-**	-
Total losses from asset sales	**21**	8

Note 4: Income

Revenue

	2013 $'000	2012 $'000
Note 4A: Sale of goods and rendering of services		
Provision of goods - related entities	**19**	2
Provision of goods - external parties	**77**	58
Rendering of services - related entities	**312**	464
Rendering of services - external parties	**14**	24
Total sale of goods and rendering of services	**422**	548

Gains

	2013 $'000	2012 $'000
Note 4B: Other gains		
Resources received free of charge	**1,881**	2,882
Total other gains	**1,881**	2,882

Notes to and forming part of the Financial Statements
for the year ended 30 June 2013

	2013 $'000	2012 $'000
Revenue from government		
Note 4C: Revenue from government		
Departmental appropriation	**20,484**	20,424
Total revenue from government	**20,484**	20,424

Note 5: Financial assets

	2013 $'000	2012 $'000
Note 5A: Cash and cash equivalents		
Cash on hand or on deposit	**352**	251
Total cash and cash equivalents	**352**	251
Note 5B: Trade and other receivables		
Goods and services - related entities	**8**	84
Goods and services - external parties	**2**	3
Total receivables for goods and services	**10**	87
Appropriations receivable for existing program	**12,727**	12,078
Other receivables:		
GST receivable from the Australian Taxation Office	**45**	39
Other	**80**	-
Total other receivables	**125**	39
Total trade and other receivables (net)	**12,862**	12,204
Receivables are aged as follows:		
Not overdue	**12,859**	12,199
Overdue by:		
0 to 30 days	**2**	2
31 to 60 days	**1**	2
61 to 90 days	**-**	1
More than 90 days	**-**	-
Total receivables (gross)	**12,862**	12,204

All receivables are expected to be recovered in no more than 12 months.

No indicators of impairment were noted for receivables.

	2013	2012
	$'000	$'000

Note 6: Non-financial assets

Note 6A: Property, plant and equipment

	2013 $'000	2012 $'000
Property, plant and equipment		
Fair value	**2,278**	2,285
Accumulated depreciation	**(607)**	(41)
Total property, plant and equipment	**1,671**	2,244

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

Property, plant and equipment that is information and communication technology (ICT) related is expected to be transferred to the Department of Parliamentary Services within the next 12 months. This forms part of an agreed transfer of ICT service responsibilities from both Parliamentary Chamber departments to the Department of Parliamentary Services.

Revaluations of non-financial assets

The department's non-current assets have not significantly changed since the revaluation at 30 June 2012 and there has been no discernable volatility of their fair value. Therefore, the department's assets were not revalued in 2012-13.

Note 6B: Intangibles

	2013 $'000	2012 $'000
Computer software		
Purchased	**2,209**	1,916
Accumulated amortisation	**(691)**	(1,374)
Total intangibles	**1,518**	542

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.

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

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2012–13)

	PP&E $'000	Intangibles $'000	TOTAL $'000
As at 1 July 2012			
Gross book value	2,285	1,916	**4,201**
Accumulated depreciation/amortisation	(41)	(1,374)	**(1,415)**
Net book value 1 July 2012	**2,244**	**542**	**2,786**
Additions by purchase	54	1,110	**1,164**
Revaluation and impairments through equity	-	-	**-**
Reclassifications	-	-	**-**
Depreciation/amortisation expense	(590)	(94)	**(684)**
Impairments recognised in the operating result	(4)	(40)	**(44)**
Other movements - Derecognition of assets	-	-	**-**
Disposals	(33)	-	**(33)**
Net book value 30 June 2013	**1,671**	**1,518**	**3,189**

	PP&E $'000	Intangibles $'000	TOTAL $'000
Net book value 30 June 2013 represented by:			
Gross book value	2,278	2,209	**4,487**
Accumulated depreciation/amortisation	(607)	(691)	**(1,298)**
Net book value 30 June 2013	**1,671**	**1,518**	**3,189**

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2011–12)

	PP&E $'000	Intangibles $'000	TOTAL $'000
As at 1 July 2011			
Gross book value	3,295	1,500	**4,795**
Accumulated depreciation/amortisation	(1,593)	(1,285)	**(2,878)**
Net book value 1 July 2011	**1,702**	**215**	**1,917**
Additions by purchase	412	416	**828**
Revaluation and impairments through equity	869	-	**869**
Reclassifications	-	-	**-**
Depreciation/amortisation expense	(719)	(89)	**(808)**
Impairments recognised in the operating result	(4)	-	**(4)**
Other movements - Derecognition of assets	-	-	**-**
Disposals	(16)	-	**(16)**
Net book value 30 June 2012	**2,244**	**542**	**2,786**

	PP&E $'000	Intangibles $'000	TOTAL $'000
Net book value 30 June 2012 represented by:			
Gross book value	2,285	1,916	**4,201**
Accumulated depreciation/amortisation	(41)	(1,374)	**(1,415)**
Net book value 30 June 2012 represented by:	**2,244**	**542**	**2,786**

	2013 $'000	2012 $'000
Note 6D: Inventories		
Inventories held for sale	**35**	36
Total inventories	**35**	36

All departmental inventory is expected to be sold in the next 12 months.

	2013 $'000	2012 $'000
Note 6E: Other non-financial assets		
Prepayments	**135**	218
Total other non-financial assets	**135**	218

All other non-financial assets are current assets.

Note 7: Payables and provisions

	2013 $'000	2012 $'000
Note 7A: Suppliers		
Trade creditors and accruals	**589**	561
Total supplier payables	**589**	561

Supplier payables expected to be settled within 12 months:

	2013 $'000	2012 $'000
Related entities	**290**	169
External parties	**299**	392
Total supplier payables	**589**	561

	2013 $'000	2012 $'000
Note 7B: Other payables		
Wages and Salaries	**439**	413
Superannuation	**67**	62
Total other payables	**506**	475

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

	2013 $'000	2012 $'000
Note 7C: Employee provisions		
Leave	**5,099**	5,241
Total employee provisions	**5,099**	5,241

Employee provisions are expected to be settled in:

	2013 $'000	2012 $'000
No more than 12 months	**4,043**	4,221
More than 12 months	**1,057**	1,020
Total employee provisions	**5,099**	5,241

Notes to and forming part of the Financial Statements
for the year ended 30 June 2013

	2013 $'000	2012 $'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	**352**	251
Balance sheet	**352**	251
Difference	**-**	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	**(19,980)**	(21,762)
Add revenue from government	**20,484**	20,424
Adjustments for non-cash items		
Depreciation/amortisation	**684**	808
Net write down of assets	**44**	4
Loss/(gain) on disposal of assets	**21**	8
Changes in assets/liabilities		
(Increase)/decrease in net receivables	**(96)**	26
(Increase)/decrease in inventories	**1**	(14)
(Increase)/decrease in prepayments	**85**	16
Increase/(decrease) in employee provisions	**(142)**	690
Increase/(decrease) in supplier payables	**28**	90
Increase/(decrease) in other payables	**31**	42
Net cash from operating activities	**1,160**	332

Note 9: Contingent liabilities and assets

Quantifiable contingencies

At 30 June 2013, the Department of the Senate has no quantifiable contingencies. (2012: Nil)

Unquantifiable contingencies

At 30 June 2013, the Department of the Senate has no unquantifiable contingencies.(2012: Nil)

Significant remote contingencies

At 30 June 2013, the Department of the Senate has no remote contingencies. (2012: Nil)

	2013	2012
	$'000	$'000

Note 10: Remuneration of auditors

Financial statement audit services were provided free of charge to the department by the Australian National Audit		
The fair value of audit services provided was:	**83**	80

No other services were provided by the auditors of the financial statements.

Note 11: Senior executive remuneration

Note 11A: Senior executive remuneration expense for the reporting period

	$	$
Short-term employee benefits		
Salary	**1,246,320**	1,229,914
Annual leave accrued	**93,054**	90,095
Total short-term employee benefits	**1,339,374**	1,320,009
Post-employee benefits		
Superannuation	**214,695**	190,833
Total post-employment benefits	**214,695**	190,833
Other long-term benefits		
Long-service leave	**30,243**	29,281
Total other long-term benefits	**30,243**	29,281
Total senior executive remuneration expense	**1,584,312**	1,540,123

Notes

1. Note 11A was prepared on an accrual basis.
2. Note 11A excludes acting arrangements and part-year service where remuneration for a senior executive was less than $180,000.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2013

Note 11: Senior executive remuneration (continued)

Note 11B: Average annual reportable remuneration paid to substantive senior executives during the reporting period

Average annual reportable remuneration paid to substantive senior executives in 2013

Average annual reportable remuneration[1]	Senior Executives No.	Reportable salary[2] $	Contributed superannuation[3] $	Reportable allowances[4] $	Bonus paid[5] $	Total reportable remuneration $
Total remuneration (including part-time arrangements):						
Less than 180,000	-	-	-	-	-	-
$210,000 to $239,999	4	194,368	31,100	-	-	225,468
$240,000 to $269,999	1	229,768	35,697	-	-	265,465
$390,000 to $409,999	1	340,779	54,421	-	-	395,200
Total number of substantive senior executives	6					

Average annual reportable remuneration paid to substantive senior executives in 2012

Average annual reportable remuneration[1]	Senior Executives No.	Reportable salary[2] $	Contributed superannuation[3] $	Reportable allowances[4] $	Bonus paid[5] $	Total reportable remuneration $
Total remuneration (including part-time arrangements):						
Less than 180,000	-	-	-	-	-	-
$180,000 to $209,999	5	175,666	21,982	-	-	197,648
$240,000 to $269,999	1	223,878	27,271	-	-	251,149
$360,000 to $389,999	1	318,130	55,213	-	-	373,343
Total	7					

Notes
1. This table reports substantive senior executives who received remuneration during the reporting period. Each row is an averaged figure based on headcount for individuals in the band.
2. 'Reportable salary' includes the following:
   a) gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
   b) reportable fringe benefits (at the net amount prior to 'grossing up' to account for tax benefits); and
   c) exempt foreign employment income; and
   d) salary sacrificed benefits.
3. The 'contributed superannuation' amount is the average cost to the entity for the provision of superannuation benefits to other highly paid staff in that reportable remuneration band during the reporting period.
4. 'Reportable allowances' are the average actual allowances paid as per the 'total allowances' line on individuals' payment summaries.
5. 'Bonus paid' represents average actual bonuses paid during the reporting period in that reportable remuneration band. The 'bonus paid' within a particular band may vary between financial years due to various factors such as individuals commencing with or leaving the entity during the financial year.

	2013 $'000	2012 $'000
Note 12: Financial instruments		
Note 12A: Categories of financial instruments		
Financial assets		
Loans and receivables:		
Cash and cash equivalent	**352**	251
Trade receivables	**10**	87
Carrying amount of financial assets	**362**	338
Financial liabilities		
At amortised cost:		
Trade creditors	**136**	244
Other payables	**453**	317
Carrying amount of financial liabilities	**589**	561

Note 12B: Net income and expense from financial assets

The department had no net income or expense from financial instruments. (2012: 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 2012–13 and 2011–12 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. 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. (2012: Nil)

Note 12F: Market risk

The department has no significant exposures to any market risk. (2012: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2013

	2013 $'000	2012 $'000
Note 13: Financial Assets Reconciliation		
Financial assets		
Total financial assets as per balance sheet	**13,214**	12,455
Less: non-financial instrument components		
Appropriation receivable	**12,727**	12,078
Other receivable - GST from ATO	**45**	39
Other receivable - Accrued Revenue	**80**	-
Total non-financial instrument components	**12,852**	12,117
Total financial assets as per financial instrument note	**362**	338

Notes to and forming part of the Financial Statements

for the year ended 30 June 2013

Note 14: Appropriations

Note 14A: Annual Appropriations (Recoverable GST exclusive)

	2013 Appropriations							Appropriation applied in 2013 (current and prior years)	Variance[1]
	Appropriation Act			FMA Act			Total appropriation		
	Annual Appropriation $'000	Appropriations reduced $'000	AFM $'000	Section 30 $'000	Section 31 $'000	Section 32 $'000	$'000	$'000	$'000
DEPARTMENTAL									
Ordinary annual services	**21,141**	**-**	**-**		**1,845**	**-**	**22,986**	**22,337**	**649**
Total departmental	**21,141**	**-**	**-**	**-**	**1,845**	**-**	**22,986**	**22,337**	**649**

Notes

[1]The variance is attributed to the appropriation carry over for 2012-13 ($2,116m) net of the prior year appropriations ($1,467m) used.

	2012 Appropriations							Appropriation applied in 2012 (current and prior years)	Variance
	Appropriation Act			FMA Act[2]			Total appropriation		
	Annual Appropriation $'000	Appropriations reduced $'000	AFM $'000	Section 30 $'000	Section 31 $'000	Section 32 $'000	$'000	$'000	$'000
DEPARTMENTAL									
Ordinary annual services	21,239	-	-	-	1,678	-	22,917	22,764	153
Total departmental	21,239	-	-	-	1,678	-	22,917	22,764	153

Notes

[2] For '2012 Appropriations' GST receivable was shown against 'Section 30'. In line with the Fimance Minister's Orders, this amount is now shown against Section 31.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2013

Note 14: Appropriations (continued)

Note 14B: Departmental Capital Budgets ('Recoverable GST exclusive')

	2013 Capital Budget Appropriations				Capital Budget Appropriations applied in 2013 (current and prior years)			
	Appropriation Act		FMA Act					
	Annual Capital Budget	Appropriations reduced[2]	Section 32	Total Capital Budget Appropriations	Payments for non-financial assets[3]	Payments for other purposes	Total payments	Variance
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget[1]	657	-	-	657	93	-	93	564

Notes

1 The Departmental Capital Budget is appropriated through Parliamentary Appropriation Acts (No.1,3,5). It forms part of ordinary annual services, and is not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Note 14A: Annual appropriations.

2 Appropriations reduced under Appropriation Acts (No.1,3,5) 2011-12: sections 10, 11, 12 and 15 or via a determination by the Finance Minister.

3 Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

	2012 Capital Budget Appropriations				Capital Budget Appropriations applied in 2012 (current and prior years)			
	Appropriation Act		FMA Act					
	Annual Capital Budget	Appropriations reduced[2]	Section 32	Total Capital Budget Appropriations	Payments for non-financial assets[3 4]	Payments for other purposes	Total payments	Variance
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget[1]	815	-	-	815	655	-	655	160

Notes

1 The Departmental Capital Budget is appropriated through Parliamentary Appropriation Acts (No.1,3,5). It forms part of ordinary annual services, and is not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Note 14A: Annual appropriations.

2 Appropriations reduced under Parliamentary Appropriation Acts (No.1,3,5) 2010-11: sections 10, 11, 12 and 15 or via a determination by the Finance Minister.

3 Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

4 For 'Capital Budget Appropriations applied in 2012' the amount previously reported included appropriation from former years. In line with the Finance Minister's Orders, this amount has been adjusted to reflect only drawn amounts, for non-financial assets, funded by capital.

Note 14: Appropriations (continued)

Note14C: Unspent Annual Appropriations (Recoverable GST exclusive)

Authority	2013 $'000	2012 $'000
DEPARTMENTAL		
Parliamentary Appropriation Act (No. 1) 2006-07	-	5,964
Parliamentary Appropriation Act (No. 1) 2007-08	-	1,178
Parliamentary Appropriation Act (No. 1) 2008-09	-	246
Parliamentary Appropriation Act (No. 1) 2009-10	-	1,346
Parliamentary Appropriation Act (No. 1) 2010-11	**170**	1,077
Parliamentary Appropriation Act (No. 1) 2011-12	**10,441**	2,267
Parliamentary Appropriation Act (No. 1) 2012-13	**2,116**	-
Total	**12,727**	12,078

Notes to and forming part of the Financial Statements

for the year ended 30 June 2013

Note 14: Appropriations (continued)

Note 14D: Disclosure by agent in relation to annual and special appropriations (Recoverable GST exclusive)

	Department of Finance and Deregulation - *Parliamentary Entitlements Act 1990* (s. 11)	**Department of Finance and Deregulation - *Parliamentary Superannuation Act 2004* (s. 18)**	**Department of Finance and Deregulation - Commonwealth of Australia Constitution (s. 66)**	**Australian Public Service Commission - *Remuneration Tribunal Act 1973* (s. 7)**
2013	**$'000**	**$'000**	**$'000**	**$'000**
Total receipts	**-**	**-**	**-**	**-**
Total payments	**188**	**1,618**	**1,109**	**18,659**

	Department of Finance and Deregulation - *Parliamentary Entitlements Act 1990* (s. 11)	Department of Finance and Deregulation - *Parliamentary Superannuation Act 2004* (s. 18)	Department of Finance and Deregulation - Commonwealth of Australia Constitution (s. 66)	Australian Public Service Commission - *Remuneration Tribunal Act 1973* (s. 7)
2012	$'000	$'000	$'000	$'000
Total receipts	-	-	-	-
Total payments	199	1,221	653	15,395

The legislation establishing these special appropriations is administered by the Department of Finance and Deregulation and the Australian Public Service Commission. Arrangements have been entered into with these departments to allow the Department of the Senate to draw upon these appropriations.

Note 14: Appropriations (continued)

Note 14E: Compliance with statutory conditions for payment from the Consolidated Revenue Fund

During 2012-13, additional legal advice was received by the Department of Finance that indicated there could be breaches of Section 83 under certain circumstances with payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The department has reviewed its processes and controls over payments for these items to minimise the possibility for future breaches as a result of these payments. The department has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the department. The department is not aware of any specific breaches of Section 83 in respect of these items.

Note 15: Compensation and debt relief

No act of grace payments were expended during the reporting period. (2012: Nil)

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997* during the reporting period. (2012:Nil)

No payments were provided under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme during the reporting period. (2012: Nil)

No ex-gratia payments were provided for during the reporting period.
(2012: Nil)

No payments were provided under section 66 of the *Parliamentary Service Act 1999* during the reporting period. (2012: Nil)

Note 16: Reporting of outcomes

Note 16A: Net cost of outcome delivery

	Outcome 1		Total	
	2013	2012	**2013**	2012
	$'000	$'000	**$'000**	$'000
Departmental				
Expenses	**22,283**	25,192	**22,283**	25,192
Own-source income	**2,303**	3,430	**2,303**	3,430
Net cost of outcome delivery	**24,586**	28,622	**24,586**	28,622

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 16B: 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.

Note 17: Net cash appropriation arrangements

	2013	2012
	$'000	$'000
Total comprehensive income less depreciation/ amortisation expenses previously funded through revenue appropriations[1]	**1,188**	339
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	**(684)**	(808)
Total comprehensive income (loss) - as per the Statement of Comprehensive Income	**504**	(469)

Notes

1 From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

Appendices

Appendix 1—Resources

This section details the department's resources and expenses in 2012–13, as required by Department of the Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA Act bodies*, 24 June 2013.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2012–13:

- the resources statement, which provides information about the various funding sources on which the department was able to draw 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, 2012–13

	Actual available appropriations for 2012-13 $'000 (a)	Payments made in 2012–13 $'000 (b)	Balance remaining $'000 (a – b)
Ordinary annual services[1]			
Departmental appropriation			
Prior year departmental appropriation	12,329	-	-
Departmental appropriation	21,141	-	-
Section 31 relevant agency receipts	463	-	-
Total	**33,933**	**20,854**	**13,079**
Total ordinary annual services	**33,933**	**20,854**	
Other services			
Total other services	-	-	
Special Accounts			
Opening balance	-		
Appropriation receipts	-		
Appropriation receipts—other agencies	-		
Non-appropriation receipts to Special Accounts	-		
Payments made	-	-	
Closing balance			-
Total resourcing and payments	**33,933**	**20,854**	

[1] Appropriation (Parliamentary Departments) Bill (No.1) 2012–13.

Expenses and resources for outcome 1

Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties	Budget[1] 2012–13 $'000 (a)	Actual Expenses 2012–13 $'000 (b)	Variation 2012–13 $'000 (a – b))
Program: Department of the Senate			
Clerk's Office	1,837	1,711	126
Table Office	2,697	2,512	185
Procedure Office	6,047	5,632	415
Committee Office	8,749	8,148	600
Black Rod's Office	2,576	2,399	177
Total expenses for Outcome 1	21,906	20,402	1,504
	2011–12	2012–13	
Average staffing level (number)	158	146	

[1] Full-year budget, including any subsequent adjustment made to the 2012–13 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 2013. Also excluded are those non–ongoing staff employed on a casual or sessional basis who did not work on 28 June 2013, the last working day of the year.

Staff numbers, by classification, salary range and gender, 30 June 2013

Classification	Salary ($)	Gender		Total
		Male	Female	
Clerk of the Senate	400,000	–	1	1
Deputy Clerk of the Senate (SES Band 2)	200,648–211,209	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	165,559–173,878	2	2	4
Parliamentary Executive Level 2 (PE 2)	125,330–134,009	11	11	22
Parliamentary Executive Level 1 (PE 1)	100,750–112,854	14	12	26
Parliamentary Service Level 6 (APS 6)	83,363–91,445	13	18	31
Parliamentary Service Level 5 (APS 5)	74,009–78,594	4	1	5
Parliamentary Service Level 4 (APS 4)	66,245–71,157	12	21	33
Parliamentary Service Level 3 (APS 3)	59,067–63,810	9	19	28
Parliamentary Service Level 1/2 (APS 1/2)	46,237–57,877	5	5	10
Total		**71**	**90**	**161**

SES = Senior Executive Service, PE = Parliamentary Executive, APS = Australian Parliamentary Service

Staff numbers, by classification, participation and employment category, 30 June 2013

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	4	–	4	–	4
PE 2	20	2	22	–	22
PE 1	19	7	21	5	26
APS 6	24	7	29	2	31
APS 5	5	–	5	–	5
APS 4	29	4	32	1	33
APS 3	20	8	21	7	28
APS 1/2	7	3	7	3	10
Total	**130**	**31**	**143**	**18**	**161**

SES = Senior Executive Service, PE = Parliamentary Executive, APS = Australian Parliamentary Service

Fulltime equivalent staffing levels (staff years), 2011–12 and 2012–13

Program	2011–12	2012–13
Clerk's Office	6	8
Table Office	17	16
Procedure Office	34	30
Committee Office	59	57
Black Rod's Office	42	35
Total	**158**	**146**

Diversity profile, 2011–12 and 2012–13[a]

	2011–12	2012–13
Gender		
Female	93	90
Male	70	71
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	–	–
EEO details not provided	4	13
English not first language spoken	4	3
With disability	–	–

a As at 30 June in each year.

Appendix 3—Compliance with legislative requirements

This appendix provides the department's 2012–13 reports against particular legislated requirements. It also includes a signed statement by the Acting Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

Schedule 2, Part 4 of the *Work Health and Safety Act 2011*	Please refer to 'Work health and safety' in the 'Management and accountability' chapter at pages 78-79.
Section 311A of the *Commonwealth Electoral Act 1918*	In 2012–13, the department paid a total of $97,887 for advertising. Of the total, $86,776 was in relation to Senate and joint committee activities, delivered through Adcorp Australia, the government contractor. The balance was for other minor advertising services, including public notices and recruitment. No market research, polling, direct mail or creative advertising organisations were engaged during the year. No advertising campaigns were conducted during the year.
Paragraph 11.1(ba) of the *Legal Services Directions 2005*	In 2012–13, the department expended $56,308 on legal services. This amount does not include $160,758 for the provision of independent legal advice supporting the work of the three legislative scrutiny committees. There was no expenditure on counsel during the year. In accordance with the Legal Services Directions 2005, 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.

AUSTRALIAN SENATE

CLERK OF THE SENATE

PARLIAMENT HOUSE
CANBERRA ACT 2600
TEL: (02) 6277 3350
FAX: (02) 6277 3199
E-mail: clerk.sen@aph.gov.au

ANNUAL REPORT 2012-13

FRAUD CONTROL CERTIFICATION

In accordance with the Commonwealth Fraud Control Guidelines, issued by the Minister for Home Affairs pursuant to Regulation 16A of the *Financial Management and Accountability Regulations 1997*, I hereby certify to the President of the Senate that the Department of the Senate has:

- prepared current fraud risk assessments and a fraud control plan;
- implemented appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes; and
- taken all reasonable measures to minimise incidences of fraud and to investigate and recover the proceeds of fraud.

(Richard Pye)
Acting Clerk

17 October 2013

Appendix 4—Contact details

Department of the Senate

Parliament House Canberra ACT 2600	T 02 6277 7111 F 02 6277 3000 www.aph.gov.au/senate/dept

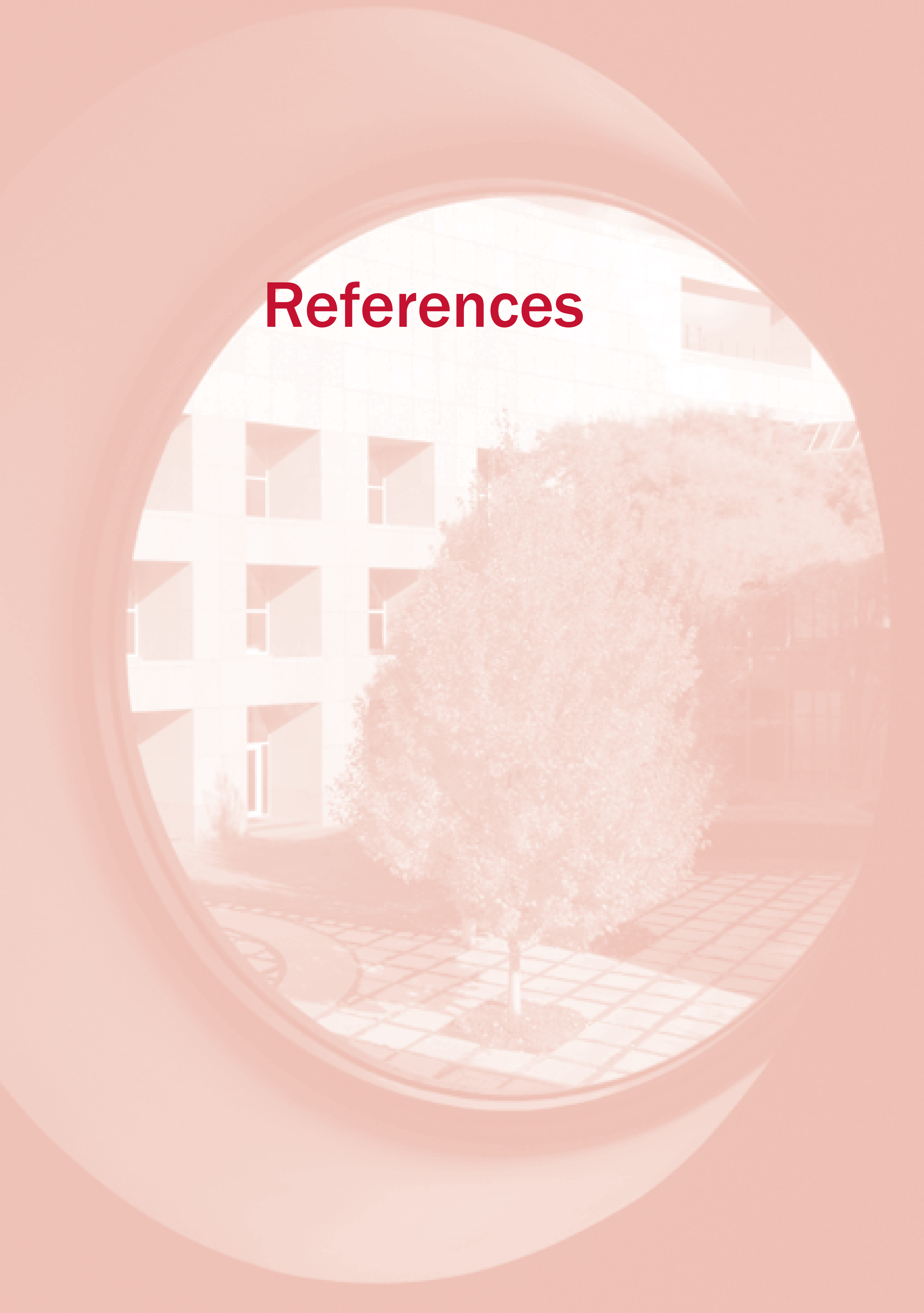
Office–holders and senior officers of the Senate

President's Office		
President of the Senate	senator.hogg@aph.gov.au	
Senator the Honourable John Hogg		
Parliament House	T 02 6277 3300	F 02 6277 3108
Electorate Office—Carina, Queensland	T 07 3843 4066	F 07 3843 4077
Deputy President of the Senate	senator.parry@aph.gov.au	
Senator Stephen Parry		
Parliament House	T 02 6277 3658	F 02 6277 5822
Electorate Office—Launceston, Tasmania	T 03 6334 1755	F 03 6334 1624
Clerk's Office		
Clerk of the Senate	clerk.sen@aph.gov.au	
Rosemary Laing	T 02 6277 3350	F 02 6277 3199
Deputy Clerk of the Senate	depclerk.sen@aph.gov.au	
Richard Pye	T 02 6277 3360	F 02 6277 3199
Table Office		
Clerk Assistant (Table)	ca.table.sen@aph.gov.au	
	T 02 6277 3020	F 02 6277 3098
Procedure Office		
Clerk Assistant (Procedure)	ca.procedure.sen@aph.gov.au	
	T 02 6277 3380	F 02 6277 3289
Committee Office		
Clerk Assistant (Committees)	ca.committees.sen@aph.gov.au	
	T 02 6277 3371	F 02 6277 3199
Black Rod's Office		
Usher of the Black Rod	blackrod.sen@aph.gov.au	
	T 02 6277 3398	F 02 6277 3199

Other contacts

Accounts	finance.sen@aph.gov.au	
	T 02 6277 3772	F 02 6277 3085
Annual report	depclerk.sen@aph.gov.au	
	T 02 6277 3360	F 02 6277 3199
Committee room bookings	senate.hotline@aph.gov.au	
	T 02 6277 3500	F 02 6277 3000
Committees	seniorclerk.committees.sen@aph.gov.au	
	T 02 6277 3555	F 02 6277 3899
Legislation	table.legislation.sen@aph.gov.au	
	T 02 6277 3455	F 02 6277 3448
Parliamentary Education Office	info@peo.gov.au	
	T 02 6277 3147 (general inquiries)	
	T 02 6277 3508 (school visits)	
	F 02 6277 5775	
Parliamentary research	research.sen@aph.gov.au	
	T 02 6277 3078	F 02 6277 5838
Registrar of Senators' Interests	senators.interests@aph.gov.au	
	T 02 6277 3360	F 02 6277 3199
Senate Public Information Office	spio@aph.gov.au	
	T 02 6277 3238	F 02 6277 5941
Senators' services	senate.hotline@aph.gov.au	
	T 02 6277 3500	F 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.
ANZACATT	Australia and New Zealand Association of Clerks—at—the—Table
AusTender	Australian Government tender system
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
Comcare	Agency responsible for workplace safety, rehabilitation and compensation for Australian Government employees
CommDocs	A document handling system consisting of a series of private searchable websites for each committee, accessible only to members of the committee and their authorised staff
committee of the whole amendments	Amendments proposed to the text of bills dealt with by a committee consisting of all the members of the Senate formed to consider a bill in detail
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
DPS	Department of Parliamentary Services
ERK	electronic recordkeeping
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies
FMA Act	*Financial Management and Accountability Act 1997* (Cth)
ICT	information and communications technology
motions/procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders

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
ParlInfo Search	Parliamentary Information Search System, a web—based parliamentary search service
PBS	portfolio budget statements
PEO	Parliamentary Education Office
PEP UP	Parliamentary Executive Professional Upgrade Program
PICTAB	Parliamentary ICT Advisory Board
PPS	Parliamentary Papers Series
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
SCID	The Senate Centralised Information Database which is used to manage information and documents to support committee inquiries
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
second reading amendments	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills
SES	Senior Executive Service
SMAG	Senate Management Advisory Group
SPIO	Senate Public Information Office
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’.
TOPS	Table Office Production System
TRIM	Total Records and Information Management (the department’s record keeping system)

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