



AUSTRALIAN SENATE

CLERK OF THE SENATE

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26 September 2011

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 2011.

(Rosemary Laing)

LETTER OF TRANSMITTAL



About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2011.

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: <ul style="list-style-type: none">• resources and staffing• performance in relation to certain legislation• publications available from the department• ways to contact the department
References	Tools to assist the reader: <ul style="list-style-type: none">• 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:
<http://www.aph.gov.au/senate/dept/index.htm>.