

# Black Rod's Office

## Outputs

Chamber, committee room and office support, ceremonial services, and security advice. Corporate services, including payroll services for senators and departmental staff, and support to the Clerk in meeting public governance, performance and accountability and recordkeeping requirements.

Support services, in conjunction with the Department of the House of Representatives, to the Former Members of Parliament Association (FMPA).

Financial management, human resource management and records management services to the Parliamentary Budget Office.

Performance information	Performance results
Services are provided to the satisfaction of the President, officeholders, Senate committees and senators so that they are able to fulfil their roles.	Services were delivered within timeframes and legislative requirements. Consistently positive feedback from senators, including office holders, and their staff was received throughout the reporting period.
Provision of corporate services facilitates the operations of the Senate and meets accountability obligations under the law and to the Senate.	Services were delivered within timeframes and legislative requirements. Services supported the Clerk as the accountable authority to meet all legislative obligations and the requirements of the Senate.
Services to the FMPA are of a high standard, are provided promptly and are accurate.	Support was provided to the FMPA as required and to a high standard.
Provisions of services to the Parliamentary Budget Office is of a high standard and is in accordance with the memorandum of understanding and service level agreement.	Services were delivered within the agreed timeframes and standards, to the satisfaction of the PBO.

## Overview

The primary function of the Black Rod's Office is to provide support services to the Senate, to Senate committees and to senators at Parliament House, and to deliver corporate services to the department. The office is led by the Usher of the Black Rod and has three operational areas, as shown in figure 13.

The Usher of the Black Rod undertakes duties in the Senate chamber, including clerking and ceremonial roles, assisted by three senior staff and the Chamber Attendant team, among others. A major focus for the Black Rod's Office during this reporting period was organising the opening of the second session of the 44th Parliament on 18 April 2016.

The Usher of the Black Rod represented the department on a number of cross-parliamentary forums including the Parliamentary Administration Advisory Group, the Security Management Board and the Joint Management Committee (which oversees the provision of ICT services to the parliamentary departments). The Usher of the Black Rod also administered the Presiding Officers' *Rules for Media Related Activity in Parliament House and its Precincts*, as the President's delegate.

The Black Rod's Office maintained its high level of service and support to the Senate, the President, senators and committees during this reporting period.

### Figure 13 – Responsibilities of the Black Rod's Office

#### Executive

##### Rachel Callinan, Usher of the Black Rod

Procedural, protocol, ceremonial and security advice  
 Advice on corporate and certain parliamentary administrative matters  
 Membership of the Security Management Board  
 Advice to the House Committee

#### Senators' Services

##### John Baczynski, Director, Senators' Services and Deputy Usher of the Black Rod

Agency Security advice and support  
 Information technology security advice  
 Accommodation  
 Assets management  
 Chamber and committee room support  
 Comcar shuttle  
 Delivery services  
 Fleet management  
 Office equipment  
 Printing and desktop publishing  
 Project board membership

#### Human Resource Management

##### Anthony Szell, Director, Human Resource Management

Recruitment and staffing  
 Pay and conditions  
 Learning and development  
 Work health and safety  
 Rehabilitation coordination  
 Industrial relations  
 Performance management  
 Records management  
 Services to the Parliamentary Budget Office

#### Financial Management

##### Michelle Crowther, Chief Finance Officer

Financial management and advice  
 Financial reporting and systems management  
 Accounts processing  
 Strategic procurement advice  
 Support for senior management decision making  
 Services to the Parliamentary Budget Office

The regular work of the office involves frequent and direct contact with Senate office holders, senators and their staff, and other stakeholders, all of whom provide regular informal feedback which is generally positive. The work of the Black Rod's Office is also subject to scrutiny by three Senate committees: the Senate House Committee; the Appropriations, Staffing and Security Committee; and the Finance and Public Administration Legislation Committee undertaking estimates hearings.

The full-time equivalent staffing level for the Black Rod's Office for 2015–16 was 35.5 (36 in 2014–15) and the cost of running the Office was \$2.6 million (\$2.6 million in 2014–15).

## 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 chamber, committee room and message delivery services to support the ability of the Senate and its committees to meet in accordance with their requirements. The section also organised the opening of the second session of the 44th Parliament on 18 April 2016.

During the period the section continued the provision of office services to support senators, their staff and departmental staff. Printing and delivery services for the Senate and the department were also provided. Over the period, service turnaround times were met consistently, ensuring that documents, including committee reports were available when required. The section also provided a high standard of delivery services to senators, their staff and departmental staff. Scheduled run times were met for all deliveries.

The section also facilitated 31 suite moves for senators associated with resignations, filling of Senate vacancies and ministerial reshuffles.

## Security advice

The Usher of the Black Rod and the Deputy Usher of the Black Rod provide security advice and support to the President, Senate committees, senators and the department. Security matters continued to have an increased profile in Parliament House during the period as a range of physical security upgrades continued.

The Usher of the Black Rod and Deputy Usher of the Black Rod worked with colleagues in the Department of Parliamentary Services' Security Branch, the Serjeant-at-Arms' Office and the Australian Federal Police, providing input into security matters from a Senate perspective.

## Human resource management

The Human Resource Management Section delivers human resource management services for the department, including the administration of certain allowances paid to senators and payroll services to departmental staff. During the reporting period, the section also carried out some other employment-related work for the other parliamentary departments, including the coordination of work done to modernise the *Parliamentary Departments Staff Award*, which was made by the Fair Work Commission on 30 May 2016.

Support was provided to bargaining representatives negotiating for a replacement enterprise agreement for non-Senior Executive Service employees, with three bargaining meetings held during the period.

The *Senators' Entitlements 2016* handbook was provided to all senators and information prepared in relation to certain allowances afforded to senators following the simultaneous dissolutions of the Houses of the Parliament.

## Records management

The Human Resource Management Section, which is also responsible for the administration of certain records, continued to digitise paper files following their collection from work areas.

## Financial management

During the year the Financial Management Section delivered the department's financial management, accounting and budgeting services, supporting the Clerk in meeting her governance and accountability obligations. The section administered the department's financial management information system, supported the secretary to the Audit Committee, and managed the internal audit contract and the fraud control framework.

The section continued to provide assurance to the Clerk and other senior officers that the department had complied with external reporting responsibilities, including audited annual financial statements and procurement requirements. It also supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets.

## Corporate services for the Parliamentary Budget Office

The department provided corporate services to the Parliamentary Budget Office (PBO), including financial management, human resource management and records management services, on a fee-for-service basis, in accordance with a memorandum of understanding and service level agreement. From 30 June 2016, records management services will cease to be provided at the request of the PBO following changes to its workflow practices.

## Performance outlook

Key priorities for 2016–17 include: organising the Opening of the 45th Parliament; the allocation of accommodation and provision of office support services to new and returning senators; and the negotiation of a new enterprise agreement with employees.