Department
of the Senate

ANNUAL
REPORT
2007–08

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Contact officer

For further information about the content of this report,
please contact the annual report coordinator:
Usher of the Black Rod
Department of the Senate
Parliament House
Canberra ACT 2600

Phone: 02 6277 3398
Fax: 02 6277 3199
Email: blackrod.sen@aph.gov.au
Website: www.aph.gov.au/senate

AUSTRALIAN SENATE

CLERK OF THE SENATE

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

16 October 2008

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

Dear 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 2008.

Yours sincerely

(Harry Evans)

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About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2008.

The report is presented in six parts.

Overviews	Clerk's review: commentary on performance and significant matters that affected the department
	Departmental overview: a description of the structure and functions of the department
Report on Performance	A summary of the department's overall performance
	A description of the contribution of each output group to the department's planned outcome
Management and Accountability	A report on the management of the department, including its corporate governance and management of resources
Financial Statements	Audited financial statements and certificates required by legislation
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	Detailed information required by legislation
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	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 parties, including:

- individual senators and their staff
- staff of the Senate and other Commonwealth parliamentary departments
- other legislative institutions
- executive government agencies
- journalists
- members of the public.

The report is available on the Senate website: www.aph.gov.au/senate.

Overviews

Clerk's review

The general elections of 2007 resulted in the election of 15 new senators (in reality only 14, as one senator was a veteran of 10 years' service who was re-elected after a break). This equalled the turnover following the 2004 elections, and meant that 40 per cent of the membership of the Senate changed in three years. However comprehensive it might be, the new senators' orientation seminar—the first stage of which was conducted by the department in February 2008, to be followed up by a more intensive session in July—cannot provide a complete solution to the loss of collective memory and knowledge represented by this level of turnover.

Inevitably, the workload of the department increases as new senators find their way. It is a workload which is welcomed, because the turnover also means stimulating questions and requests for advice and assistance from those who view the Senate and its operations with fresh eyes. As has been observed before, the department needs the constantly renewed stimulus of new senators with different ideas.

It has become a truism that the country and the parliament confront public policy issues and problems of unprecedented complexity and difficulty. In tackling those issues, the scrutiny and accountability role of the Senate will be vital, as will the function of the department in supporting that role. The workload of the department is therefore bound to increase in the future.

In the heat and pressure of parliamentary work there is seldom opportunity for the department to test the appreciation by senators of its role, but those opportunities that do present themselves, such as the senators' survey and comments that senators make on the department's work as they go along, indicate that the department's role is valued and appreciated.

There was an element of 'the calm before the storm' in the long 2007 election recess and the generally lower number of sitting days preceding it, which resulted in a lower level of legislative activity overall. The change of government, however, indicated an upsurge in that activity. This is the usual pattern of the electoral cycle. The period of an opposition majority in the Senate, to be followed by the return of what is now regarded as the normal situation of no party holding a majority, reinforced that upsurge, which is expected to continue. The appointment of six select committees in the first half of 2008 gave an indication that the calm was over.

The heavy workload of committees was the most notable phenomenon of the year, represented in 2007 by very tight deadlines for the committees to report on their references, particularly those relating to bills. The election period and the shorter sittings resulted in the work being compacted. Committee workload also surged in 2008 and is expected to increase further.

The staff level of the department remained virtually constant, indicating a higher level of productivity, mainly the result of higher levels of skills possessed by staff. The department is a skilled-staff organisation; all staff possess specialised skills to a high level, and there are no unskilled jobs. The development of technology continues, but the application and use of technology depends on the skills levels of the staff.

In relation to funding, the increase in productivity has enabled the department, through a period of over 10 years (since the department's funding base was last recalibrated), to pay salary increases from efficiency gains, to meet the efficiency dividends applied to the department by agreement of the Appropriations and Staffing Committee, and to build up a significant cash surplus from carried-over appropriations. During the year, with the approval of the committee, the department returned approximately half of its cash surplus, amounting to over $10 million, to the Treasury, in response to a plea by the new government for savings.

Some outside observers, moved by genuine commitment to the cause of parliamentary scrutiny, suggested that this money should have been spent on more staff or other resources. The limited and scarce resource of the Senate, however, is the senators and their time. The scarcity of that resource cannot be made up by more money and staff. There is a point beyond which providing more money and more staff is counter-productive. The same number of staff more highly skilled can make a difference, but the effective work of the Senate and its committees ultimately depends on the application of senators and their time.

The department's people look forward to working with the 'new' Senate and its senators and committees in the arduous but stimulating environment of the coming years.

Harry Evans
Clerk of the Senate

Departmental overview

Role

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

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

Aim and objectives

In 2007–08, the Senate worked towards achieving its overall aim of 'providing effective services to support the functioning of the Senate as a House of the Commonwealth Parliament'.

During the year the department:

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

Reports on the Senate's performance against performance indicators and targets in Portfolio Budget Statements are in the sections on performance within each output group section.

Organisational structure

The department is responsible to the Senate through the President of the Senate. During 2006–07 the President was Senator the Honourable Paul Calvert. After five years in the position, Senator Calvert resigned as President on 14 August 2007. Senator the Honourable Alan Ferguson was elected in his place.

The Secretary of the department is the Clerk of the Senate, Mr Harry Evans.

The department is organised into five offices:

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

- **Table Office**—provides procedural advice and programming services; processes legislation and documents, and archives records of the Senate; produces formal and informal records of Senate business; provides an inquiries service; and provides secretariat support to a collection of domestic committees
- **Procedure Office**—provides advisory and drafting services to non-government senators, secretariat support for the legislative scrutiny committees and policy support for inter-parliamentary relations; conducts parliamentary research; and promotes community awareness and knowledge of the Senate and the parliament
- **Committee Office**—provides secretariat support for most Senate and certain joint committees and strives to increase the public's awareness of the work of committees
- **Black Rod's Office**—provides office, chamber and committee room support, information technology and ceremonial support services, and human resource, financial and records management services, for senators and departmental staff; and provides security advice.

Figure 1 identifies the elements that make up each of the offices. Contact details are listed in Appendix 1.

Figure 1   **Organisational structure, 30 June 2008**

President of the Senate (Senator the Honourable Alan Ferguson)			
Clerk's Office Clerk of the Senate *(Harry Evans)* Deputy Clerk *(Rosemary Laing)*			
Table Office Clerk Assistant *(Richard Pye)* Executive and programming	**Procedure Office** Clerk Assistant *(Cleaver Elliott)* Executive and legislative drafting	**Committee Office** Clerk Assistant *(Maureen Weeks)* Executive	**Black Rod's Office** Usher of the Black Rod *(Andrea Griffiths)* Executive
Journals and Notice Paper Section	Legislative Scrutiny Committees	Legislative and General Purpose Standing Committees	Senators' Services Section
Legislation and Documents Section	Research Section	Select Committees	Information Technology Section
	Biographical Dictionary Unit	Certain Joint Committees	Human Resource Management Section
	Parliamentary Education Office[a]		Financial Management Section
	Parliamentary Relations Office[b]		Security advice
			President's Office[c]

a   *Jointly funded by the department and the Department of the House of Representatives.*

b   *Jointly funded by the department and the Department of the House of Representatives and administered by the Department of the House of Representatives.*

c   *Included in this program for budgetary purposes only.*

Outcome and outputs

Figure 2 illustrates the relationship between the department's organisational and output structures, and summarises the outputs delivered by each output group. A detailed statement of each set of outputs is provided at the beginning of each output group's report on performance.

Figure 2   **Output structure, 30 June 2008**

OUTCOME

Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament

INTERMEDIATE OUTCOMES

| Effective support for the Senate chamber | Public awareness of the Senate and its work | Effective support for Senate and certain joint committees | Effective office and information technology support services for senators in their Parliament House offices |

OUTPUT GROUPS

| Output Group 1 Clerk's Office | Output Group 2 Table Office | Output Group 3 Procedure Office | Output Group 4 Committee Office | Output Group 5 Black Rod's Office |

OUTPUTS

• Advice on powers, privileges and proceedings • Strategic direction • Support for Procedure, Privileges and Senators' Interests committees • Procedural information	• Procedural advice and programming services • Processing of legislation and documents • Records of business and proceedings • Dissemination of information on the work of the Senate • Document distribution and inquiries services • Support for Appropriations and Staffing; Selection of Bills; and Publications committees	• Legislative drafting and procedural support for non-government senators • Support for legislative scrutiny committees • Parliamentary information for the community • Production of a biographical dictionary of the Australian Senate • Parliamentary education for schools • Policy support and funding for interparliamentary relations	• Support for legislative and general purpose standing committees • Support for select committees and certain joint committees	• Office, chamber and committee room support; information technology and ceremonial services; and security advice • Financial management • Human resource management

Report on Performance

Outcome 1—
Effective provision of services

The Department of the Senate has a single overarching outcome.

> Outcome 1—Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament.

To achieve this, the department ensures that the Senate, Senate committees, the President of the Senate, other senators, and members of the public are provided with a broad range of advisory and support services. The department is responsible to the Senate and all senators, and maintains complete impartiality in serving them.

The department's four main areas of service provision are reflected in the following intermediate outcomes:

- effective support for the Senate and all senators
- public awareness of the Senate and its work
- effective support for the Senate committees and certain joint committees
- effective office and information technology support services for senators in their Parliament House offices.

Overall performance

The department's performance in achieving Outcome 1 is assessed using indicators that cover all the department's activities, as well as indicators that are specific to particular output groups. The department-wide assessment indicators covering quality, timeliness, quantity and price are outlined in the table below. The report on performance for each output group begins with a similar table.

REPORT ON PERFORMANCE – OUTCOME 1

Outcome 1		
Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament		
	Performance indicators	**Performance 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 members and senators about the quality and timeliness of advice and the achievement of key tasks indicated ongoing high levels of satisfaction, consistent with the results of the 2007 senators' survey. All advices, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.
Timeliness	Advice or material given on request of 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 advice was given, in accordance with predetermined requirements and agreed timeframes, in time to serve the purposes for which they were prepared.
Quantity	On the basis of recent experience, in 2007–08 the department would expect to support the Senate on approximately 60 sitting days and committees in accordance with their requirements.	The department supported the Senate on 36 sitting days, the low figure a result of an extended election period. The department supported estimates committees on 13 days and other committees in accordance with their requirements.
Price	The total price of the department's outputs in 2007–08 is estimated to be $40.0 million ($25.6 million departmental).	The actual cost of the department's outputs in 2007–08 was $35.2 million ($22.0 million departmental).

Factors influencing performance

A constant theme of the department's annual reports is that the activities of the department are determined by the requirements of senators, the Senate and its committees—requirements that are sometimes unpredictable and essentially external.

In assessing those activities, the year can be considered in three distinct phases: the end of the Forty-first Parliament, the election period, and the beginning of the Forty-second Parliament. The electoral cycle gives a general rhythm to the activities of the Senate and the department, so that a lull in some work is expected approximately every three years. As a counterpoint,

however, the election of a new government brings with it an increase in demand for the department's services.

The last weeks of the Forty-first Parliament were characterised by short, urgent committee inquiries; the government's desire to introduce and pass legislation quickly was matched by the numbers to achieve that end. In the four weeks of sitting in August and September 2007, Senate committees reported on their inquiries into 41 bills, and 61 bills passed the Senate, at an average of four bills per sitting day.

Legislative activity in the chamber was concentrated, but uncomplicated; while Senate committee recommendations on legislation which found favour with the government still found their way into bills, both in the House of Representatives and in the Senate. There were few controversial matters before committees—a mere five references other than bills were agreed to by the Senate—although a few longer term references also progressed.

This year an extended 'election break' ran from September 2007 to early February 2008. Each office reports in this annual report on the mix of ongoing tasks and project work undertaken during this period. By contrast, the change in government brought with it a range of additional tasks, including, for instance, increased demand for training and support for senators and staff in new roles and a large number of accommodation moves. Again, specific tasks are outlined in the report on performance for each office.

With the changed party numbers in the Senate, the Forty-second Parliament began with a new dynamic. Chamber and committee work continued to involve a high level of legislative activity. The number of bills passed by the Senate remained high, at 84 bills in 21 sitting days: again, an average of four per sitting day. At the same time, however, the complexity of legislative work increased, with the resumption of negotiations between the chambers on legislative disagreements. Forty-six bills were referred to committees, consistent with the high numbers seen in recent years, while the increase in general, longer term committee references and the establishment of a number of select committees also added to the workload of senators and staff during the latter part of the financial year.

Operational performance

The department provided comprehensive, timely, high-quality and cost-effective support for the operations of the Senate and its committees during 2007–08.

Many of the performance indicators for quantity are based on the expected number of sitting days. Previous reports have commented on the reduction in the number of sitting days to 60 or fewer in recent years. This year, an election year, the Senate sat on only 36 sitting days—a low figure not seen in the past 50 years and four days fewer than in 2004–05, the previous election year. The reduction was largely due to the election period, but a relatively light sitting program in the first part of 2008 also contributed.

The number of days set aside for estimates hearings and the requirements of individual committees relating to their other inquiries determine much of the demand for departmental services. Procedural and advisory support services provided by the department are highly concentrated on estimates hearing days. The number of estimates days was 13, with four committees meeting each day. The department maintained its high levels of efficiency in delivering a range of services throughout the year, including on the many days when committees met.

Many areas of the department share in common tasks, such as providing advice to senators and their staff, and publishing information on the work and role of the Senate and its committees.

REPORT ON PERFORMANCE – OUTCOME 1

The number of advices provided by the Clerk's office was lower than in previous years, because of the election period, but the range of topics covered and the level of complexity was broad and varied. A new edition of the *Senators' Guide to Procedures* was published. Further details are provided in the report on Output Group 1.

The Table Office maintained a high workload, even with the reduction in the number of sitting days, because of an increased level of legislative activity during sitting periods and ongoing major projects. The report on Output Group 2 provides further details.

The Procedure Office experienced a major change during the year in relation to the drafting and procedural advisory service, with members of the new opposition, as well as the minor parties, requesting this service from December 2007. The promotion of public awareness programs offered by the Parliamentary Education Office, the Research Section and other areas continued, as demand for such programs increased and positive feedback levels remained high. Further details can be found in the report on Output Group 3.

The support provided by the Committee Office to the Senate and certain joint committees was unevenly distributed throughout the year, because of the federal election and the light sitting pattern. The reporting timeframes for bills inquiries were tighter than ever before the election, but lengthened in the new parliament. The Senate established six new select committees during the year, a very significant increase when compared to the previous year, when no new select committees were established. These committees were staffed from resources within existing secretariats, supplemented by some external resources. The report on Output Group 4 provides further details.

The Black Rod's Office continued to provide the administrative support services required to enable senators to perform their representative and legislative duties, and departmental staff to perform their duties. These services ranged from assisting senators to move their office accommodation and delivering support services to the Chamber and committee rooms, to providing new information technology and other communication equipment to achieve a more efficient use of resources. Further details are provided in the report on Output Group 5.

The department has responded to the unpredictable nature of demands in recent years in a number of positive ways:

- by developing a more agile staffing profile—particularly in its committee secretariats, whose workloads can vary markedly in a short period of time
- by improving its reporting and planning processes to better monitor and highlight implementation of productivity measures, workforce planning requirements, risk management and compliance with financial management
- by streamlining its recruitment processes to reduce the time taken to engage new staff
- by providing in-house training and coaching to new supervisors to enable them to provide leadership, manage performance and motivate staff. Further details are provided in the Management and Accountability chapter.

Financial performance

The income statement discloses total income of $23.6 million and a net operating surplus of $1.6 million. This compares to a surplus of $1.9 million reported in the previous year. In last year's report the department predicted a much tighter financial outcome for 2007–08, but because of the election year the department was still able to manage a sizeable surplus. With the resumption of the normal parliamentary cycle, including a busy sitting pattern scheduled for the second half of 2008 and several select committees in operation, the financial outcome should be much tighter in 2008–09.

Table 1 summarises the financial resources used by the department in 2007–08, in the context of the amounts budgeted for that financial year and for 2008–09.

Table 1   **Total resources for Outcome 1, 2007–08**

	(1) Budget 2007–08[a] $'000	(2) Actual expenses 2007–08 $'000	Variation (column 2 minus column 1) $'000	Budget 2008–09[b] $'000
Administered expenses				
Parliamentary Entitlements Act 1990	736	200	(536)	736
Parliamentary Superannuation Act 2004	520	450	(70)	640
Remuneration and Allowances Act 1990	12,591	12,529	(62)	13,083
Total administered expenses	**13,847**	**13,179**	**(668)**	**14,459**
Price of departmental outputs				
Output Group 1—Clerk's Office	1,391	1,196	(195)	1,117
Output Group 2—Table Office	3,335	2,868	(467)	2,681
Output Group 3—Procedure Office	7,301	6,279	(1,022)	5,868
Output Group 4—Committee Office	9,255	7,961	(1,294)	7,439
Output Group 5—Black Rod's Office	4,268	3,722	(546)	3,430
Total price of outputs	**25,550**	**22,026**	**(3,524)**	**20,535**
TOTAL FOR OUTCOME 1 (Total price of outputs and administered expenses)	**39,397**	**35,205**	**(4,192)**	**34,994**
			2007–08	**2008–09**
Average staffing level			152	157

a   *Full-year budget, including additional estimates.*

b   *Budget before additional estimates.*

Satisfaction with services

The principal medium for formal evaluation of the services provided by the department is the survey of senators' satisfaction, last conducted in 2007 and due to be conducted again in early 2009.

Given the small size of the department and the close contact we have with them, many senators take the opportunity to provide formal and informal feedback to the Clerk and Deputy Clerk, program managers, committee secretariats and departmental staff at all levels. Feedback continued to indicate high levels of satisfaction.

The reports on performance for each office provide further detail of formal and informal evaluation of their services.

The performance of individual staff members was evaluated through the performance communication scheme, in accordance with the employee collective agreement. All departmental staff were assessed overall as 'effective or better'.

Scrutiny of activities

The department's annual appropriations and proposals for changes to the structure and responsibilities of the parliamentary departments continued to be scrutinised by the Senate Standing Committee on Appropriations and Staffing.

Another important mechanism for evaluation of the services provided by the department is the appearance of senior departmental officers at estimates hearings. Officers were questioned on the department's activities by members of the Senate Standing Committee on Finance and Public Administration at the additional estimates 2007–08 hearings on 18 February 2008 and the budget estimates 2008–09 hearings on 26 May 2008. Major issues considered included resourcing of Senate select committees, appropriations allocated to the department, answers provided by ministers to questions on notice, the registration of members' and senators' interests, and parliamentary privilege.

The department's activities also continued to be scrutinised by our internal auditors and the Australian National Audit Office. For further details, see 'Audit and Evaluation Committee' and 'External scrutiny' in the 'Management and Accountability' section.

Output Group 1—**Clerk's Office**

Outputs		
Outputs		

Outputs

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

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

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

	Performance indicators	**Performance results**
Quality	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.	Feedback from the President, Deputy President, committee members and senators about the quality and timeliness of advice and the achievement of key tasks indicated ongoing high levels of satisfaction. Retiring senators unanimously acclaimed the quality of services provided by the office.
	Advice, documentation, publications and draft reports are accurate and of a high standard.	All advices, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.
Timeliness	Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.	All of the indicators relating to timeliness were met to the satisfaction of senators.
	Odgers' Australian Senate Practice updated each six months; new printed edition produced regularly.	Supplements to the eleventh edition of *Odgers' Australian Senate Practice* were produced at six-monthly intervals and tabled in the Senate on 7 August 2007 and 12 February 2008.
	Procedural Information Bulletin produced two days after end of sitting fortnights.	The *Procedural Information Bulletin* was produced within the specified timeframe.
	Other procedural resources updated and augmented as required.	The *Senators' Guide to Procedures* was extensively updated.
Quantity	As required, on request, or proactively, to facilitate proceedings.	Consistent with previous election years, the demand for written advice was lower than in the previous two reporting periods.
		Sufficient copies of all publications for which the office was responsible were produced to enable access immediately after they were published or tabled, and relevant reports were published on the internet within minutes of being tabled in the Senate. Other documents were routinely published online.

Analysis

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

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

The full-time equivalent staffing level for the Clerk's office in 2007–08 was 4.2, close to the long-term average of 4.0. The minor variation was due to the engagement of additional non-ongoing staff to identify and catalogue historical material of procedural significance.

The cost of the office for 2007–08 was $1.2 million ($1.1 million in 2006–07).

Procedural advice

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

Figure 3 shows the number and kinds of written advices provided during 2007–08 and each kind as a proportion of the total. The total number represents a decline in demand, reflecting the long election period.
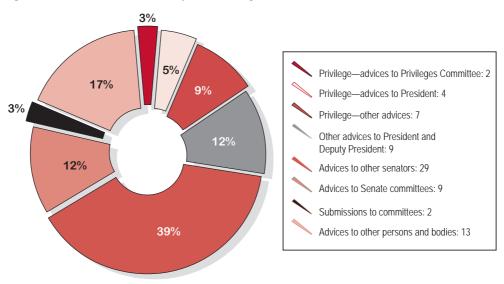
Figure 3   **Written advices provided by the Clerk, 2007–08**

Legend:
- Privilege—advices to Privileges Committee: 2
- Privilege—advices to President: 4
- Privilege—other advices: 7
- Other advices to President and Deputy President: 9
- Advices to other senators: 29
- Advices to Senate committees: 9
- Submissions to committees: 2
- Advices to other persons and bodies: 13

The advice provided by the Clerk's Office covered subjects such as questions of order; the prorogation and opening of parliament; disclosure of advice to ministers, including legal advice; recent privilege cases; disallowance of regulations; and proceedings of committees examining estimates.

Although the number of advices was lower because of the election period, the breadth of topics covered continued to be wide, ranging from constitutional and governance issues to points of procedure.

Committees

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

Procedure Committee

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

The committee met once in 2007–08 in relation to several procedural matters. No report was presented to the Senate.

Committee of Privileges

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

The committee met 10 times in 2007–08 (an increase from six meetings in 2006–07) and held no public hearings.

The committee presented five reports (an increase from two in 2006–07).

Committee of Senators' Interests

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

In 2007–08, the committee met once (a decrease from five meetings in 2006–07), presented its annual report as required by its terms of reference, and tabled a revised version of the committee's handbook on the registration of senators' interests.

As required under the relevant resolution of the Senate, senators continued to register alterations to their statements of interests. Volumes of alterations and new statements were prepared by the secretariat and tabled on 7 December 2007 and 28 June 2008. Updates of departmental Senior Executive Service (SES) officers' interests were tabled on the same dates.

Procedural information

The main vehicle for procedural information is *Odgers' Australian Senate Practice*. In accordance with performance targets, the Clerk produced two six-monthly supplements during 2007–08. While issuing supplements ensures that this essential reference work is always up to date, a period of major or accelerated procedural change demands a new edition. At the end of the reporting period, work had begun on the twelfth edition. This edition, as well as consolidating material from the supplement, will include a significant revision of the committee chapter, to take account of changes made to the committee system in 2006.

Issues of the *Procedural Information Bulletin* continued to be produced after each sitting fortnight or period of estimates hearings. The bulletin continued the relatively new practice of including occasional notes on aspects of parliamentary law, procedure and practice.

In addition to these documents, the Clerk and Deputy Clerk continued to produce and update publications on procedures in various forms. A new edition of the *Senators' Guide to Procedures* was published to coincide with the new parliament and in anticipation of a large intake of new senators in July 2008. New titles in the series *Brief Guides to Senate Procedure* were drafted.

During the election break, considerable progress was made on the project to produce an annotated edition of the *Standing Orders and Other Orders of the Senate*. Most of the planned appendices were completed and about half of the entries were drafted. The Deputy Clerk is being assisted in this project by several members of staff from the Table Office.

The Clerk and Deputy Clerk contributed to training programs on parliamentary matters, including Parliament, Privilege and Accountability, the long-running program for SES officers of executive agencies.

Information about Senate officers' presentations and papers appears in Appendix 5.

Factors, events and trends influencing performance

The federal election was held on 24 November 2007 and the Senate did not sit between October 2007 and February 2008. An election break influences the nature of work in the Clerk's Office, with less emphasis on day-to-day advice and more on longer term procedural work. The reduction in the number of advices provided reflects this.

The election resulted in a change of government, but the Liberal–National party coalition continued to hold an absolute majority of the Senate until 1 July 2008. Next year will see a return to the more commonly prevailing conditions, where no party enjoys a majority and the resulting need for all parties to negotiate creates a demand for innovative and flexible procedural advice from the Clerk's Office to support the effective functioning of the Senate.

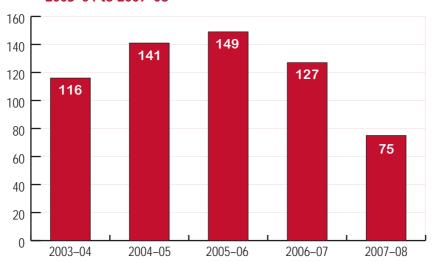Figure 4 shows the trend for the provision of written advice.

Figure 4   **Number of advices provided by the Clerk's Office, 2003–04 to 2007–08**

Evaluation

The principal medium for formal evaluation of services provided by the Clerk's Office is the biennial senators' survey, most recently conducted in early 2007. The next survey is due to be conducted in the first half of 2009.

In a non-survey year there is more reliance on informal feedback. In 2007–08, informal feedback continued to be positive. The large group of retiring senators was unanimous in expressing appreciation for the work of the office, either in valedictory remarks in the chamber or in correspondence.

Advice provided by the Clerk's Office may also attract scrutiny during the estimates process, either when the department appears before the Finance and Public Administration Committee or when advice provided by the Clerk's Office to senators or committees is immediately tested in public. On numerous occasions during the 2007–08 estimates hearings, committees and individual senators relied on the Clerk's advice. On some occasions, witnesses also sought the Clerk's advice.

Evaluation of specific activities, such as staff contributions to training programs, occurs through participant feedback, usually in the form of written comments. On this measure, recipients of these services were well satisfied.

Performance outlook

As the Senate returns to a more normal configuration, the Clerk's Office will continue to provide advice to support its operations. A particular focus will be the orientation program and follow-up support for new senators as they settle into their new roles.

The Senate is due to elect a new President and Deputy President in August 2008; the Clerk's Office will provide assistance during the transition and support for the new office-holders.

A new edition of *Odgers' Australian Senate Practice* will be produced and work will continue on other procedural publications and resources, including the annotated Standing Orders and the collection of historical procedural materials.

Department of the Senate **Annual Report 2007–08**

Output Group 2—**Table Office**

Outputs

Provision of procedural advice and programming services.

Processing of legislation.

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

Preparation of records of Senate business and proceedings.

Dissemination of information on the work of the Senate.

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

	Performance indicators	Performance results
Quality	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.	Informal feedback and direct contact between senators and staff indicated continued high levels of satisfaction, consistent with the findings of the 2007 survey of senators.
	Key business documents are accurate and of a high standard.	Business documents remained of a high standard, with none shown to contain significant inaccuracies.
Timeliness	The *Order of Business* finalised and distributed prior to sittings and advice prepared proactively or as required.	The *Order of Business* was distributed in advance of all sittings. Advice was given proactively or as required.
	The *Journals of the Senate* for the previous day and *Notice Paper* for the current day available prior to sittings; statistical and other documentation available as required or in accordance with predetermined requirements.	The *Journals of the Senate* and the *Notice Paper* were available as required.
		The *Dynamic Red* was updated in a timely manner during each sitting day and the *Senate Daily Summary* was published promptly after each sitting day.
		Statistical summaries were produced after each sitting week and comprehensive statistics were published on the website after each sitting fortnight.
		Business of the Senate was tabled twice, in accordance with agreed timeframes. Requests for statistics were responded to promptly.
	Running sheets available as soon as practicable; proposed amendments distributed in accordance with requirements; schedules of amendments and prints of bills available in accordance with predetermined requirements.	Running sheets were available for use in the chamber as required.
		Government amendments were distributed as required.
		Schedules of amendments, prints of Senate bills and legislative support documents were available as required.
	All inquiries answered and documents stored or distributed on a timely basis.	All documents were distributed in a timely manner.
		All inquiries were responded to and 94 per cent were completed within five minutes.
	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.
Quantity	As required to facilitate proceedings; quantities meet predetermined distribution requirements or are accessible electronically or both.	Feedback indicated continued high levels of satisfaction among senators with the provision of documents by the Table Office.
		All distribution and publishing targets were met.

Analysis

The Table Office comprises three sections, as outlined in Figure 5. It is led by the Clerk Assistant (Table), who performs duties as a clerk at the table in the Senate chamber. The two directors in the Table Office also perform chamber duties.

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

Executive and Programming
Richard Pye, Clerk Assistant
Procedural advice
Business programming
Production of the Senate *Order of Business*
Secretariat services to the Selection of Bills Committee

Legislation and Documents	**Journals and Notice Paper**
Sue Blunden, Acting Director	*Neil Bessell, Director*
Processing of legislation and preparation of supporting documentation Processing and custody of Senate records Inquiries and document distribution services Secretariat services to the Publications and Joint Publications committees	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 services to the Appropriations and Staffing Committee

The activities of the office during 2007–08 were largely determined by the requirements of the Senate and its committees, with the sitting of the Senate determining the level of priority of the different tasks.

In response to the sittings of the Senate, the office provided effective support for the Senate chamber, and increased awareness of the role and work of the Senate, by:

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

The Table Office also supported Senate committees, by providing secretariats to four domestic committees and by liaising with Senate and joint committee chairs and secretariats to facilitate interaction between the chamber and those committees.

During non-sitting periods, and in particular during the election break and longer adjournments, staff undertook the following tasks:

- finalising the records of the sittings of the Forty-first Parliament and preparing for the opening of the Forty-second Parliament

- undertaking ongoing 'non-sitting' activities connected to the procedural work of the Senate, including arranging the presentation of documents to the President, processing questions on notice, and receiving and arranging publication of answers to questions

- progressing the work of the digital imaging project, including loading the pilot repository (the 2002–04 tabled papers) onto the web. The project aims to provide online access to all documents tabled in the Senate since 1901

- undertaking project work to redevelop information technology (IT) applications to publish and provide access to legislation, records of the parliament and support documentation

- providing research assistance for a project overseen by the Deputy Clerk to produce an annotated set of standing orders of the Senate

- contributing to the seminar program administered by the Procedure Office (see Output Group 3) and other training and development programs

- hosting a series of 'field trips' to the Table Office, designed to familiarise other departmental staff with the services of the Table Office and the operations of the Senate chamber.

The cost of the Table Office in providing procedural and administrative support for the conduct of Senate business was $2.9 million ($3.0 million in 2006-07). The decrease reflects the fact that it was an election year.

Workload and staffing

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

- the days and hours of the sittings of the Senate, the nature of the proceedings undertaken in the Senate, and the scheduling of those proceedings

- the legislative workload, including the number of bills passed, the number and complexity of amendments to bills and the complexity of negotiations between the Houses on disputed legislation

- the number of documents tabled

- the number and complexity of questions and notices from senators

- the number and complexity of inquiries and requests for information from clients.

This year the Table Office supported the Senate on only 36 sitting days. The marked reduction in the number of sitting days, compared to 62 in 2006–07, was due to the extended election period from October 2007 (the prorogation, or adjournment, of the parliament) to February 2008 (the opening of the new parliament).

Workloads for staff in the office remained high, however, due to increased levels of legislative activity during the sitting periods, activities associated with the close of the Forty-first Parliament and the opening of the Forty-second Parliament, and the ongoing tasks and project work noted in this chapter. The full-time equivalent staffing level for the office remained steady at 17.

The Director, Journals and Notice Paper, continued to perform duties as Secretary to the Australian Inter-Parliamentary Union Delegation, funded under Output Group 3.

REPORT ON PERFORMANCE – OUTPUT GROUP 2

Programming and procedural support

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

- providing procedural advice and documentation to the Leader of the Government in the Senate, the Manager of Government Business in the Senate and other ministers, government senators, party whips and committee chairs
- preparing nearly 680 procedural scripts for use in the chamber, an average of 19 each sitting day (16 in 2006–07)
- preparing draft and final editions of the *Order of Business* (or daily program) to assist whips and other senators before and during the sittings of the Senate
- providing a broadcasting captioning service for Senate proceedings
- liaising with committee chairs and secretariats to facilitate interaction between the Senate and its committees
- maintaining the roster of temporary chairs of committees.

Staff also arranged for the presentation of documents by ministers, the Auditor-General and committees, when the Senate was not sitting. This once exceptional procedure has developed into an increasingly useful avenue for the timely publication of material of interest to the parliament. A total of 313 documents were presented this way during 2007–08—a 50 per cent increase on the previous year, chiefly because the 31 October deadline for the presentation of the annual reports of most departments and agencies fell within the 2007 election period.

The office also provided advice to the Manager of Government Business and other senators to assist in the efficient conduct of the business of the Senate. In particular, the office advised on:

- matters associated with the change of government and the opening of parliament
- the Senate committee structure, the appointment of parliamentary secretaries to committees and the appointment of new senators to committees from 1 July 2008
- the reference of bills to committees and the operations of the Selection of Bills Committee
- the hours of meeting and routine of business and procedural options for handling bills and motions.

With the change in government, there was also a strong focus on assisting new office-holders settle into their roles as whips and chamber managers, and on providing procedural training to them and their staff.

Staff provided advice both in response to requests and proactively, and in all cases produced accurate, high-quality documents on or ahead of time.

Legislation

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

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

In undertaking this work, staff met accuracy and timeliness standards in all cases. Staff also maintained the information systems used to process legislation and provide online access to legislative documents.

The charts in figures 6 to 8 indicate the level of legislative activity in recent years and the effect this has had on the work of the office. Despite the historically low number of sitting days, the figures for this year were comparable to the averages in recent election years, suggesting a higher level of legislative activity concentrated into fewer sitting days.

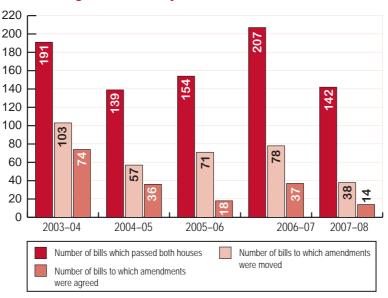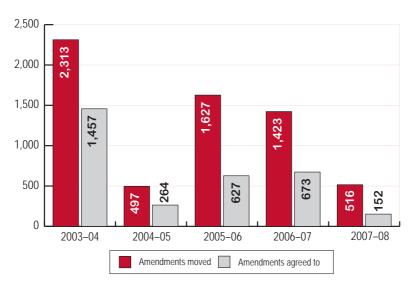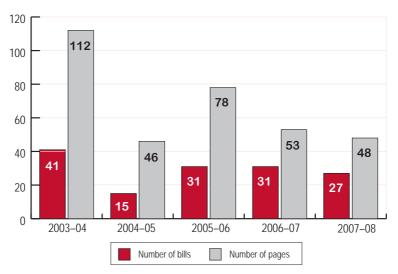Figure 6   **Senate legislative activity, 2003–04 to 2007–08**

Figure 7   **Amendments moved and agreed to by the Senate, 2003–04 to 2007–08**

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

REPORT ON PERFORMANCE – OUTPUT GROUP 2

Figure 8   **Running sheets, 2003–04 to 2007–08**

In the early part of 2007–08, the existence of a government majority continued to have an impact on the legislative activity of the Senate. In particular, both the number of bills amended by the Senate and the total number of amendments agreed to by the Senate remained low. Of the total number of amendments agreed to, 25 per cent (38) were moved by non-government parties and 7 per cent (11) were finally agreed to by both chambers.

The level of legislative activity resulted in a reduced requirement for third reading prints and schedules of amendments prepared by the section. However, other business requirements remained constant. This was highlighted by the section preparing 163 messages (222 in 2006–07): 150 (211 in 2006–07) were related to the passage of bills, and 13 (11 in 2006–07) were administrative in nature (for example, relating to joint committee membership).

Running sheets facilitate the orderly and efficient consideration of all circulated amendments in committee of the whole. They are prepared when more than one set of amendments from more than one political party are circulated for consideration. Similar numbers of running sheets were prepared in 2007–08 and 2006–07. This reflects the fact that the number of amendments circulated in 2007–08 was comparable to the level for the previous year. However, when compared with the previous election year, the number of running sheets is almost double, indicating an increase in legislative activity and consequent demands on staff resources.

*Bills List*s and *Daily Bills Update*s continued to provide detailed information about the progress of legislation. The *Bills List* is updated and published online after each sitting day to reflect legislative activity in both chambers.

Section staff spent considerable time participating in the process to redevelop the internal bills system, which manages bills and associated documents and their online publishing. Staff were involved in the tender evaluation process, system design, and testing of the system prior to its final acceptance and implementation. The new system is expected to roll out in the 2008 spring sittings. The investment of staff time will contribute to an intuitive database which improves legislative document management, increases functionality and enables efficient online publication, thus increasing the section's productivity.

Formal and informal records of business

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

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

Formal records

To meet the requirements of senators and others, the Table Office publishes the Senate's principal parliamentary documents online—both on the Senate website and through the parliamentary information database—and in hard copy.

The *Notice Paper*—the formal agenda of Senate proceedings—provides essential information on current and future business of the Senate and on committee matters. Two versions of the *Notice Paper* were published before each sitting day: an abridged printed version, averaging 43 pages, and a 'full' online version. The *Notice Paper* expands during the course of each parliament as unfinished business accumulates and the number of unanswered questions on notice increases. At the close of the Forty-first Parliament, the full online version was around 200 pages.

The *Journals of the Senate* are the 'minutes of the meeting' and the official record of decisions made by the Senate. During 2007–08, proof *Journals* were made available online shortly after the end of each sitting day, and printed versions were distributed the next morning. Staff produced and published 36 proof *Journals*, each averaging 31 pages. This is comparable to the result in the previous election year (40 *Journals*, averaging 26 pages). After a prompt but thorough check of the proof *Journals* and relevant source documents, final *Journals* were published and later compiled into bound volumes.

Informal records and statistics

The office has produced the *Dynamic Red* as an in-house publication for four years and on the Senate website for external users for two years. Conceived as an online version of the Senate's *Order of Business* (the 'Red'), the *Dynamic Red* provides real-time information on the progress and outcomes of business on each sitting day. This assists senators, parliamentary staff, government departments and agencies, and the general public, to monitor Senate proceedings. The publication continues to be used by a wide audience, and the addition of an email address has enabled users to contact the author directly with inquiries and comments.

Information transferred from the *Dynamic Red* continues to assist with the timely production of the *Senate Daily Summary*, a more considered summary of the previous day's proceedings in the Senate. The summary contains links to primary sources such as the *Journals*, Hansard and committee reports. It continues to be an indispensable tool for those who work in, or observe, the Senate. The *Senate Daily Summary* was also produced during estimates hearings, providing links to committee programs and other relevant information.

Statistical summaries of business conducted by the Senate were produced after each sitting week. A more comprehensive set of statistics was also maintained online, providing timely access to the most commonly sought statistics on the work of the Senate. Staff also produced

two volumes of *Business of the Senate*, a publication which has recorded statistics on the work of the Senate for more than 30 years.

The office promptly met requests for statistics from senators, parliamentary staff and other clients. The change in government, predictably, led to an upsurge in requests for comparative statistics. In 2007–08, the Table Office produced statistics on matters such as:

- numbers of bills and other matters referred to committees, the length and timing of committee references and the establishment of select committees
- numbers of bills passed by the Senate
- allocation of time for government business.

The statistics that the Table Office compiled on these and other matters were comprehensive, accurate and timely.

Questions on notice

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

During 2007–08, in keeping with the lighter program of sittings, staff processed 595 questions on notice—barely a third of the record 1,728 asked by senators and processed in the previous year. Figure 9 shows the trend in the number of questions on notice in recent years.
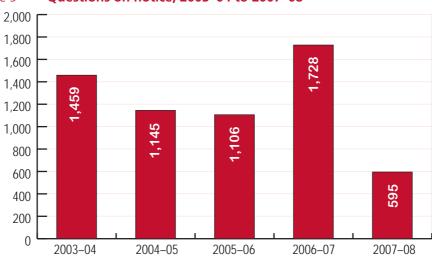
Figure 9   **Questions on notice, 2003–04 to 2007–08**

The Table Office ensured that questions on notice lodged by senators conformed to the rules contained in the Senate Standing Orders and were consistent in format and style. Questions were published in both the printed and online versions of the *Notice Paper*. When the Senate was not sitting, questions were forwarded to relevant ministers and departments. The online *Notice Paper* was updated each week to ensure timely publication of information.

Ministers provided answers to 603 questions on notice. Staff processed the answers, circulated them to senators and arranged for their publication in Hansard.

Questions and answers were processed accurately and within agreed timeframes. Statistics on questions on notice were collated and published in the *Questions on Notice Summary* in August 2007 and February 2008.

Petitions

During 2007–08, senators presented 59 petitions from 98,466 signatories (less than half the total of 136 petitions presented in 2006–07). The office continued to provide advice to senators and the public on whether proposed petitions conformed to the rules for petitions contained in the Senate Standing Orders. All conforming petitions were processed promptly and presented in the Senate.

Documents and inquiries

The Table Office processed all documents presented to the Senate during 2007–08 and recorded them in the *Journals of the Senate* and the *Index of Papers Presented to the Parliament*. Copies of all documents were made available through the inquiries and distribution services.

The original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. In 2007–08, work began to establish the former Senate Stationery Store as a supplementary storage area. The new storage area and the amalgamation of collections have removed the need for off-site storage of documents, at a small cost saving to the department.

As noted in last year's report, the number of legislative instruments continues to grow at a significant rate, as a consequence of the *Legislative Instruments Act 2003*. On the first sitting day of the Forty-second Parliament, 2,259 Clerk's documents were tabled, of which 66 per cent were legislative instruments. The marked increase in the workload of the section in 2007–08 is illustrated by the fact that the number of documents tabled on the first sitting day of the new parliament was equivalent to more than 27 per cent of the total number of documents tabled in 2006–07 (8,200).

During the year, staff contributed to a review by the Attorney-General's Department of the *Legislative Instruments Act 2003*, drawing attention to the impact the increasing number of legislative instruments has had on the workload of the office, and on the capacity of senators and staff to monitor and access these documents.

Digital imaging project

A major initiative in the office is a project using digital imaging to copy, preserve and ensure access to the collection of all documents presented to the Senate. The project consists of two streams of work: to make digital images of the documents presented to the Senate since 2002, and to create digital images from the microfilm record of the documents presented during the Senate's first century.

During 2007–08, staff scanned more than 11,400 documents and undertook associated preservation and indexing work.

Work began on converting the microfilm to digital images. This is progressing at a healthy rate, with an average of 300,000 images digitised each month. In early June 2008, a web repository containing images of documents tabled in the Fortieth Parliament (from 2002 to 2004) was made available online. Publication of the initial repository is being treated as a pilot program, and feedback is being actively sought from researchers and other users to test the utility of the system.

Secretariat support for various committees

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

All meetings were held, and documents provided, within agreed timeframes.

Factors, events and trends influencing performance

Factors influencing workload and staffing levels are set out above.

As in other areas of the department, the effectiveness of the Table Office in supporting the work of senators, the Senate and its committees is heavily dependent on the expertise of its staff. During 2007–08, a number of staff in the office undertook challenging new roles. Their success in undertaking these roles while maintaining the usual high performance standards of the office is a testament to their abilities and to the training efforts and support of their colleagues.

Evaluation

The principal medium for evaluating our services is the biennial survey of senators' satisfaction with the services provided by the department, due to be conducted next in early 2009. As reported previously, the 2007 survey revealed high levels of satisfaction among senators with the advice, documents and services of the Table Office, consistent with the high levels reported in previous surveys, and did not suggest any areas of major concern.

The office also monitors its own performance—for example, by keeping track of response times for inquiries. This monitoring indicates that the high level of service noted in recent surveys continued during 2007–08.

Much of our work involves frequent direct contact with senators, their staff and other clients. This presents an ongoing opportunity to receive feedback about our services. Informal feedback continued to be very positive.

Performance outlook

In 2008–09, the Table Office will continue its core work relating to the sittings of the Senate. In particular, staff will provide advice and produce documents to facilitate chamber proceedings and the legislative process; prepare formal and informal records of Senate business; process and archive tabled documents; provide inquiries and document distribution services; and support the work of committees.

The busy start to the new parliament, and the new 'balance of power' in the Senate from 1 July 2008, suggest that the next 12 months will be characterised by high levels of legislative and committee activity. This is likely to be reflected in increased demand for the documents, advice and services provided by the office.

The office will contribute to the training of senators whose terms start on 1 July 2008 and their staff, and provide procedural support for the swearing in of senators on the first sitting day after 1 July.

The first part of the new financial year will see staff involved in the final stages of the redevelopment of key information systems—ParlInfo and the Bills System. The advent of these replacement systems will improve productivity in the office, and is intended to improve

access to parliamentary and legislative documents produced and managed by the office. Staff will continue to be involved in work to redevelop local IT systems, beginning with a project to upgrade the word processing application which underpins the Table Office document production system.

The digital imaging project will continue, with an early review of the pilot program and an examination of the options for streamlining further work on the project.

Output Group 3—**Procedure Office**

Outputs

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

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

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

Provision of parliamentary information services to the community.

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

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

	Performance indicators	Performance results
Quality	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.	The 2007 survey of senators revealed high levels of satisfaction with the group's outputs. In 2007–08, a non-survey year, the Procedure Office received consistently favourable feedback across all outputs.
	Procedural advice is accurate and covers all foreseeable eventualities.	Senators consistently acknowledged the accuracy and value of procedural advice.
	Amendments and bills are accurate and legally sound.	Amendments were prepared to the satisfaction of senators.
	Public information and parliamentary research is accurate, comprehensive and targeted for particular needs.	Public information was updated to reflect changes for the new parliament.
	Education Centre teaching and other PEO projects accurately reflect the parliament and its work.	The Parliamentary Education Office (PEO) conducted a major revision and upgrade to present information in web-based formats, which provide a greater range of more accessible and interactive resources to the public.
Timeliness	Procedural advice is timely.	Procedural advice met all chamber deadlines.
	Scrutiny committee meetings held, documentation provided and reports produced within timeframes set by the Senate or the committees, as relevant.	All meetings of the scrutiny committees were held as scheduled and documentation was provided within the timeframes set by the committees.
	During sitting periods, amendments drafted as soon as possible after receipt of instructions.	Amendments were drafted in accordance with timetables set by senators.
	Seminars and lectures held on time and in accordance with advertised schedule; public information projects delivered according to programmed schedule.	All seminars and lectures were held on time and in accordance with advertised schedules. Additional seminars were held in response to increasing demand.
	PEO teaching programs held on time and in accordance with booking schedule.	All programs were held in accordance with schedules and 59 additional classes were held in response to increasing demand.
	PEO projects delivered according to programmed schedule.	Projects, programs and outreach activities were delivered as scheduled.
	Information available on the internet and in publications is up to date and available as soon as practicable.	Internet timetables for the provision of information were met. The new website launched by the PEO, as reported last year, was extensively upgraded.

Analysis

As shown in Figure 10, the Procedure Office is divided into six functional areas to assist with the efficient management of the services it provides to senators. The office is headed by the Clerk Assistant (Procedure), who manages the office, provides procedural, advisory and drafting services, makes a large number of presentations on Senate procedure, and performs duties as a clerk at the table in the Senate chamber.

Figure 10   **Elements and responsibilities of the Procedure Office**

Executive and Legislative Drafting				
Cleaver Elliott, Clerk Assistant Procedural advice and training Legislative drafting of amendments and private senators' bills				
Biographical Dictionary Unit	**Parliamentary Education Office**	**Regulations and Ordinances Committee**	**Research Section**	**Scrutiny of Bills Committee**
Ann Millar, Director	*Chris Reid, Director*	*James Warmenhoven, Secretary*	*David Sullivan, Director*	*Cheryl Wilson, Secretary*
Production, editing and publication of *The Biographical Dictionary of the Australian Senate*	Provision of parliamentary education services to schools, teachers and students	Secretariat, advisory and administrative support to the committee	Provision of seminars, exhibitions, and research on matters of parliamentary significance	Secretariat, advisory and administrative support to the committee

The cost of the Procedure Office in providing its various legislative drafting, procedural advice, research and education services was $6.3 million ($6.2 million in 2006–07).

The full-time equivalent staffing level for 2007–08 was 32, up slightly from the 2006–07 figure.

Legislative drafting and procedural advice

The Procedure Office met the requirements of senators for procedural advice and legislative drafting services by:

- providing procedural advice to non-government senators, in response to requests and proactively
- providing procedural training and briefing to senators and senators' staff, in response to requests and proactively
- providing accurate advice, both in the chamber and for use in the chamber
- drafting amendments to bills, primarily for non-government senators but also for backbench government senators, in response to instructions received from senators and senators' staff
- drafting private senators' bills for non-government senators, in response to instructions received from senators and senators' staff.

The office also prepared an average of eight procedural scripts per sitting day, two more than last year's average. These scripts included notices of motion, terms of reference for committee inquiries and related documents for senators' use in the chamber and in committees. The tendency of senators and their staff to seek this advice at very short notice continued during the year.

A significant change for the drafting and procedural advisory service followed the 2007 federal election, with a change in the main client group for the service. A new opposition made requests for procedural advice and drafting support from December 2007. The number of requests increased significantly after February 2008.

The most notable example of a change in procedural advice resulted in the establishment of six select committees during the reporting period.

A further significant change for the drafting and procedural advisory service, also arising from the 2007 federal election, was the departure of all senators from the Australian Democrats party. Although four senators from that party continued to sit in the Senate to the end of the financial year, there was a significant reduction in their legislative drafting requests. This considerably reduced the legislative drafting workload, as this group had been major users of the drafting service in previous years.

The Procedure Office drafted and processed all non-government amendments and private senators' bills required by senators for use in the Senate, to assist with Senate committee work, or for the purpose of discussions with interested constituents. In 2007–08, government senators continued to request drafting assistance, both before and after the federal election.

During the year, senators continued to make many requests for the drafting of private senators' bills, with 28 bills prepared and 19 introduced. In 2006–07, 41 private senators' bills were produced and 20 were introduced.

The numbers of amendments were as follows: 83 sets of amendments and 423 individual amendments were circulated and 56 second reading amendments were prepared and circulated. The reduced number of sitting days and the significantly reduced legislative program caused a corresponding reduction in the number of amendments required to be drafted for the Senate.

Table 2 summarises non-government senators' use of legislative drafting and procedural services over the past three reporting periods.

Table 2   **Legislative drafting and procedural advice services provided to non-government senators, 2005–06 to 2007–08**

Service	2005–06	2006–07	2007–08
Committee of the whole amendments	736	1,524	423
Second reading amendments	56	111	56
Private senators' bills prepared	34	41	28
Private senators' bills introduced	6	20	19
Procedural scripts prepared	274	353	304

REPORT ON PERFORMANCE – OUTPUT GROUP 3

Legislative scrutiny committees

During the year, the office provided secretariat, research and administrative support to the Regulations and Ordinances Committee and the Scrutiny of Bills Committee.

The secretariats of the two scrutiny committees assisted the committees to fulfil their responsibilities in accordance with their standing orders. This included:

- publication each Senate sitting week of the required reports and digests
- publication of the *Delegated Legislation Monitor* (every Senate sitting week) and the *Disallowance Alert* and *Scrutiny of Disallowable Instruments Alert* (updated online as required)
- preparation of disallowance notices.

In addition to its regular alert digests and reports, the Scrutiny of Bills Committee published *The Work of the Committee during the 40th Parliament February 2002–August 2004*, which provides an overview of the legislative scrutiny work undertaken by the committee during that period, along with statistical data. The Regulations and Ordinances Committee published its 113th Report—*Interim Report on Consultation under the Legislative Instruments Act 2003*.

It is the responsibility of the two committees to examine all bills and disallowable instruments within their jurisdiction. The secretariats, assisted by their legal advisers, completed all of the necessary administrative work to assist the committees to undertake these tasks. The Regulations and Ordinances Committee staff processed 2,982 instruments during 2007–08 (2,349 in 2006–07). The Scrutiny of Bills Committee secretariat processed 207 bills during 2007–08 (241 in 2006–07) and the committee commented on 108 bills (112 in 2006–07).

Staff from both secretariats briefed several international delegations about the role and operations of the Senate legislative scrutiny committees, and conducted a training seminar for public servants as part of the seminar series offered by the Procedure Office.

Secretariat staff also accompanied members of the two scrutiny committees to the Australia–New Zealand Scrutiny of Legislation Conference, held in Wellington, New Zealand.

Public information and parliamentary research

The Research Section of the Procedure Office continued to coordinate and deliver parliamentary information and education services through lectures, exhibitions, seminars, publications, programs for other parliaments in Australia and overseas, and internships and fellowships.

Biographical dictionary

The Biographical Dictionary Unit continued its work on the third volume of *The Biographical Dictionary of the Australian Senate*, covering senators whose terms ended between 1962 and 1983. Following the verification of entries, work on the manuscript concentrated on supplementary research and editing and thorough checking of endnotes in preparation for submission to the publisher.

Genealogical research about senators and clerks and their families neared completion, with the acquisition of a further 41 birth, marriage and death certificates and the compilation of evidence from cemetery records and other sources for certificates that are unobtainable from registrars. Work began on tracking down records for senators who had married or divorced overseas or in obscure circumstances in Australia.

Progress was made on the acquisition of photographs and caricatures to illustrate the volume, and an indexer and readers were engaged to work on the volume.

Work continued on the 109 entries for Volume 4, which will cover 1983 to 2002. A total of 69 entries have been allocated to authors.

Lectures

During 2007–08, the department continued to host lunchtime lectures as part of the popular Occasional Lecture series. Topics ranged from the selection of judges for Commonwealth courts, presented by former chief justice Sir Gerard Brennan, to the United Kingdom's *Scotland Act 1998* and the Scottish devolution movement, presented by eminent political theorist Sir Bernard Crick.

The department publishes lecture transcripts in its free *Papers on Parliament* series and makes audio recordings available on the departmental website. Since May 2008, lectures have been filmed and broadcast on television and the internet by the ABC, increasing the audience for, and accessibility of, the lectures.

Exhibitions

In March 2008, the department launched a major revision of the Women in Federal Parliament exhibition in the Presiding Officers' exhibition area. This exhibition, which displays an image and brief details of every woman who has sat in the parliament, had outgrown its space and needed to be redesigned, upgraded and updated. The Research Section also updated the exhibitions in the public areas outside the Senate chamber and in the Members' Hall to reflect changes brought about by the 2007 federal election.

The Peace, Order and Good Government exhibition, which was erected in 2001 to commemorate the first federal parliament, was dismantled in preparation for a new exhibition featuring the work of the current parliament.

The department participated in the Parliament House Open Day on 10 May 2008, providing information, publications and other material to visitors, and arranging for senators to address the public about their experiences from the floor of the Senate chamber.

Seminars

The department's seminar series continued to provide members of the Australian Public Service with comprehensive training in the operations of the Senate and the accountability to parliament of Australian Government departments and agencies. During 2007–08, a total of 1,323 people attended 44 seminars.

The seminar series remained an integral part of most graduate training programs in the Australian Public Service. Some of the larger departments enrolled all of their graduates in the full-day Introduction to the Senate seminar, and a range of half-day seminars were also well received. The seminars were conducted by senior officers of the department.

The Research Section also continued to provide seminars to other interested groups, such as a seminar for a group of Indigenous graduates and tailored programs for the Journalist Fellowship Program and the Defence and Industry Study Course.

Tailored seminars and training programs were provided for officers visiting from overseas parliaments, including from the Cook Islands, Indonesia, Jordan and Sri Lanka. A fortnight-long training program, sponsored by the United Nations Development Program, was conducted for 18 officials from the National Assembly of Vietnam.

The Inter-Parliamentary Study Program, conducted jointly with the House of Representatives, provided training for 14 officers from overseas parliaments. A pilot training program for

members of the Canberra diplomatic community was also conducted jointly with the Department of the House of Representatives.

A series of training seminars was offered to the staff of senators, and was well attended. The seminars, delivered by senior officers, explained in detail the operations and procedures of the Senate and its committees.

The Research Section organised the first of two orientation seminars for senators-elect in February 2008, focusing on administrative arrangements. A further seminar scheduled for July 2008 will examine in detail the operations and procedures of the Senate and its committees.

Publications and information services

The Research Section edited and published two editions of the department's journal *Papers on Parliament* during 2007–08. Entitled *National Parliament, National Symbols* (July 2007) and *The Senate and Accountability* (January 2008), these editions largely comprised papers in the Senate Occasional Lecture series. The *Senate Briefs* series was revised and reissued to account for changes brought about by the 2007 federal election.

The section issues a range of free publications raising awareness of the Senate and parliamentary processes. Details of the publications available in 2007–08 are provided in Appendix 4.

During the year, the Research Section responded to requests for information and research support from a range of sources, including senators, the Clerk and Clerks Assistant, and members of the academic community and the general public.

Internships and the Richard Baker Senate Prize

As in previous years, the department successfully ran the Australian National Internships Program in partnership with the Australian National University. During 2007–08, 19 students were placed in parliamentary departments and 22 students were placed in other departments and agencies. Interns continued to see Parliament House as an outstanding venue in which to be placed. The Research Section coordinated an induction seminar for each group of interns and organised some of the functions associated with the program.

The Research Section continued to provide secretariat support to the judging panel for the Richard Baker Senate Prize. The 2007 competition attracted 11 entries, ranging widely in subject matter and format. The prize was awarded to a major study edited by Professor John Halligan, Mr Robin Miller and Professor John Power, entitled *Parliament in the Twenty-first Century: Institutional Reform and Emerging Roles*.

Strengthening Parliamentary Institutions program

Early in 2007, the department entered into a formal research partnership with the Australian National University's Parliamentary Studies Centre, which is conducting a three-year program, entitled Strengthening Parliamentary Institutions, funded by the Australian Research Council. The primary outcome will be a series of edited books containing a selection of research papers prepared by officers of the departments of the Senate and the House of Representatives and by the Parliamentary Library, and by parliamentary scholars from Australia and overseas.

During 2007–08, officers of the department drafted papers on topics ranging from accountability and measuring committee effectiveness to community participation in committee inquiries. Details are provided in Appendix 5.

A series of workshops starting in June 2008 will enable authors to receive input from colleagues across parliament, playing an important role in building a research community among the officers taking part in the project. Following the workshops, revised papers will be published on the Parliamentary Studies Centre website, and will be eligible for subsequent inclusion in the edited books.

Parliamentary education services

During 2007–08, the Parliamentary Education Office (PEO) continued to deliver a high level of educational services to schools, teachers and students. The PEO has two main functions:

- Through the Education Centre (which includes a dedicated committee room modified to represent a parliamentary chamber), the PEO delivers a role-play that involves simulations of chamber and committee proceedings of the House of Representatives and the Senate, for students visiting Parliament House.
- Through a sophisticated outreach strategy, developed over many years, the PEO delivers education opportunities for students and teachers who might not visit Parliament House. To support this strategy, the PEO produces materials and resources in print, on CD and on its website.

In addition, the PEO undertakes joint ventures, and builds professional networks, to extend the reach of parliamentary education.

Education Centre activities

The Education Centre delivered its one-hour role-play program to more than 89,000 students in approximately 2,500 groups during 2007–08. The extended availability of the program discussed in last year's report is now a permanent service. Trends in Education Centre attendance are shown in figures 11 and 12.

Following the installation of replica chamber benches with reversible red and green cushions, in June 2007, the PEO conducted a review of the role-play program. The review, which was completed in December 2007, recommended the introduction of concept-based role-plays that focus more on the functions of the parliament; the introduction of multimedia; and the use of student-initiated bills and topics for debate.

The office also conducted market research surveys of classroom teachers visiting the Education Centre. The results of the survey will be used to assist with providing improved educational services.

Figure 11 **Students who visited the PEO Education Centre, 2003–04 to 2007–08**
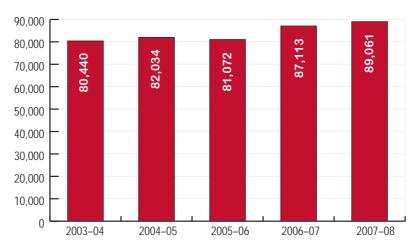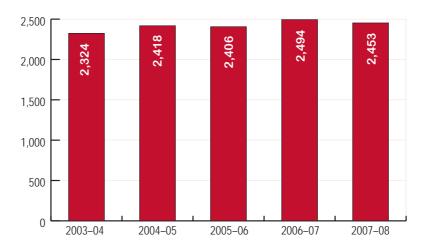
Figure 12 **Groups that visited the PEO Education Centre, 2003–04 to 2007–08**

Outreach activities

Officers of the PEO travelled widely and delivered many resources for school, TAFE and English as a second language course teachers and students in 2007-08.

The PEO participated in activities in Adelaide; Alice Springs; Brisbane; Canberra and surrounding regions; Hobart; Melbourne; and Sydney and surrounding regions. An important feature of these outreach activities was the involvement of local senators and members.

No activities were undertaken in Western Australia during the reporting period, because a range of services had been delivered there during recent previous reporting periods. The PEO is planning to return to Western Australia in 2008-09.

Website and other resources

The PEO continued to develop its website, emphasising interactivity, video learning and accessibility. The promotion of the website was a focus for the publishing team during 2007–08. Web patronage increased substantially, reaching a record 2.8 million page views.

The website also introduced a service to raise the profile of the PEO in the parliament and to assist all members of parliament in their work with schools, teachers and students. The service includes a range of resources and products, such as a calendar of upcoming PEO joint-venture events.

The PEO continued to produce new and updated resources. These included the completion of a trial version of a new teaching resource, *Parliament of Wizards*, which introduces primary school students to the work of parliament through the world of magic. A series of 10 posters, titled *Parliament in Pictures*, was released; at the request of the Presiding Officers, the posters will feature as a public display in the schools hospitality area of Parliament House.

In 2007–08, the PEO reprinted the pocket-sized *Australian Constitution*, *Peeling back Parliament* and *Unravelling the parliamentary role-play* publications. Resources such as these are posted to all parts of Australia every year.

Joint ventures and networks

An ambitious program that brings together the PEO, senators and members and their staff, and schools, in order to deliver parliamentary education programs to a school audience in groups, was developed during the year. Planning has been completed for programs in regional Victoria and outer Brisbane.

The PEO continued to work with the National Museum of Australia to produce Talk Back Classroom, a program in which senior secondary school students interview distinguished guests in front of a live audience in a recording studio. The museum ended this program on 30 June 2008.

The Rotary-sponsored Adventure in Citizenship program, which brings Year 11 students from across Australia to Canberra to take part in a week-long program run by the PEO and other partners, continued to attract excellent feedback. The PEO has developed the capacity to customise responses to a range of special programs that bring visitors to parliament, such as *Heywire*, an ABC program for rural youth; the National Youth Science Forum; and the National Schools Constitutional Convention.

As in previous years, Little Lunch Sittings were delivered during sitting periods at Parliament House, this year to four groups of older Australians—several more sittings were booked but were subsequently cancelled due to the announcement of the federal election.

The PEO continued to forge strong and useful networks during the year, including by:

- working closely with senators and members
- meeting with the PEO Advisory Committee
- attending
  - the Australasian Study of Parliament Group annual conference in August 2007
  - the joint conference of the Australian Primary Principals Association and the Australian Secondary Principals Association in October 2007
  - the Australia and New Zealand Association of Clerks-at-the-Table professional development seminar in January 2008
- interacting with a range of visiting delegations from parliaments overseas.

Staff training and development

In 2007–08, the PEO further developed a training module for casual staff, to increase teaching capacity and flexibility during busy periods and staff absences. The training is based on observation, team teaching and mentoring. The module will be repeated and further refined in 2008–09.

All PEO staff are encouraged to undertake training and development activities, such as parliamentary training sessions, seminars and conferences, university and TAFE courses, online training courses and face-to-face workshops.

International activities

The Inter-Parliamentary Union (IPU) brings together representatives of the parliaments of sovereign states to foster contact, coordination and the exchange of experience among parliaments and parliamentarians.

During 2007–08, the department supported the work of the IPU by funding the attendance of:

- a delegation from the Australian Group of the IPU at the 118th IPU Assembly, held in South Africa in April 2008 (an Australian Group delegation was not sent to the 117th Assembly, because the date conflicted with the 2007 federal election)
- a delegate from the Australian Group at a parliamentary briefing by the IPU Advisory Group on HIV/AIDS, held in the United States in June 2008.

The Director, Journals and Notice Paper, Table Office, continued to serve as secretary to the Australian IPU delegation, providing administrative support and advice.

The department also provided experienced officers to serve as secretaries:

- on two parliamentary delegations participating in bilateral visits, to Brazil and Uruguay and to the European Institutions
- to the Thirty-eighth Presiding Officers and Clerks Conference, held in the Cook Islands in July 2007
- to the Standing Committee on Community Affairs participating in a committee exchange visit to the New Zealand Parliament.

Factors, events and trends influencing performance

The core business of the Procedure Office—its legislative drafting and procedural advice services—continued to be used extensively by senators and their staff. During 2007–08, an additional full-time legislative drafter was engaged on a one-year trial basis to assist with the office's legislative drafting work. The addition of this resource meant that private senators' bills, which are usually drafted during non-sitting periods only, could also be drafted during sitting periods.

Evaluation

The Procedure Office continually monitors all of its activities through formal and informal appraisal, including through letters, emails, phone calls, seminar evaluation forms and direct advice from senators, their staff and members of the public. Each of these evaluation methods assists the office to make timely and responsive adjustments to the way it delivers its services. High levels of satisfaction were indicated for the office's services; Figure 13 provides a few examples of the positive feedback received in 2007–08.

Figure 13   **Comments on Output Group 3 services**

On the legislative drafting service

From senators and senators' staff

'Thank you very much for being proactive on these. It helps enormously.'

'This [explanatory memorandum] wouldn't have been possible if it weren't for all your hard work in the drafting stages! We really appreciate it.'

'I appreciate that the time for pulling this together was absolutely crazy and am grateful you were able to do so much so quickly.'

'Thanks so much for your supa-efficient help on this.'

On the seminar series

Parliament, Privilege and Accountability

'I found it to be very informative and will greatly assist my future development—all speakers were very knowledgeable regarding their areas.'

Introduction to the Senate

'I found the seminar was extremely well run and organised and very interesting. It was helpful to me in my area of work. Thank you.'

'This was an excellent seminar. The presenters were engaging and knowledgeable. I really enjoyed myself and it was time well spent.'

Getting Bills through the Senate

'Excellent course and presenter; a real insight gained into procedures and experiences of the Senate.'

'Overall a fantastic course, delivered in a professional yet entertaining manner—10 out of 10.'

The Budget and the Senate Estimates Process

'Highly informative seminar, well-directed session, used relevant examples.'

'Great course, easy to understand, good reading material to take away.'

Legislative Scrutiny of Bills and Regulations

'Absolutely met my expectation of gaining a more detailed comprehension of parliamentary processes in this area—it was an excellent presentation.'

On the Parliamentary Education Office

From senators and members

'I have found the work of the PEO over the five years of my time in the Senate to have been of a high standard and of great support in my role.'

'I congratulate ... the PEO team for the ongoing work that you commit to parliamentary education and the youth of today. With over 82,000 students visiting Canberra to learn more about parliament, it is a real testament to your hard work.'

From teachers and students

'The students especially enjoyed the opportunity to debate a new bill, and found this experience contributed greatly to their understanding of how parliament works.'

'I ... have taken so much from the day and your fantastic resources which I will be using in my classroom.'

'You have extraordinary people on your team. The program is so effective; I hope many other young people get the same experience and benefits that I did.'

Performance outlook

In 2008–09 the Procedure Office will again give priority to providing drafting support for legislative amendments and private senators' bills for non-government senators and to providing procedural advice and training. With an influx of new senators, and a return to 'balance of power' politics, there will be an increased requirement for briefing on Senate practices and procedures.

The committees' secretariats will continue to provide full and effective support to the Regulations and Ordinances Committee and the Scrutiny of Bills Committee.

The Biographical Dictionary Unit will publish Volume 3 of the dictionary and continue its work on Volume 4.

The Research Section will update its seminar programs to take account of changes to the dynamics of the Senate, and will otherwise continue to provide research and training support. A major new public exhibition on the legislative work of the parliament will be unveiled, and both the Research Section and the PEO will be involved in an interdepartmental review of the public display spaces at Parliament House.

The PEO will extend its established 'teaching and reaching' strategy, working towards implementing a national agenda to educate all students of school age in Australia about the parliament. Use of technology will continue to expand, adding interactive features to the PEO website and increasing the production of DVDs and web-based visual learning products. A strategic plan to engage the secondary school student audience will be completed.

In 2008–09, the PEO will educate a near-capacity number of students in the Education Centre, as it did in 2007–08. Implementing the recommendations of the role-play review will support continuous improvement and ensure the PEO maintains its position as a leading exponent of parliamentary education.

The PEO will also work closely with the Australian Primary Principals Association and the Australian Secondary Principals Association, offering a standing invitation for their respective executive meetings to be held at Parliament House where possible. Outreach programs in schools, universities and the TAFE sector will also continue.

Output Group 4—**Committee Office**

Outputs

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

	Performance indicators	Performance results
Quality	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. Advice, documentation, publications and draft reports are accurate and of a high standard.	Formal and informal feedback mechanisms continue to show that senators consider the support provided by the Committee Office to be effective. When debating committee reports, committee chairs and senators recognised the high quality of services provided by secretariats in: • drafting reports • dealing effectively with witnesses and clients • organising committee meetings and hearings • producing quality committee briefings • providing sound procedural advice • liaising closely with senators' offices.
Timeliness	Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant. Tabling deadlines met in all but extraordinary circumstances.	Committee secretariats organised meetings, hearings, briefings and inspections in accordance with committee requirements, within constraints arising from the availability of members. Reports were drafted and presented to the Senate in accordance with the timelines set by committees and deadlines set by the Senate.
Quantity	Documentation is sufficient for committee purposes and material available to the public is available promptly, electronically 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. Upon tabling, reports were promptly made available to senators and others in both printed and electronic forms.

REPORT ON PERFORMANCE – OUTPUT GROUP 4

Analysis

During 2007–08, the Committee Office provided secretariat support to Senate and certain joint committees by:

- giving accurate and timely procedural advice and administrative support to facilitate and expedite the work of committees
- arranging responsive and timely meetings and hearings in accordance with committee decisions
- providing comprehensive and timely briefings and research papers
- drafting quality reports which accurately canvassed and analysed the evidence from submissions and hearings and reflected the requirements of committees (and assisting, as necessary, in the drafting of minority reports)
- communicating effectively with witnesses and members of the general public
- being proactive in anticipating requirements of committees and chairs.

The workload for committee secretariats during 2007–08 was unevenly distributed, as a result of the election period in the second half of 2007 and a light sitting pattern in the first half of 2008.

The reporting timeframes for bills inquiries were tighter than ever before in the period prior to the 2007 election, with an average reporting deadline of 14.7 days. Since the beginning of the new parliament, bills referred to committees have had a 49-day average reporting deadline, which is a longer timeframe than at any time since 2003–04. The combination of the pre-election and post-election timelines resulted in a 38-day average reporting deadline for 2007–08, as shown in Table 3.

Table 3   Referrals and deadlines for bills inquiries, 2005–06 to 2007–08

	2005–06	2006–07	2007–08
Number of bills introduced into parliament	165	243	197
Number of individual bills referred	78	107	65
Proportion of total individual bills referred	47%	44%	33%
Packages of bills referred	59	79	50
Proportion of total packages of bills referred	36%	33%	25%
Reporting deadline (total number of days)	1,619	2,360	1,924
Average reporting deadline (days)	27	30	38

The full-time equivalent staff figure for 2007–08 was 53, a figure similar to that for the previous year. The quieter period experienced by committees during the election period was balanced by a need for staff to service the newly appointed select committees in the second half of the year. Staffing numbers fell below 49 in the middle of the year but were above 55 at the end of the year, in response to the increasing pace of committee activity.

The variability of work patterns, a feature highlighted in recent annual reports, persisted in 2007–08. The Committee Office continued the system under which the busiest secretariats borrowed additional staff from those with lighter schedules.

Six select committees were established in the second half of the year, four of which required secretariat support between February–March and June 2008.

During the year, the Committee Office continued to support three ongoing statutory committees—the Parliamentary Joint Committee on the Australian Crime Commission, the Parliamentary Joint Committee on the Australian Commission for Law Enforcement Integrity, and the Parliamentary Joint Committee on Corporations and Financial Services.

The cost of the Committee Office in 2007–08 was $8.0 million ($8.3 million in 2006–07). The costs included expenses for staff travel, accommodation and venue hire and, in accordance with the relevant committee's decision, the costs of travel and accommodation for some non-government witnesses. Committees administered by the Committee Office did not use the services of any consultants during the year. The costs of senators attending hearings were paid by the Department of Finance and Deregulation.

Figure 14 shows the structure of the Committee Office.

Figure 14   **Elements and responsibilities of the Committee Office**

Executive
Maureen Weeks, *Clerk Assistant*
Roxane Le Guen, *Senior Clerk*
Procedural advice
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 *Elton Humphery* Economics *John Hawkins* Education, Employment and Workplace Relations *John Carter* Environment, Communications, and the Arts *Ian Holland* Finance and Public Administration *Stephen Palethorpe* Foreign Affairs, Defence and Trade *Kathleen Dermody* Legal and Constitutional *Peter Hallahan* Rural and Regional Affairs and Transport *Jeanette Radcliffe*	Australian Crime Commission *Jacqui Dewar* Corporations and Financial Services *David Sullivan* Australian Commission for Law Enforcement Integrity *Jacqui Dewar*	Agricultural and Related Industries *Jeanette Radcliffe* Housing Affordability in Australia *(ceased to exist 16 June 2008)* State Government Financial Management *Stephen Palethorpe* Regional and Remote Indigenous Communities *John Carter* Fuel and Energy *Roxane Le Guen* National Broadband Network *Maureen Weeks*

REPORT ON PERFORMANCE – OUTPUT GROUP 4

Procedural changes and advice

Secretaries continued to provide procedural and strategic advice to committee chairs and members. Higher level advice was provided by the Clerk, Deputy Clerk, Clerk Assistant (Committees) and Senior Clerk of Committees. The advice, both oral and written, covered a wide variety of parliamentary privilege issues, such as the unauthorised disclosure of committee proceedings, the power of committees to call witnesses, the protection of those witnesses, and adverse reflections on persons made in evidence to committees. Advice was also provided on a number of matters arising out of estimates hearings, including claims of confidentiality relating to advice provided by departments to ministers and the bases on which information can be refused to committees. The Senate did not make changes to standing orders relating to committees during the year.

Legislative and general purpose standing committees

Eight legislative and general purpose standing committees are established pursuant to standing order 25 as permanent committees and continue for the life of each parliament. They are re-established at the commencement of each new parliament, with their membership determined by the Senate.

During 2007–08, the Senate referred 74 matters to standing committees, 50 of which were bills or packages of bills. As shown in Table 4, those committees tabled 101 reports, excluding reports on estimates.

Table 4   **Activities of standing committees**

	2005–06	2006–07	2007–08
Meetings (number)			
Public	148	150	90
Private	252	267	207
Inspections/other	16	11	3
Meetings (hours)			
Public	638	660	445
Private	83	130	70
Matters referred			
Bills/provisions of bills	93	79	50
Other[a]	12	27	**39**
Reports presented[b]	99	109	101
Submissions received	9,436	3,028	3,905
Witnesses	1,895	1,860	1,165
Extensions of time granted	55	33	25

a   *Includes 15 annual reports.*

b   *Excludes estimates; includes reports on annual reports.*

As shown in Table 5, the cycle for 2007–08 commenced with estimates hearings in May–June 2007; no supplementary hearings were held in October–November 2007 (because of the federal election). Additional estimates proceeded as usual in February 2008, in the week following the start of the Forty-second Parliament. The 2008–09 budget estimates hearings took place in May–June 2008.

Table 5   **Activities of committees considering estimates, 2006–07 to 2008–09 budget cycles**

Budget cycle	Hours of budget estimates hearings		Hours of additional estimates hearings	Total hours	Witnesses	Pages of evidence
	May–June[a]	*October– November*[b]	*February*			
2008–09	322	–	–	–	2,901	5,701
2007–08	333	*Not held*	183	516	1,832	4,004
2006–07	334	187	194	715	4,329	9,335

a   *Main hearings.*
b   *Supplementary hearings.*

Overall, the 2007–08 budget cycle estimates involved 333 hours of hearings and about 33,700 questions. At the May–June 2008 estimates hearings for the 2008-09 budget cycle, committees sat for a total of 322 hours and senators asked about 34,800 questions.

Sixteen reports on estimates were prepared by committees and tabled, eight after the budget estimates and eight following the additional estimates.

Select committees

A select committee is an ad hoc committee created to inquire into and report on a specific matter. In most cases, a select committee ceases to exist when it presents its final report.

The Senate established six select committees in 2007–08. One of those committees, the Select Committee on Housing Affordability in Australia, presented its report to the Senate on 16 June 2008 and no longer exists.

The Committee Office continues to provide secretariat support for:

- two select committees established by the Senate on 14 February 2008
  – the Select Committee on Agricultural and Related Industries
  – the Select Committee on State Government Financial Management
- one select committee established on 19 March 2008, the Select Committee on Regional and Remote Indigenous Communities
- two select committees established on 25 June 2008
  – the Select Committee on Fuel and Energy
  – the Select Committee on the National Broadband Network.

Select committees are taking on new features, some of which were previously the domain of standing committees. For example, the Select Committee on Agricultural and Related Industries, which was initially charged with considering issues relating to farm fertilisers, was given a new reference on 25 June 2008 to consider food production in Australia. The reporting date of 27 November 2009 for the second reference substantially extends the term of the select committee. The Select Committee on Regional and Remote Indigenous Communities was established to operate for the life of the parliament, reporting at stipulated times during that period.

In addition, the resolutions of appointment for each select committee provide for both 'full' members and 'participating' members on committees.

The Senate has placed a number of requirements on how the select committees, particularly the Select Committee on the National Broadband Network, conduct their inquiries. The

resolution of appointment for the Select Committee on the National Broadband Network includes in the committee's terms of reference a number of organisations from whom formal submissions are to be requested, and the categories of expertise of organisations and individuals from whom contributions will be invited. It also places a formal requirement on the committee to take evidence in a 'manner that is open and transparent to the public'.

These changes add to the workload and responsibilities of Committee Office staff and make it more difficult to staff the select committees with officers with the necessary skills.

During 2007–08, select committees held 43 meetings (public and private), for a total of 142 hours. They received 211 submissions and heard 207 witnesses. No select committee existed during the previous year.

Joint committees

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

During 2007–08, the Committee Office supported three statutory joint committees: Corporations and Financial Services, the Australian Crime Commission, and the Australian Commission for Law Enforcement Integrity.
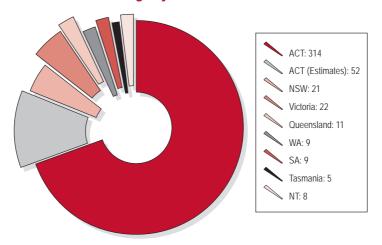
The committees held 56 meetings (public and private and inspections) for a total of 61 hours. They received 72 submissions and heard 105 witnesses. The corresponding figures for 2006–07 were 52 meetings, 93 hours, 160 submissions and 178 witnesses.

Meetings

Senate committee secretariats supported 451 meetings, hearings and site inspections during the year, compared with 550 in 2006–07. Those figures include statistics relating to estimates hearings held by the committees.

Committee members place considerable value on engaging a broad range of people as they conduct each committee inquiry. This is achieved by travelling interstate, including to regional centres, and by conducting telephone and video conferences. A breakdown of meetings by location appears in Figure 15.

Figure 15   **Committee meetings by location, 2007–08**

ACT: 314
ACT (Estimates): 52
NSW: 21
Victoria: 22
Queensland: 11
WA: 9
SA: 9
Tasmania: 5
NT: 8

Database development

Work continued on the development of the Senate Centralised Information Database (SCID). A few problems in the initial stages delayed the proposed first trial of accepting and processing submissions through a web-based system. A working prototype was available for demonstration in the final weeks of 2007–08. The first trial will be conducted early in 2008–09.

During the election period, committee secretariat staff members gathered historical information to populate the database so that it can be operational as soon as testing is completed. The system is designed to reduce the workloads facing secretariats when they deal with short inquiries that necessitate rapid processing of submissions.

The SCID system will also assist secretariats in managing the privacy of those making submissions, by automatically generating lists that keep witnesses' personal details separate from their submissions.

Australian Research Council project

Given that not all committees had ongoing inquiries over the election period, this period presented an ideal opportunity for the researchers who staff the Committee Office to undertake work as part of the Australian Research Council project Strengthening Parliamentary Institutions (see Output Group 3).

Three papers relating to the work of Senate committees were researched and written by staff of the Committee Office. All three papers focus on aspects of committee work and are intended to assist in informing staff about the work of committees.

Dr Richard Grant and Mr Glenn Ryall took a new look at the much discussed question of how to measure the effectiveness of committees. They surveyed the views of committee secretaries from the Senate and the House of Representatives on the merit and applicability of 40 possible indicators of the effectiveness of committee inquiries. The work highlighted the difficulties in using the same criteria to assess the effectiveness of committees regardless of the type of committee and the nature of the inquiry.

The second paper was prepared by two staff members of the secretariat for the Standing Committee on Legal and Constitutional Affairs, Ms Jackie Morris and Ms Sophie Power. They considered participation in inquiries by examining the impact of set factors on the number of submissions received by the committee during the Fortieth Parliament and the Forty-first Parliament. In doing so, they were able to draw some conclusions about the extent to which their committee is able to access community views during its inquiries on policy issues and proposed legislation.

The final paper was prepared by Dr Ian Holland, with research assistance from Ms Julie Dennett, Ms Jacquie Hawkins, Ms Jackie Morris, Mr Peter Short, Ms Di Warhurst and Ms Jo Woodbury. It considered the role of Senate committees in the course of the Senate's deliberations on legislation. The paper looks at six issues, drawing conclusions as to the impact of committee recommendations on the legislative process, among other things.

All the papers included primary research, which took considerable time. The research not only contributes to the aims of the project and the literature on parliaments but also gives the staff a unique view of their work on behalf of Senate committees. It is perhaps this perspective that is most valuable to the work of the Committee Office, as it empowers staff to approach their work with a renewed vigour. (See Appendix 5 for publication details.)

Factors, events and trends influencing performance

Overall workload declined in 2007–08, partly due to the limited committee inquiry activity in the several months of the election period. However, this averaging masks high levels of activity that occurred at the end of the previous parliament and, in particular, in the new parliament.

The period before the November 2007 election was marked by continuing severely constricted timeframes for legislation inquiries, and by a dearth of reference inquiries. By contrast, 2008 has seen increased timeframes for legislation inquiries and a burgeoning of general reference work.

Both before and after the election period, a number of committees received a disproportionate share of references. At one time, for example, the Standing Committee on Economics was conducting 14 inquiries simultaneously. The Committee Office continued to respond to the uneven distribution of inquiries by reallocating staff from the underutilised secretariats to those with heavier workloads. Staff recognise the benefit to themselves and to the department of becoming a guest worker on another committee, and respond positively to their temporary transfers.

Senate committees continue to exist after an election is called, and some committees continued to work actively on inquiries during the election period. Among them were:

- the Standing Committee on Community Affairs, which continued its inquiry into the cost-of-living pressures on older Australians and held a public hearing, attended by eight senators, in Brisbane on 8 February 2008
- the Standing Committee on Foreign Affairs, Defence and Trade, which continued to draft its final report into Australia's involvement in peacekeeping operations.

Staff took the opportunity provided by the election period to complete the usual end-of-parliament tasks, such as archiving, and to undertake training and development not always possible during busier periods. Some staff members also took extended leave during that period.

Evaluation

The principal means of evaluating the performance of the Committee Office in supporting Senate and certain joint committees is the biennial senators' survey. The latest survey, conducted in early 2007, showed high levels of satisfaction with the work of secretariats, as was reported in the previous annual report.

Comments made in the chamber when a committee's report is tabled or debated are another source of evaluation. As was the case in 2006–07, senators were highly positive in their comments, some of which are listed in Figure 16.

Informal feedback from witnesses also indicated satisfaction with their dealings with secretariat staff.

Figure 16   **Senators' comments on Output Group 4 secretariats**

'I want to thank the secretariat in particular ... for their wonderful work and the professionalism with which they pulled together this report. We thank them very much for their assistance.'

'I want to ... put on record my thanks ... most particularly to the secretariat of our committee because of the ridiculous time frame that was presented to our committee to present this report.'

'I also want to thank the committee secretariat ... which, at the same time as doing its other committee work, has carried the work of this select committee absolutely excellently, and I am very grateful for its professional support.'

'I also thank the secretariat for their efforts over the many months of deliberations and hearings and for their responses to the submissions that were made.'

'I also want to thank the secretariat of the committee, who worked so well to ensure that all of the people who wanted to be part of this process could be part of it and were effectively engaged and able to have their voices heard ... In a quite difficult time they were able to work with the committee to present a reasonable and balanced report which puts forward the issues ...'

Performance outlook

The level of Senate committee activity is likely to remain elevated during the next 12 months, with high levels of legislative work, a renewed interest in general references, and the requirement to support newly established select committees.

The Committee Office responded to the increased pace of committee activity toward the end of 2007–08 by increasing its staff numbers, and will continue to monitor its resource levels in the next year. The key resource which the office provides to committees is its people. The office will continue to recruit and seek to retain staff with strong research, administrative, writing and procedural skills.

The uneven spread of work among committees continues to be a challenge. The office will continue to respond with its flexible approach of allocating staff where the greatest need exists, to ensure that draft reports are prepared to the highest quality possible within the timeframes set by the committees and the Senate.

The office is adopting innovative ways to meet the needs of Senate committees by using information technology to reduce routine processing and improve productivity. One highlight of the new year will be the pilot program and eventual rollout of the SCID system to assist secretariats to efficiently manage their inquiry processes.

Output Group 5—**Black Rod's Office**

Outputs

Senators' services

Provision of office, chamber and committee room support; information technology and ceremonial services; and 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' Association.

Administered items

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

	Performance indicators	Performance results
Quality	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. Advice, documentation and publications are accurate and of a high standard.	Salaries and allowances were delivered to senators with 99 per cent accuracy. No complaints were received from senators. Positive feedback was received from senators following accommodation moves undertaken as a result of the change of government. Satisfaction with the quality of advice, documentation and publications provided by the office remained high. All documentation required for the opening of the Forty-second Parliament was accurate and of a high standard.
Timeliness	All support services delivered in a timely manner.	Salaries and allowances were delivered to senators and office-holders on time. The office successfully completed accommodation moves for 33 senators as a result of the change of government following the federal election and other, minor, moves during the year. While some projects were delayed because of the department's dependence on the Department of Parliamentary Services to provide support in delivering those projects, there was a noticeable improvement over the previous year.
Quantity	All support services and supplies delivered in accordance with entitlements on request.	All support services were delivered in accordance with relevant legislation. The number of accommodation moves for senators was again significantly higher than average.

REPORT ON PERFORMANCE – OUTPUT GROUP 5

Analysis

To provide effective senators' services and corporate and other services for the department, the Black Rod's Office is divided into five functional areas, as shown in Figure 17. The office is headed by the Usher of the Black Rod, who, along with the Deputy Usher of the Black Rod, performs duties in the Senate chamber.

The primary function of the office is to provide support services to the Senate chamber and committees, and to senators while they are using their Parliament House offices. The Senators' Services Section provides messengerial support to the chamber, assists the President and Clerk on ceremonial occasions, and delivers support services, including mail, committee room servicing, transport, printing, accommodation, assets management and desktop publishing services.

The Information Technology Section provides senators with information technology support services in their Parliament House offices and limited support services and equipment when they are away from Parliament House.

The full-time equivalent staffing level for the Black Rod's Office for 2007–08 was 46, the same as in 2006–07.

The cost of providing support services to the Senate chamber, committees and senators in Parliament House offices was $3.7 million ($4.0 million in 2006–07).

Figure 17   **Elements and responsibilities of the Black Rod's Office**

Executive			
Andrea Griffiths, 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 Section	**Information Technology Section**	**Human Resource Management Section**	**Financial Management Section**
Nick Tate, Deputy Usher of the Black Rod	*Joe d'Angelo, Director*	*Amanda Wilson, Acting Director*	*Joe d'Angelo, Chief Finance Officer*
Accommodation Assets management, purchasing and disposals Chamber support Committee room support Desktop publishing Fire and emergency warden administration Mail and freight Office equipment (not including information technology) Printing and photocopying Protective security—advice, keys, access approvals, containers and security clearances Transport and fleet management	Information technology equipment, including personal computers Internet publishing 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 Training and development Occupational health and safety Rehabilitation management Industrial relations Corporate planning Records management Fortnightly information bulletin	Budget management and advice Financial reporting and systems management Accounting policy development and advice Accounts processing, general ledger maintenance and advice Strategic procurement advice Support for management decision making

Department of the Senate **Annual Report 2007–08**

REPORT ON PERFORMANCE – OUTPUT GROUP 5

Ceremonial support services

The major ceremonial function during the year was the opening of the Forty-second Parliament on 12 February 2008. For the first time, a 'Welcome to Country' ceremony in the Members' Hall preceded the traditional opening held in the Senate chamber. All activities went according to plan and feedback from the participants was positive.

At the end of the financial year, planning was underway for the ceremonies associated with the swearing in of the new Senate on 26 August 2008, which will include 14 senators taking the oath or affirmation of allegiance for the first time, and the election of a President and Deputy President. The office will also provide assistance to the Ceremonial and Hospitality Section of the Department of the Prime Minister and Cabinet, in connection with the swearing in of the new Governor-General on 5 September 2008.

Senators' services

The day after the opening of parliament, the Black Rod's office participated in the department's orientation program for senators-elect to provide them information on entitlements and other administrative matters, prior to the commencement of their terms of service on 1 July 2008.

Work commenced on updating the *Senators' Handbook–A guide to services, entitlements and facilities for senators*, in readiness for the second orientation program for new senators scheduled for mid-July 2008.

The office provided various services to assist those senators who retired on 30 June 2008. Feedback from them was very positive.

Office services

During 2007–08, the Black Rod's Office:

- completed accommodation moves for 33 senators, in addition to five refurbishments of senators' offices and departmental areas
- replaced refrigerators in senators' offices, and televisions in senators' offices and departmental areas
- replaced photocopiers in the Senate wing corridors
- continued the development of the online Senate stationery shopping cart
- managed the refurbishment of four sets of senators' furniture (this program is ongoing, with the aim of completing the refurbishment of all senators' furniture over the next five years)
- replaced office chairs for senators' staff and departmental staff
- managed the refurbishment of committee room side tables
- provided support services for Senate estimates hearings in November 2007 and in February and May 2008
- negotiated and managed Senate aspects of projects administered by the Department of Parliamentary Services.

The Black Rod's Office continued to provide general office support, committee room support, equipment and furniture maintenance, classified waste removal and stationery supplies.

Printing and delivery services

During the year, the printing and delivery services subsection continued to produce high-quality reprographic services to very tight deadlines, and to provide mail and freight services as required. The work of Senate committees and the department in general, and work contracted from the other parliamentary departments, generated a high level of activity. Turnaround times were met consistently, ensuring that printed information was available when required by senators and others, even at short notice, and that committee reports were available to meet the tight inquiry timeframes.

The trial of a colour photocopier was completed, and a mid-sized colour photocopier was purchased to meet the department's need for full colour printing. The new photocopier has proved to be a useful addition to existing equipment and a more than adequate replacement for the two-colour press, in terms of both quality and cost-effectiveness.

During 2007–08, the section completed a total of 1,047 jobs. Of these, 279 were for committees, 730 were for the rest of the department and 38 were for other parliamentary departments. The total value of work produced was $481,992, of which $190,692 was allocated to committee work. This was a decrease of $296,211 on last year's total, reflecting the reduced number of printing requests during the election period.

Information technology services

The Information Technology Section commenced a major replacement of the department's printers, bringing the fleet up to contemporary standards, achieving efficiency savings through a reduction in total fleet numbers, and achieving better 'fit' for purpose.

Work continued on the development of the Senate Centralised Information Database (SCID) and support of web-based applications to make the management of committee inquiries more efficient and effective. A pilot phase for the SCID project is due to start in early July 2008.

A new design for the department's intranet site, to improve its useability and functionality, was formulated and finalised. Work on implementing the new design is to take place in July–August 2008. The section continued its efforts to maintain a high level of metadata and W3C compliance on the Senate website.

Other high-priority activities for the section included:

- supporting Senate estimates hearings
- streamlining the department's travel approval processes through the introduction of an online form featuring electronic approvals and acquittals
- working with the office services section to create an online shopping cart for managing stationery
- updating the department's information and communications technology policies and procedures
- providing assistance to the Black Rod for the opening of parliament
- providing assistance to senators and staff affected by office relocations after the change in government.

The section provided input for two major parliamentary tenders, both managed by the Department of Parliamentary Services (DPS). The first tender, which was for the supply and maintenance of desktop computers, was completed in late 2007. The second tender, for the provision of a wireless networking solution, is due to be finalised by late July 2008. The tender process for the replacement of the department's ageing fleet of printers, mentioned in last year's annual report, was finalised during the year.

Factors, events and trends influencing performance

Both the change of government, which resulted in a number of accommodation moves for senators, and the department's commitment to ensuring that senators, their staff and departmental staff have timely access to new technology and innovative processes, contributed to increased workload across the Black Rod's Office. However, the provision of multifunction devices and the development of new systems, including the online Senate stationery shopping cart and SCID, will result in significant efficiency gains and improved performance and productivity in the coming years.

The Black Rod's Office is working with DPS to implement new processes for project support. While the new process requires more consultative meetings, this has improved interaction with DPS, which is a positive step.

Evaluation

Much of the work of the office involves frequent direct contact with senators, their staff and other clients, presenting an ongoing opportunity to receive feedback on the office's services. This informal feedback continued to be very positive. The more formal biennial survey of senators' satisfaction is scheduled for early 2009.
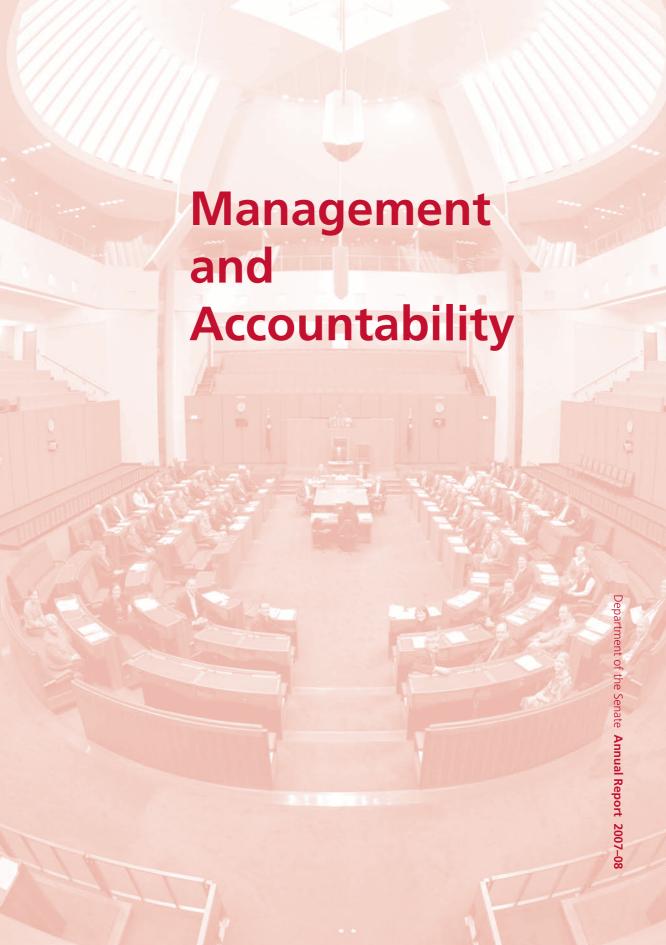
Section heads met weekly with the Usher of the Black Rod to discuss operational matters relating to the whole office, and met regularly with their teams to discuss performance and work-related issues.

Performance outlook

In early 2008–09 the Black Rod's Office will undertake a large number of accommodation moves for senators as a result of the Senate changeover on 1 July 2008. To finalise the moves within the required timeframe will demand the efficient use of resources and the coordination of service providers, including DPS and contractors. To ensure that senators' accommodation is maintained to a high standard, some offices will be fully refurbished.

During the year, the Black Rod's Office will also:

- implement the department's business continuity plan and an intellectual property plan
- implement the SCID, a new client request logging system and the online Senate stationery shopping cart
- coordinate the 2009 survey of senators' satisfaction with departmental services
- consolidate mail and freight functions into one facility
- publish the Senate Protective Security Manual
- replace executive chairs in senators' offices, and roll out new office furniture to departmental staff and senators' staff
- roll out multifunction devices to party leaders, party whips and shadow ministers
- replace obsolete print room equipment.

Management and Accountability

Management
and accountability

Corporate governance

Corporate governance mechanisms

The department's operations are governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997* and are subject to provisions of the *Workplace Relations Act 1996* and other legislation.

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

The Workplace Consultative Committee is the principal forum for formal consultations with staff and union representatives on workplace relations matters.

The role and membership of each group are described in Figure 18.

Figure 18 **Management and advisory groups**

Group	Role	Members	Chair
Program Managers' Group	Coordinate corporate governance matters, including: • workplace relations • terms and conditions of employment • performance management • human resource management policies • staff training and development • financial planning • departmental service quality.	The department's three Clerks Assistant and the Usher of the Black Rod.	The Usher of the Black Rod.
Audit and Evaluation Committee	Ensure that departmental operations and expenditures meet external audit standards in relation to best practice financial management and reporting, fraud control and business risk monitoring. Develop and supervise the annual internal audit program.	Program managers, the Chief Finance Officer (as an observer) and an independent member; also observed by representatives from the Australian National Audit Office and Deloitte Touche Tohmatsu (internal auditor).	The Deputy Clerk.
Senate Management Advisory Group	Provide advice to program managers on departmental and managerial issues.	All Senate Parliamentary Executive Level 2 staff.	Chosen annually by the group.
Workplace Consultative Committee	Serve as the principal forum for formal consultations with staff and union representatives on workplace relations matters, including negotiation of workplace agreements.	The Usher of the Black Rod, a Clerk Assistant and up to 10 elected staff representatives and union representatives.	The Usher of the Black Rod.

In addition, the department participated in interdepartmental committees consisting of all the parliamentary departments to coordinate corporate and other Parliament House–wide matters.

Program Managers' Group

The Program Managers' Group examined a range of corporate governance and other departmental management matters in 2007–08, including:

- business continuity plans
- implementation of the objectives of the department's employee collective agreement
- workforce planning
- staff selection processes
- staff training
- intellectual property
- business risk management.

Audit and Evaluation Committee

The primary objectives of the Audit and Evaluation Committee are to oversee:

- audits (both internal and external)
- the department's controls (administrative, operating and accounting)
- risk management (planning and implementation).

The committee met on four occasions and, among other things, endorsed the department's:

- risk management plan 2007–09
- fraud control plan 2008–10
- financial statements 2006–07
- strategic internal audit plan 2007–10
- certificate of compliance 2006–07.

Risk management, fraud control and the certificate of compliance are standing items on the committee's agenda and were, therefore, considered progressively throughout the year.

During the reporting period, the department tendered for the provision of internal audit services. The contract with the successful tenderer, Deloitte Touche Tohmatsu, was signed on 24 September 2007.

Due to the tendering process, there was a slightly reduced audit program. The following internal audit reports were undertaken and considered:

- mobile phones (August 2007)
- certificate of compliance process (February 2008)
- administration of seminars (April 2008)
- information technology governance (June 2008).

While the audits made a number of recommendations aimed at meeting 'better practice' standards, no serious problems were identified. The committee monitors implementation of the recommendations.

The committee provides an annual report of its activities to the Clerk and to the Senate Appropriations and Staffing Committee.

Senate Management Advisory Group

In 2007–08, SMAG met on nine occasions to discuss departmental proposals, policy initiatives and changes, and to advise the Program Managers' Group on leadership and managerial matters.

SMAG undertook a range of activities, including:

- a review of the Staff Numbers Management Policy
- discussion of new reporting requirements for implementing the employee collective agreement
- a continuation of its leadership and management discussion program, which included
  - a presentation by the Clerk of the Senate, addressing issues of leadership, evolution of the department over his 20 years as Clerk, and future challenges
  - a briefing by the Australian Public Service Commission on its Integrated Leadership System
  - a briefing by the Australian National Audit Office on its approach to performance audits
  - a discussion on the attributes of a good parliamentary officer.

Workplace Consultative Committee

During 2007–08, the committee met on four occasions to consult on policies and issues that affect staff in the workplace and to monitor implementation of the Senate Employee Collective Agreement 2006–2010 (the ECA), which came into effect in July 2006.

The committee considered, and provided advice and recommendations on:

- revisions to the guidelines on the Performance Communication Scheme
- revisions to the procedures for determining breaches of the Code of Conduct
- revisions to the procedures for dealing with whistleblower reports
- revisions to the policy on workplace harassment
- revisions to the discretionary leave guidelines
- the annual report on the implementation of the ECA
- new Health and Safety Management Arrangements
- a review of the meal allowance rate.

In response to requests from staff representatives, the committee formed a standing working group to consider and advise on a range of travel issues.

Corporate and operational plans

Corporate plan and work plans

The department's new corporate plan, which sets out the strategic direction for delivering services to senators, took effect from 1 July 2007.

Work plans for 2007–08 detailed the work priorities and expected performance results for each output group. Ongoing work reports to the Clerk showed high levels of achievement against the work plans.

Fraud control plan and business risk assessment

The department has a robust framework for the active management of risk in the department. This framework is revised regularly and is available to all staff via the department's intranet.

Following a comprehensive business risk assessment process, the department's risk management plan was finalised in August 2007. The risk rating profile for this plan has formed the basis for both the strategic internal audit plan and the fraud control plan. Risk mitigation strategies, and ensuing assessment of existing risk controls, are regularly

considered by executive management and reported to the department's Audit and Evaluation Committee.

In April 2008, the department engaged consultants WalterTurnbull to conduct a fraud risk assessment and prepare a revised fraud control plan. Those documents, endorsed by the Audit and Evaluation Committee in June 2008, confirmed that the department has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that comply with the *Commonwealth Fraud Control Guidelines*.

During 2007–08, the department received an independent risk management assessment conducted by Echelon Australia on behalf of Comcover, the Australian Government's insurance fund. The department was judged to have a robust risk management framework, with good links to its strategic decision-making infrastructure. However, the assessment encouraged the department to develop an overarching risk management policy, and to assist staff to apply risk management principles in their day-to-day decision making by raising their awareness of those principles. The recommended follow-up actions should be completed by June 2009.

Intellectual property

In response to the Commonwealth's decision to introduce intellectual property principles for all agencies that are subject to the *Financial Management and Accountability Act 1997*, the department developed a policy framework for the purposes of managing its intellectual property (IP) within the required time period. The department's policy provides for further action in educating staff about IP and improving its IP register, both of which will become a focus of efforts over the next 12 to 18 months.

Ethical standards

Parliamentary service values and departmental policies

The Parliamentary Service Values and Code of Conduct, set out in the *Parliamentary Service Act 1999*, govern the ethical standards expected of departmental employees. A series of departmental policies support the values and code of conduct and describe in detail the standards of behaviour expected of staff.

Clerk's Instructions

The Clerk's Instructions and Financial Management Guidelines are a useful instrument for promulgating the department's policies and rules and are the primary source of information and advice on its financial management practices.

During 2007–08, the Financial Management Section completed an annual review of the instructions, making minor amendments to them.

While there were no serious breaches of the Clerk's Instructions during the year, there was a minor breach of an internal instruction relating to the timeliness of the banking of receipts, which has since been rectified.

Social justice and equity impacts

As the department does not administer public programs, it does not directly implement a social justice strategy.

External scrutiny

The department's performance is monitored, under their terms of reference, by the Senate Standing Committee on Finance and Public Administration and the Senate Standing Committee on Appropriations and Staffing.

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

Workforce planning

There were no significant changes to the department's staffing arrangements during 2007–08. As in previous years, the number of non-ongoing staff increased at various times to meet the additional workload generated by the sittings of the Senate.

Figure 19 shows that the full-time equivalent (FTE) staffing level increased slightly this year, returning to the 2005–06 level of 152. Small increases were experienced in both the Procedure Office and the Committee Office. The FTE staffing level fell to a low of 145 in October 2007 during the election period, and rose to a high of 158 during the June sittings. It is anticipated that staffing levels will need to be increased next year to support the expected higher level of activity by select committees.

A breakdown of the FTE staffing level by office can be found in Appendix 3. Staffing levels were supplemented by ongoing Australian Public Service officers (two in 2007 and three in 2008) who participated in the department's Working in the Senate (WISE) executive development program, and by an apprentice who participated in the 2008 Australian Public Service Information and Communication Technology Apprenticeship Program.
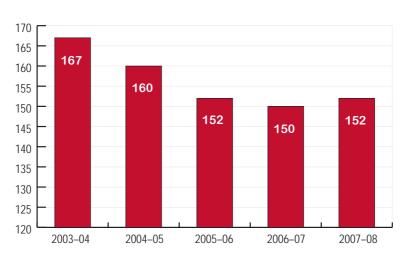
Figure 19   **Full-time equivalent staff numbers, 2003–04 to 2007–08**

Note: *To allow meaningful comparisons, the figure for 2003–04 has been adjusted to exclude parliamentary security and Pass Office staff, who were transferred to the then Joint House Department during 2003.*

The department implemented a new workforce planning process this year. While the data collected was not new to departmental managers, the process brought a useful focus to matters such as the department's ageing workforce, succession planning, training, recruitment and retention. The process will be repeated annually.

The department also reviewed its recruitment and selection practices during the year. Staff selection processes were streamlined through changes to the ways in which referee comments are sought and selection committees report.

The number of staff separations in 2007–08 was fewer than in the previous two years. The number of staff completing temporary employment contracts continued to account for the highest number of separations. Table 6 shows the trends in separations.

Table 6   **Reasons for separations from the department, 2005–06 to 2007–08**

Reason	2005–06	2006–07	2007–08
Resignation	9	9	12
Retirement (age)	2	7	6
Retirement (other) or death	–	1	1
Return to home agency	–	–	4
End of non-ongoing employment	22	14	13
Transfer or promotion to another agency	12	11	4
Total	**45**	**42**	**40**

Occupational health and safety

Two compensable injuries occurred during 2007–08: a foot injury and a back injury. One notifiable incident, involving machinery in the print room, was investigated by Comcare. The recommendations made by Comcare have been implemented. No claim for compensation was made in relation to the incident.

A range of measures were taken to minimise workplace injuries, including:

- an ergonomic assessment of all new employees' workstations
- an annual occupational health and safety (OH&S) inspection of all work areas
- regular publication of OH&S information in the department's bulletin, which is distributed to all staff
- prompt action by staff to report early signs of injury
- provision of an in-house training course on manual handling.

In accordance with the *Occupational Health and Safety (Commonwealth) Amendment Act 2006*, the department promulgated new Health and Safety Management Arrangements in October 2007. These were developed in consultation with the department's OH&S Committee and Workplace Consultative Committee.

The department's OH&S Committee met four times during 2007–08. During the year the committee conducted an audit of first aid boxes in the department, as a result of which two additional boxes were installed to improve access for staff. The committee reviewed all OH&S incident reports to ensure that appropriate follow-up action was taken. A parliament-wide OH&S Committee meeting was held in December 2007 to discuss issues affecting building occupants.

Under the terms of the department's collective agreement, flu vaccinations were made available to staff in April 2008. The department also participated in a National Prescribing Service campaign—'common colds need common sense, not antibiotics'—with boxes of tissues and information leaflets distributed to all staff.

Employee Collective Agreement 2006–2010

The department's ECA commenced in July 2006 and will operate until July 2010. The agreement delivered a 4 per cent salary increase to staff in May 2008: 2 per cent based on 'effective or better' individual performance over the May 2007 to April 2008 assessment period, and 2 per cent based on productivity improvements arising from implementation of the objectives of the collective agreement.

Senior Executive Service remuneration

The department's Senior Executive Service (SES) staff remain covered by individual Australian Workplace Agreements (AWAs). In accordance with their AWAs, and consistent with the provisions of the department's collective agreement, SES staff received a 4 per cent pay increase in May 2008 in recognition of individual and departmental performance outcomes. The salary ranges for SES staff are shown in Appendix 3.

Performance pay

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

Training and development

The department's training and development program during 2007–08 comprised formal training for new supervisors, a series of in-house information sessions for managers and supervisors, and, where relevant to individual performance improvement objectives, access to external training programs.

Senior departmental officers also delivered a series of seminars for staff at Australian Public Service Level 6 and above and for WISE participants, to broaden their knowledge of the Senate and its committee system.

The department implemented new induction arrangements whereby managers and supervisors were provided with more detailed checklists to help them introduce new employees into their work areas.

During the year, the department's Studybank scheme granted financial assistance or paid leave, or both, to 15 employees, to help them complete tertiary studies relevant to the department's objectives.

Management of information systems

To minimise disruption to clients, the department completed a single consolidated upgrade to its human resource management system (CHRIS) during the year.

A new integrated process to enable staff to submit overtime claims online was phased in during the year. The online process, which reduces manual processing, will deliver efficiency gains when fully implemented across the department.

Issues related to network security caused delays in work on enhancing the system to enable external job applicants to apply for vacancies online. Those issues have been resolved, and the facility is expected to be operational in early 2008–09.

The department completed a major upgrade to the financial management information system, Finance One, midway through the financial year. The previous version had reached the end of its useful life and was no longer fully supported. The latest version provides:

- an improved and more intuitive user interface that offers a customisable home page, giving users easy access to the most common reports, system alerts and websites of relevance to them
- improved navigation
- the ability to display all critical processes as a series of on-screen interactive flowchart steps, making maintaining the system and updating system documentation more efficient.

The system's assets module is being reviewed to determine whether it is a suitable replacement for the department's current assets system. This has potential to deliver further efficiencies and greater assurance in accounting for and managing the department's assets.

Management of financial resources

Purchasing

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

In addition to the procurement of internal audit services foreshadowed in the department's procurement plan for 2007–08, significant procurement activities during the financial year included:

- the replacement of
  - refrigerators in senators' suites
  - televisions in senators' suites and departmental areas
  - office chairs for senators' staff and departmental staff
  - printers
  - photocopiers in the Senate wing and committee rooms
- the purchase of a colour photocopier for the print room
- the purchase of video production equipment for the Parliamentary Education Office.

Asset management

The Senators' Services Section, the Information Technology Section and the Financial Management Section are responsible for the effective management of Senate assets.

At 30 June 2008, the department controlled 4,286 assets with a fair value of $3.5 million (last year's total was 4,309 assets with a fair value of $3.7 million). In 2007–08, 450 assets were added and 473 assets were written off.

On completion of the annual stocktake in June 2008, 97 assets—with a depreciated value of $28,549—could not be located. Of these, 20 had not been found in the previous stocktake and have been written off.

This year's stocktake result was consistent with the results of previous years.

Department of the Senate **Annual Report 2007–08**

Consultants and competitive tendering and contracting

The policies and procedures for selecting consultants, conducting tenders, contracting, and approving expenditure, are set out in the Clerk's Instructions. Those instructions take account of the requirements of the *Financial Management and Accountability Act 1997*, the *Commonwealth Procurement Guidelines* and Senate standing order 25(17) (relating to approval of consultants for committees).

In accordance with recommendation 9 of the Senate Finance and Public Administration Committee's second report on the operation of the Senate order for the production of lists of departmental and agency contracts, information on the department's expenditure on contracts and consultancies is available on the AusTender website: www.tenders.gov.au.

Consultants

To facilitate specialist projects or to obtain independent professional and technical advice, the department was required to engage various consultants.

In 2007–08, the department let 10 consultancy contracts. A further eight consultancies continued from previous years. A total of $344,160 (including GST) was paid in relation to consultancy services, an increase of $57,940 on the figure for 2006–07.

Table 7 provides details of consultancy contracts let during 2007–08 to the value of $10,000 or more.

Table 7   Consultancy services let to the value of $10,000 or more, 2007–08

Consultant name	Description	Contract price ($)	Selection process[a]	Justification[b]
Business Aspects	Review of Table Office information technology	21,654	Select tender	B, C
Pickles Valuation Services	Valuation of departmental assets	12,100	Direct sourcing	B, C
WalterTurnbull	Review of fraud risk and fraud control plan	26,730	Direct sourcing	B, C
Professor J Davis	Legal advice	37,395	Direct sourcing	B, C
Deloitte Touche Tohmatsu	Internal audit services	250,000	Open tender	B, C
Total		347,879		

a   Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005):

Open tender–a procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

Select tender–a procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a shortlist of competent suppliers.

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

Panel–an arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a predetermined length of time, usually at a prearranged price.

b   Justification for decision to use consultancy:

A–skills currently unavailable within agency

B–need for specialised or professional skills

C–need for independent research or assessment.

Competitive tendering and contracting

All contracts with a potential value greater than $80,000 are open to a competitive tendering process through AusTender.

The department listed all its contract details on the internet, at www.aph.gov.au/Senate/dept/docs/contracts.htm, in accordance with the Senate Order on Departmental and Agency Contracts.

Commonwealth Disability Strategy

Under the Commonwealth Disability Strategy, the department has the role of service provider. The strategy requires the department to have in place a Disability Action Plan which contains measures to eliminate disability discrimination as the department performs that role.

To help ensure people with disabilities had ready access to committee inquiries, Senate lectures and Parliamentary Education Office (PEO) programs, attendees were invited to identify their special needs. Services available for attendees with special needs included special parking arrangements, audio loops and interpreter services. Committee documents (such as reports, submissions and transcripts of hearings) were published in hard copy, on the

internet and on CD; large documents published on the internet were split into smaller files to aid downloading and printing.

The PEO adjusted its role-play techniques to meet the needs of students with:

- intellectual disabilities
- colour blindness (by making available handouts on different coloured papers)
- hearing difficulties (by providing them with written scripts and instructions).

To help people with disabilities to access its services, the department also provided:

- a captioning service for the televised proceedings of the Senate chamber, with functions to enable users to change the font size, colour and style of captions
- access to a TTY (teletypewriter) for people with hearing disabilities, and email contact details, internet addresses and details of the TTY service in publicity material
- access to the National Relay Service, which can provide information in a form suitable for converting to teletype
- information technology equipment for special needs, including special mouses, keyboards, flat screen monitors and wrist rests
- information on the internet in formats that facilitate user access and downloading, and layouts and font sizes that assist people with vision impairment
- tools to help people with vision impairment to access PDF documents on the Senate website.

The department's staff were provided with information on services and equipment available to assist people with disabilities, and ways to obtain that assistance. Senators and their support staff were informed that specialised furniture, equipment and transport were available to meet the needs of people with disabilities.

Disability groups were notified of committee inquiries that were directly relevant to their members.

Outlook

Key projects within the department's management and accountability framework for 2008–09 include:

- coordinating the 2009 survey of senators' satisfaction with departmental services
- implementing a graduate program, in conjunction with the Department of the House of Representatives
- reviewing the department's record-keeping policy and practices
- implementing a new assets system.

Financial Statements

Contents

**Australian National
Audit Office**

INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

Scope

I have audited the accompanying financial statements of Department of the Senate for the year ended 30 June 2008, which comprise: a statement by the Chief Executive and Chief Finance Officer; income statement; balance sheet; statement of changes in equity; cash flow statement; schedule of commitments; schedule of administered items; and notes to and forming part of the financial statements, including a summary of significant accounting policies.

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

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

Auditor's Responsibility

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

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

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

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

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

Independence

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

Auditor's Opinion

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

(a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and

(b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the Senate's financial position as at 30 June 2008 and its financial performance and cash flows for the year then ended.

Australian National Audit Office

John McCullough
Audit Principal

Delegate of the Auditor-General

Canberra
9 September 2008

THE SENATE
CANBERRA ACT 2600

Statement by the Chief Executive and Chief Finance Officer

In our opinion, the attached financial statements for the year ended 30 June 2008 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.

Harry Evans
Clerk of the Senate

Joe d'Angelo
Chief Finance Officer

9 September 2008

9 September 2008

Department of the Senate
Income statement
for the period ended 30 June 2008

	Notes	**2008** **$'000**	2007 $'000
INCOME			
Revenue			
Revenue from government	3A	**19,727**	20,064
Sale of goods and rendering of services	3B	**583**	840
Royalties	3C	**22**	-
Total revenue		**20,332**	20,904
Gains			
Other gains - resources received free of charge	3D	**3,297**	3,472
Total gains		**3,297**	3,472
TOTAL INCOME		**23,629**	24,376
EXPENSES			
Employee benefits	4A	**14,093**	13,699
Suppliers	4B	**7,123**	7,757
Grants	4C	**-**	10
Depreciation and amortisation	4D	**686**	817
Write-down and impairment of assets	4E	**103**	35
Losses from asset sales	4F	**21**	204
TOTAL EXPENSES		**22,026**	22,522
SURPLUS		**1,603**	1,854

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

Department of the Senate
Balance sheet
as at 30 June 2008

	Notes	2008 $'000	2007 $'000
ASSETS			
Financial assets			
Cash and cash equivalents	5A	**625**	500
Trade and other receivables	5B	**11,694**	21,617
Total financial assets		**12,319**	22,117
Non-financial assets			
Infrastructure, plant and equipment	6A, 6C	**3,618**	3,635
Intangibles	6B, 6C	**651**	44
Inventories	6D	**18**	33
Other non-financial assets	6E	**133**	209
Total non-financial assets		**4,420**	3,921
TOTAL ASSETS		**16,739**	26,038
LIABILITIES			
Payables			
Suppliers	7A	**346**	-
Other payables	7B	**460**	361
Total payables		**806**	361
Provisions			
Employee provisions	7C	**4,576**	4,605
Other provisions	7D	**39**	41
Total provisions		**4,615**	4,646
TOTAL LIABILITIES		**5,421**	5,007
NET ASSETS		**11,318**	21,031
EQUITY			
Contributed equity		**-**	-
Reserves		**11,107**	11,107
Retained surplus (accumulated deficit)		**211**	9,924
TOTAL EQUITY		**11,318**	21,031
Current assets		**12,470**	22,359
Non-current assets		**4,269**	3,679
Current liabilities		**5,000**	4,435
Non-current liabilities		**421**	572

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

Department of the Senate
Statement of changes in equity
for the year ended 30 June 2008

	Retained earnings		Asset revaluation reserve		Contributed equity/capital		Total equity	
	2008	2007	2008	2007	2008	2007	2008	2007
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Opening balance	**9,924**	19,200	**11,107**	10,796	**-**	(11,130)	**21,031**	18,866
Adjusted opening balance	**9,924**	19,200	**11,107**	10,796	**-**	(11,130)	**21,031**	18,866
Income and expense								
Revaluation adjustment	-	-	-	311	-	-	**-**	311
Sub-total income and expenses recognised directly in equity	**-**	-	**-**	311	**-**	-	**-**	311
Surplus for the period	**1,603**	1,854	-	-	-	-	**1,603**	1,854
Total income and expenses	**1,603**	1,854	**-**	311	**-**	-	**1,603**	2,165
Transactions with owners								
Other - Return of prior year appropriations	-	-	-	-	**(11,316)**	-	**(11,316)**	-
Sub-total transactions with owners	**-**	-	**-**	-	**(11,316)**	-	**(11,316)**	-
Transfers between equity components	(11,316)	(11,130)	-	-	11,316	11,130	**-**	-
Closing balance at 30 June	**211**	9,924	**11,107**	11,107	**-**	-	**11,318**	21,031

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

Department of the Senate
Cash flow statement
for the year ended 30 June 2008

	Notes	2008 $'000	2007 $'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		18,549	17,019
Goods and services		420	949
Net GST received		429	327
Total cash received		19,398	18,295
Cash used			
Employees		13,913	13,297
Suppliers		3,961	4,733
Other cash used		-	11
Total cash used		17,874	18,041
Net cash from or (used by) operating activities	8	1,524	254
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		8	180
Total cash received		8	180
Cash used			
Purchase of property, plant and equipment		738	468
Purchase of intangibles		669	25
Total cash used		1,407	493
Net cash from or (used by) investing activities		(1,399)	(313)
Net increase or (decrease) in cash held		125	(59)
Cash at the beginning of the reporting period		500	559
Cash at the end of the reporting period	5A	625	500

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

Department of the Senate
Schedule of commitments
as at 30 June 2008

	2008	2007
BY TYPE	**$'000**	$'000
Commitments receivable		
GST recoverable on commitments	(95)	(73)
Total commitments receivable	(95)	(73)
Other commitments		
Operating leases [1]	45	62
Goods and services [2]	1,003	672
Total other commitments	1,048	734
Net commitments by type	953	661
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(55)	(71)
From one to five years	(40)	(2)
Total other commitments receivable	(95)	(73)
Commitments payable		
Operating lease commitments		
One year or less	39	39
From one to five years	6	23
Total operating lease commitments	45	62
Goods and services commitments		
One year or less	566	672
From one to five years	437	-
Total goods and services commitments	1,003	672
Net commitments by maturity	953	661

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 senior executive officers and there are no renewal or purchase options available.*

[2] *Other commitments relate to contracts (including purchase orders) lodged with suppliers.*

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

Department of the Senate
Schedule of administered items

	Notes	2008 $'000	2007 $'000
Expenses administered on behalf of government			
for the period ended 30 June 2008			
Expenses			
Employee benefits	13A	**12,979**	11,991
Suppliers	13B	**200**	343
Total expenses administered on behalf of government		**13,179**	12,334
Assets administered on behalf of government			
as at 30 June 2008			
Financial assets			
Receivables	14A	**2**	1
Total assets administered on behalf of government		**2**	1
Liabilities administered on behalf of government			
as at 30 June 2008			
Payables			
Suppliers	15A	**58**	15
Employee provisions	15B	**88**	-
Total liabilities administered on behalf of government		**146**	15

This schedule should be read in conjunction with the accompanying notes.

Department of the Senate

Schedule of administered items (continued)

	Notes	2008 $'000	2007 $'000
Administered cash flows			
for the period ended 30 June 2008			
OPERATING ACTIVITIES			
Cash received			
Net GST received		15	25
Total cash received		15	25
Cash used			
Employees		12,891	11,991
Suppliers		174	352
Total cash used		13,065	12,343
Net cash from or (used by) operating activities		(13,050)	(12,318)
Net (decrease) in cash held		(13,050)	(12,318)
Cash at the beginning of the reporting period		-	-
Cash from Official Public Account for appropriations		13,065	12,343
		13,065	12,343
Cash to Official Public Account for appropriations		(15)	(25)
		(15)	(25)
Cash at the end of the reporting period		-	-

This schedule should be read in conjunction with the accompanying notes.

Department of the Senate
Schedule of administered items (continued)

	2008 $'000	2007 $'000
Administered commitments *as at 30 June 2008*		
BY TYPE		
Commitments Receivable		
GST recoverable on commitments	(2)	(2)
Total commitments receivable	(2)	(2)
Commitments Payable		
Other commitments		
Operating leases [1]	23	18
Total other commitments	23	18
Net commitments by type	21	16
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(2)	(1)
From one to five years	-	(1)
Total other commitments receivable	(2)	(2)
Commitments Payable		
Operating lease commitments		
One year or less	19	11
From one to five years	4	7
Total operating lease commitments	23	18
Net commitments by maturity	21	16

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 Office-holders and there are no renewal or purchase options available.*

This 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 2008

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 1: Summary of significant accounting policies

1.1 Objectives of the Department of the Senate

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

- Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament.

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

Departmental activities are identified under five headings:

Output Group 1: Clerk's Office – provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees, strategic direction for the department and secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests, and maintains the Register of Senators' Interests.

Output Group 2: Table Office – provides procedural advice and programming services; processes legislation and documents, and archives records of the Senate; produces formal and informal records of Senate business; provides an inquiries service; and provides secretariat support to a collection of domestic committees.

Output Group 3: Procedure Office – provides advisory and drafting services to non-government senators, secretariat support for the legislative scrutiny committees and policy support for interparliamentary relations; conducts parliamentary research; and promotes community awareness and knowledge of the Senate and the Parliament.

Output Group 4: Committee Office – provides secretariat support for most Senate and certain joint committees and strives to increase the public's awareness of the work of committees.

Output Group 5: Black Rod's Office – provides office, chamber and committee room support, information technology and ceremonial support services, and human resource, financial and records management services, for senators and departmental staff; and provides security advice.

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 a general purpose financial report.

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

- Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2007; and

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board that apply for the reporting period.

The financial report has been prepared on an accrual basis and is 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 report is presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

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

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

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

Administered revenues, expenses, assets, liabilities and cash flows reported in the Schedule of Administered Items and related notes are accounted for on the same basis and using the same policies as for departmental items, except where otherwise stated at Note 1.19.

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   Statement of compliance

Adoption of new Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the effective date in the current period. The following new standards are applicable to the current reporting period:

Financial instrument disclosure

AASB 7 Financial Instruments: Disclosures is effective for reporting periods beginning on or after 1 January 2007 (the 2007-08 financial year) and amends the disclosure requirements for financial instruments. In general, AASB 7 requires greater disclosure than that previously required. Associated with the introduction of AASB 7 a number of accounting standards were amended to reference the new standard or remove the present disclosure requirements through 2005-10 Amendments to Australian Accounting Standards [AASB 1, AASB 4, AASB 101, AASB 114, AASB 117, AASB 132, AASB 133, AASB 139, AASB 1023 & AASB 1038]. These changes have no financial impact but will affect the disclosure presented in future financial reports.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

The following new standards, amendments to standards or interpretations for the current financial year have no material financial impact on the department:

- AASB 1048 *Interpretation and Application of Standards*
- 2007-1 *Amendments to Australian Accounting Standards arising from AASB Interpretation 11*
- 2007-4 *Amendments to Australian Accounting Standards arising from ED 151 and Other Amendments and Erratum: Proportionate Consolidation*
- 2007-5 *Amendments to Australian Accounting Standard – Inventories Held for Distribution by Not-for Profit Entities*
- 2007-7 *Amendments to Australian Accounting Standards*
- 2008-4 *Amendments to Australian Accounting Standard – Key Management Personnel Disclosure by Disclosing Entities*
- ERR Erratum *Proportionate Consolidation*
- Interpretation 10 *Interim Financial Reporting and Impairment*
- Interpretation 11 *AASB 2 Group and Treasury Share Transactions*
- Interpretation 1003 *Australian Petroleum Resource Rent Tax*

Future Australian Accounting Standard requirements

The following new standards, amendments to standards or interpretations have been issued by the Australian Accounting Standards Board but are effective for future reporting periods. It is estimated that the impact of adopting these pronouncements when effective will have no material financial impact on future reporting periods.

- AASB 3 *Business Combinations* and 2008-3 *Amendments to Australian Accounting Standards arising from AASB 3 and AASB 127*
- AASB 8 *Operating Segments* and 2007-3 *Amendments to Australian Accounting Standards arising from AASB 8*
- AASB 101 *Presentation of Financial Statements* and 2007-8 *Amendments to Australian Accounting Standards arising from AASB 101*
- AASB 123 *Borrowing Costs* and 2007-6 *Amendments to Australian Accounting Standards arising from AASB 123*
- AASB 127 *Consolidated and Separate Financial Statements*
- AASB 1004 *Contributions*
- AASB 1050 *Administered Items*
- AASB 1051 *Land Under Roads*
- AASB 1052 *Disaggregated Disclosures*
- AASB 2007-9 *Amendments to AAS arising from the Review of AASs 27, 29 and 31.*
- AASB 2008-1 *Amendments to AAS – Shared Payments: VESTING Conditions and Cancellations*
- AASB 2008-2 *Amendments to AAS – Puttable Financial Instruments and Obligations arising on Liquidation*
- AASB Interpretation 1 *Change in Existing Decommissioning, Restoration and Similar Liabilities*
- AASB Interpretation 2 *Determining Whether an Arrangement Contains a Lease*
- AASB Interpretation 12 *Service Concession Arrangements* and 2007-2 *Amendments to Australian Accounting Standards arising from AASB Interpretation 12*
- AASB Interpretation 13 *Customer Loyalty Programmes*

- AASB Interpretation 14 *AASB 119 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction*
- AASB Interpretation 129 *Service Concession Arrangements Disclosure*
- AASB Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities*

Other

The following standards and interpretations have been issued but are not applicable to the operations the department:

AASB 1049 Whole of Government and General Government Sector Financial Reporting

AASB 1049 specifies the reporting requirements for the General Government Sector, and therefore, has no effect on the department's financial statements.

1.5   Revenue

Revenue from government

Departmental outputs appropriations for the year (less any savings offered up in Portfolio Additional Estimates Statements) are recognised as revenue, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. The department does not currently participate in any reciprocal activities.

Appropriations receivable are recognised at their nominal amounts.

Other types of revenue

Revenue from the sale of goods is recognised when:

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

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

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

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

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2008

1.6   Gains

Resources received free of charge

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

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

Other gains

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

1.7   Transactions with the government as owner

Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) are recognised directly in Contributed Equity in that year.

Restructuring of administrative arrangements

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

Other distributions to owners

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

1.8   Employee benefits

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

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

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

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

Leave

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

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

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

The liability for long service leave is recognised and measured at the estimated present value of future cash flows to be made in respect of all employees at 30 June 2008. 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 2007–08, the department has made no provision for future separation and redundancy benefit payments.

Superannuation

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

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

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

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

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

1.9   Leases

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

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

1.10   Cash

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

1.11   Financial assets

Financial assets are classified in the following categories:

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

Notes to and forming part of the Financial Statements
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The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon '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'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Other categories of financial assets

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

Impairment of financial assets

Financial assets are assessed for impairment at each balance date.

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

1.12   Financial Liabilities

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

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

Notes to and forming part of the Financial Statements
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Financial liabilities at fair value through profit or loss

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

Other financial liabilities

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

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

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

Supplier and other payables

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

1.13   Contingent liabilities and contingent assets

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

1.14   Acquisition of assets

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

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

Purchases of property, plant and equipment are recognised initially at cost in the balance sheet, except for purchases costing less than $500 for furniture and fittings and office machines and equipment, $1,000 for computer equipment, and $2,000 for plant and equipment, intangibles and all other assets, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Revaluations

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

Asset class	Fair value measured at:
Plant and equipment	Market selling price

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

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

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

Depreciation

Depreciable plant and equipment assets are written off to their estimated residual values over their estimated useful lives to the department, using the 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 rates applying to each class of depreciable asset are based on the following useful lives:

	2008	2007
Plant equipment	**5 to 15 years**	5 to 15 years
Computer equipment	**3 to 10 years**	3 to 10 years
Furniture and fittings	**5 to 50 years**	5 to 50 years
Office machines and equipment	**4 to 30 years**	4 to 30 years
Intangibles (software)	**3 to 5 years**	3 to 5 years

Impairment

All assets were assessed for impairment at 30 June 2008. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent

on the asset's ability to generate future cash flows, and the asset would be replaced if the Department of the Senate were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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

1.16   Intangibles

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the department's software is 3 to 5 years (2006-07: 3 to 5 years).

All software assets were assessed for impairment as at 30 June 2008. None were found to be impaired.

1.17   Inventories

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

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

1.18   Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

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

1.19   Reporting of administered activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the schedule of administered items and related notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

Administered appropriations received or receivable from the Official Public Account (OPA) are not reported as administered revenues or assets. Similarly, administered receipts transferred or transferable to the OPA are not reported as administered expenses or payables. These transactions or balances are internal to the administered entity.

These transfers of cash are reported as administered (operating) cash flows and in the administered reconciliation table in Note 16.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

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.

	2008 $'000	2007 $'000
Note 3: Income		
Revenue		
Note 3A: Revenue from government		
Appropriations for outputs	**19,727**	20,064
Total revenues from government	**19,727**	20,064
Note 3B: Sale of goods and rendering of services		
Goods	**158**	24
Services	**425**	816
Total sales of goods and rendering of services	**583**	840
Provision of goods - related entities	**138**	15
Provision of goods - external entities	**20**	9
Total sale of goods	**158**	24
Rendering of services - related entities	**370**	503
Rendering of services - external entities	**55**	313
Total rendering of services	**425**	816
Total sale of goods and rendering of services	**583**	840
Note 3C: Royalties		
Other	**22**	-
Total royalties	**22**	-
Gains		
Note 3D: Other gains		
Resources received free of charge	**3,297**	3,472
Total other gains	**3,297**	3,472
Note 4: Expenses		
Note 4A: Employee benefits		
Wages and salaries	**10,021**	9,723
Superannuation	**2,120**	1,911
Leave and other entitlements	**1,887**	2,065
Separation and redundancies	**65**	-
Total employee benefits	**14,093**	13,699

	2008	2007
	$'000	$'000
Note 4B: Suppliers		
Provision of goods - related entities	192	111
Provision of goods - external entities	1,412	1,359
Rendering of services - related entities *	3,551	3,675
Rendering of services - external entities	1,864	2,474
Workers compensation premiums	104	138
Total supplier expenses	7,123	7,757

* Services from related entities included $3.297m of resources received free of charge from other Commonwealth agencies. (2007: $3.472m)

Note 4C: Grants		
Private Sector - Other	-	10
Total grants	-	10
Note 4D: Depreciation and amortisation		
Depreciation		
Infrastructure, plant and equipment	624	754
Amortisation		
Intangibles - computer software	62	63
Total depreciation and amortisation	686	817
Note 4E: Write down and impairment of assets		
Financial assets		
Bad and doubtful debts expense	-	1
Non-financial assets		
Plant and equipment - write-downs	103	34
Total write-down and impairment of assets	103	35
Note 4F: Losses from asset sales		
Infrastructure, plant and equipment:		
Proceeds from assets sold	(8)	(180)
Carrying value of assets sold	29	384
Selling expenses	-	-
Total losses from asset sales	21	204

Note 5: Financial assets

Note 5A: Cash and cash equivalents		
Cash on hand	625	500
Total cash and cash equivalents	625	500

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008 $'000	2007 $'000
Note 5B: Trade and other receivables		
Goods and services	292	83
Appropriations receivable for existing outputs	11,349	21,487
GST receivable from the Australian Taxation Office	53	47
Total trade and other receivables (net)	11,694	21,617
Receivables are aged as follows:		
Not overdue	11,692	21,610
Overdue by:		
Less than 30 days	1	4
30 to 60 days	1	3
61 to 90 days	-	-
More than 90 days	-	-
Total receivables (gross)	11,694	21,617

All receivables are current assets.

Note 6: Non-financial assets

Note 6A: Infrastructure, plant and equipment

Infrastructure, plant and equipment		
- gross carrying (at fair value)	4,252	3,663
- accumulated depreciation	(634)	(28)
Total infrastructure, plant and equipment (non-current)	3,618	3,635

All revaluations are conducted in accordance with the revaluation policy stated at Note 1. In 2007-08, an independent valuer, Pickles Valuation Services, conducted the revaluations.

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

Note 6B: Intangibles

Computer software		
- at cost	1,962	1,293
- accumulated amortisation	(1,311)	(1,249)
Total intangibles (non-current)	651	44

No indicators of impairment were found for intangible assets.

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

Reconciliation of the opening and closing balances of infrastructure, plant and equipment and intangibles (2007-08)

	IP&E	Intangibles	TOTAL
	$'000	$'000	$'000
As at 1 July 2007			
Gross book value	3,663	1,293	**4,956**
Accumulated depreciation/amortisation	(28)	(1,249)	**(1,277)**
Net book value 1 July 2007	**3,635**	**44**	3,679
Additions by purchase	739	669	**1,408**
Depreciation/amortisation expense	(624)	(62)	**(686)**
Impairments recognised in surplus	(103)	-	**(103)**
Disposals	(29)	-	**(29)**
Net book value 30 June 2008	**3,618**	**651**	**4,269**

Net book value 30 June 2008 represented by:

Gross book value	4,252	1,962	**6,214**
Accumulated depreciation/amortisation	(634)	(1,311)	**(1,945)**
	3,618	**651**	**4,269**

Reconciliation of the opening and closing balances of infrastructure, plant and equipment and intangibles (2006-07)

	IP&E	Intangibles	TOTAL
	$'000	$'000	$'000
As at 1 July 2006			
Gross book value	4,898	1,268	**6,166**
Accumulated depreciation/amortisation	(856)	(1,186)	**(2,042)**
Net book value 1 July 2006	**4,042**	**82**	**4,124**
Additions by purchase	465	25	**490**
Revaluation and impairments through equity	311	-	**311**
Depreciation/amortisation expense	(754)	(63)	**(817)**
Impairments recognised in surplus	(34)	-	**(34)**
Impairments recognised in the operating result	(11)	-	**(11)**
Disposals	(384)	-	**(384)**
Net book value 30 June 2007	**3,635**	**44**	**3,679**

Net book value 30 June 2007 represented by:

Gross book value	3,663	1,293	**4,956**
Accumulated depreciation/amortisation	(28)	(1,249)	**(1,277)**
	3,635	**44**	**3,679**

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008	2007
	$'000	$'000
Note 6D: Inventories		
Inventories held for distribution	18	33
Total inventories	18	33

All departmental inventories are current assets.

	2008	2007
Note 6E: Other non-financial assets		
Prepayments	133	209
Total other non-financial assets	133	209

All other non-financial assets are current assets.

Note 7: Payables and provisions

	2008	2007
Note 7A: Suppliers		
Trade creditors	346	-
Total supplier payables	346	-

	2008	2007
Note 7B: Other payables		
Accrued expenses	460	361
Total other payables	460	361

All supplier payables and other payables recognised are current liabilities.

	2008	2007
Note 7C: Employee provisions		
Salaries and wages	188	106
Leave	4,361	4,484
Superannuation	27	15
Total employee provisions	4,576	4,605
Current	4,155	4,033
Non-current	421	572
Total employee provisions	4,576	4,605

The classification of current includes amounts for which there is not an unconditional right to defer settlement by one year, hence in the case of employee provisions the above classification does not represent the amount expected to be settled within one year of reporting date. Employee provisions expected to be settled in twelve months from the reporting date are $1,574 (2007: $1,469), and in excess of one year are $3,002 (2007: $3,137).

	2008	2007
	$'000	$'000
Note 7D: Other provisions		
Workers' compensation	**39**	41
Total other provisions	**39**	41

Note 8: Cash flow reconciliation

Reconciliation of cash as per balance sheet to cash flow statement
Report cash as per flow statement:

Cash flow statement	**625**	500
Balance sheet	**625**	500

Reconciliation of net surplus to net cash from operating activities:

Operating Result	**1,603**	1,854
Depreciation / amortisation	**686**	817
Net write down of assets	**103**	35
Net derecognition of assets	**-**	11
Loss / (gain) on disposal of assets	**21**	204
(Increase) / decrease in net receivables	**(1,393)**	(3,059)
(Increase) / decrease in inventories	**15**	13
(Increase) / decrease in prepayments	**75**	(30)
Increase / (decrease) in employee provisions	**(29)**	274
Increase / (decrease) in other provisions	**(2)**	4
Increase / (decrease) in supplier payables	**346**	(55)
Increase / (decrease) in other payables	**99**	186
Net cash from / (used by) operating activities	**1,524**	254

Note 9: Contingent liabilities and assets

There were no departmental contingent liabilities or assets. (2007: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008	2007

Note 10: Executive remuneration

The number of executives who received or were due to receive total remuneration of $130,000 or more:

	2008	2007
$130,000 to $144,999	**1**	-
$145,000 to $159,999	**-**	1
$160,000 to $174,999	**-**	1
$175,000 to $189,999	**2**	1
$190,000 to $204,999	**1**	1
$205,000 to $219,999	**-**	-
$220,000 to $234,999	**-**	1
$235,000 to $249,999	**1**	-
$250,000 to $264,999	**-**	-
$265,000 to $279,999	**-**	-
$280,000 to $294,999	**-**	-
$295,000 to $309,999	**-**	-
$310,000 to $324,999	**-**	1
$325,000 to $339,999	**-**	-
$340,000 to $354,999	**-**	-
$355,000 to $369,999	**1**	-
Total	**6**	6

	2008	2007
The aggregate amount of total remuneration of senior executives shown above.	**$1,311,334**	$1,243,401
The aggregate amount of separation and redundancy benefit payments during the year to executives shown above.	**Nil**	Nil

Note 11: Remuneration of auditors

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

	2008	2007
The fair value of audit services provided was:	**$85,500**	$81,500

No other services were provided by the Auditor-General.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008 **$'000**	2007 $'000
Note 12: Financial instruments		
Note 12A: Categories of financial instruments		
Financial Assets		
Loans and receivables		
Cash and cash equivalent	**625**	500
Receivables for goods and services	**292**	83
Carrying amount of financial assets	**917**	583
Financial Liabilities		
Other Liabilities		
Payables - Suppliers	**346**	-
Accrued Expenses	**460**	361
Carrying amount of financial liabilities	**806**	361

Note 12B: Net income and expense from financial instruments

The department had no net income or expense from financial instruments. (2007: 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 2007-08 and 2006-07 financial years.

Note 12D: Credit risk

The department's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the balance sheet.

The department has no significant exposures to any concentrations of credit risk. All figures for credit risk are not exposed to any collateral. No indications of impairment were found for financial assets. Assets past due but not impaired are disclosed at Note 5B.

Note 12E: Liquidity risk

All liabilities are at call (30 days). The department has no significant exposures to any liquidity risk. (2007: Nil)

Note 12F: Market risk

The department has no significant exposures to any market risk. (2007: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008 $'000	2007 $'000
Note 13: Expenses administered on behalf of government		
Note 13A: Employees		
Wages and salaries	12,529	11,701
Superannuation	450	290
Total employees	12,979	11,991
Note 13B: Suppliers		
Provision of goods - related entities	129	130
Provision of goods - external entities	71	195
Rendering of services - related entities	-	7
Rendering of services - external entities	-	11
Total suppliers	200	343
Note 14: Expenses administered on behalf of government		
Financial assets		
Note 14A: Receivables		
Other - GST receivable from ATO	2	1
Total receivables	2	1

All assets administered on behalf of government are current assets.

Note 15: Liabilities administered on behalf of government		
Note 15A: Suppliers		
Trade creditors	58	15
Total suppliers	58	15

All liabilities are expected to be settled with 12 months of balance date.

Note 15B: Employee provisions		
Separations and redundancies	88	-
Total employee provisions	88	-

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

	2008	2007
	$'000	$'000
Note 16: Administered reconciliation table		
Opening administered assets less administered liabilities as at 1 July	**(14)**	1
Less: administered expenses	**(13,179)**	(12,334)
Appropriation transfers from OPA:		
Annual appropriation administered items	**-**	-
Special appropriations	**13,049**	12,321
Draw down of prior year appropriations	**-**	-
Other revenue - prior year refunds	**-**	-
Transfers to OPA	**-**	(2)
Closing administered assets less administered liabilities as at 30 June	**(144)**	(14)

Note 17: Administered contingent liabilities and assets

There were no administered contingent liabilities or assets. (2007: Nil)

Note 18: Administered financial instruments

Note 18A: Categories of financial instruments

Financial Liabilities
Other Liabilities

| Payables - Suppliers | **58** | 15 |
| *Carrying amount of financial liabilities* | **58** | 15 |

Note 18B: Net income and expense from financial instruments

The administered activities of the department had no net income or expense from financial instruments. (2007: Nil)

Note 18C: Fair values of financial instruments

The net fair value of each class of assets and liabilities equals the carrying amounts in both the 2007–08 and 2006–07 financial years.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 18D: Credit risk

The administered activities of the department had no financial assets and as such there is minimal exposure to any credit risk. (2007: Nil)

Note 18E: Liquidity risk

All liabilities are at call (30 days). The administered activities of the department have no significant exposures to any liquidity risk. (2007: Nil)

Note 18F: Market risk

The administered activities of the department have no significant exposures to any market risk. (2007: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 19: Appropriations and Special Accounts

Note 19A: Acquittal of authority to draw cash from the Consolidated Revenue Fund (CRF) for Appropriations (Parliamentary Departments) Act (No. 1)

Particulars - Outcome 1	Administered expenses		Departmental outputs		Total	
	2008 $'000	2007 $'000	2008 $'000	2007 $'000	2008 $'000	2007 $'000
Balance carried from previous period	-	-	22,034	19,041	22,034	19,041
Appropriation Act:						
Appropriation (Parliamentary Departments) Act (No. 1)	-	-	20,220	20,064	20,220	20,064
Reductions of appropriations (Appropriation (Parliamentary Departments) Act (No. 1) s. 11)						
- prior years	-	-	(11,316)	-	(11,316)	-
- current year	-	-	(493)	-	(493)	-
FMA Act						
Appropriations to take account of recoverable GST (FMA Act s. 30A)	15	25	429	422	444	447
Annotations to 'net appropriations' (FMA Act s. 31)	-	-	381	1,042	381	1,042
Total appropriations available for payments	15	25	31,255	40,569	31,270	40,594
Cash payments made during the year (GST inclusive)	15	25	19,281	18,534	19,296	18,559
Appropriations credited to Special Accounts (GST exclusive)	-	-	-	-	-	-
Balance of authority to draw cash from the CRF for ordinary annual services appropriations	-	-	11,974	22,034	11,974	22,034
Represented by:						
Cash at bank and on hand	-	-	625	500	625	500
Departmental appropriations receivable	-	-	11,349	21,534	11,349	21,534
Total	-	-	11,974	22,034	11,974	22,034

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 19: Appropriations and Special Accounts (continued)

Note 19B: Acquittal of authority to draw cash from special Appropriations (unlimited amount)
Administered

Parliamentary Entitlements Act 1990 (s. 11)	2008	2007
Purpose: An Act relating to the provision of benefits to Members of each House of the Parliament	**$'000**	$'000
Cash payments made during the year	**158**	329
Appropriations credited to Special Accounts	**-**	-
Refunds credited (net) (FMA Act s. 30)	**-**	-
Total charged to appropriation	**-**	-
Estimated Actual	**736**	1,592

Parliamentary Superannuation Act 2004 (s. 8) (Administered)	2008	2007
Purpose: An Act to provide for the making of superannuation contributions in respect of members of Parliament, and for related purposes.	**$'000**	$'000
Cash payments made during the year	**450**	290
Appropriations credited to Special Accounts	**-**	-
Refunds credited (net) (FMA Act s. 30)	**-**	-
Total charged to appropriation	**-**	-
Estimated Actual	**520**	284

Remuneration and Allowances Act 1990 (s. 8) (Administered)	2008	2007
Purpose: An Act relating to certain remuneration and allowances	**$'000**	$'000
Cash payments made during the year	**12,441**	11,701
Appropriations credited to Special Accounts	**-**	-
Refunds credited (net) (FMA Act s. 30)	**-**	-
Total charged to appropriation	**-**	-
Estimated Actual	**12,591**	12,251

The legislation establishing these special appropriations is administered by the Department of Finance and Deregulation and the Department of Education, Employment and Workplace Relations.

Note 19: Appropriations and Special Accounts (continued)

Note 19C: Special accounts

Other trust monies (Departmental)	2008	2007
	$'000	$'000
Legal Authority: *Financial Management and Accountability Act 1997 (s. 20)*		
Purpose: *For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.*		
Balance carried from previous period	-	-
Appropriation for reporting period	-	-
Other receipts	37	34
Available for payments	37	34
Payments made	37	34
Balance carried to next period	-	-
Represented by:		
Cash - held by the department	-	-
Total balance carried to the next period	-	-

This account holds only monies advanced to the department by COMCARE to make compensation payments in accordance with the *Safety and Rehabilitation Act 1998*. When the department makes payments against sick leave entitlements pending determination of an employee's claim, the department recovers the payment from the monies in the account.

The department also has a Services for other Governments and Non-Agency Bodies Special Account established under section 20 of the *Financial Management and Accountability Act 1997*. The purpose of the Services for other Governments and Non-Agency Bodies Special Account is for expenditure in connection with services performed on behalf of other governments and bodies that are not Agencies under the *Financial Management and Accountability Act 1997*. This account had no transactions and nil balances as at 30 June 2007 and 30 June 2008.

Note 20: Compensation and debt relief

For departmental and administered items:

No act of grace payments were made during the reporting period. (2007: Nil)

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997*. (2007: Nil)

No payments were made under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme. (2007: Nil)

No ex-gratia payments were provided for during the reporting period. (2007: Nil)

No payments were made under s. 66 of the *Parliamentary Service Act 1999* during the reporting period. (2007: Nil)

Note 21: Reporting of outcomes

Note 21A: Net cost of outcome delivery

	Outcome 1		Total	
	2008	2007	**2008**	2007
	$'000	$'000	**$'000**	$'000
Expenses				
Administered	**13,179**	12,334	**13,179**	12,334
Departmental	**22,026**	22,522	**22,026**	22,522
Total expenses	**35,205**	34,856	**35,205**	34,856
Costs recovered from provision of goods and services to the non government sector				
Administered	**-**	-	**-**	-
Departmental	**97**	323	**97**	323
Total costs recovered	**97**	323	**97**	323
Other external revenues				
Administered	**-**	-	**-**	-
Departmental	**508**	517	**508**	517
Total other external revenues	**508**	517	**508**	517
Net cost / (contribution) of outcome	**34,600**	34,016	**34,600**	34,016

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 21: Reporting of outcomes (continued)

Note 21B: Major classes of departmental revenues and expenses by output groups and outputs
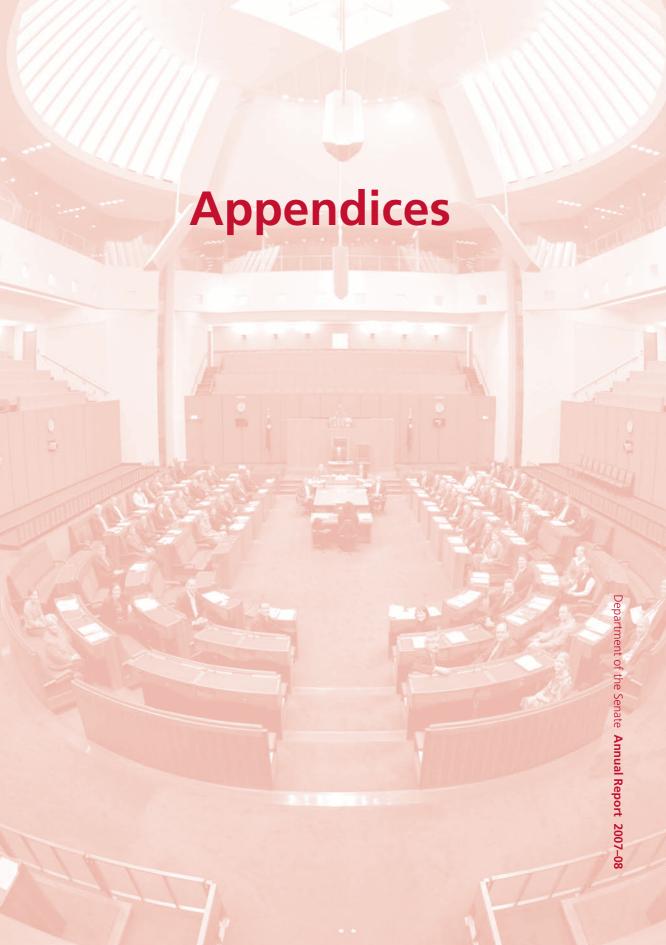
Outcome 1	Output Group 1		Output Group 2		Output Group 3		Output Group 4		Output Group 5		Outcome 1 total	
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Departmental expenses												
Employees	850	743	1,725	1,731	3,519	3,280	5,350	5,286	2,649	2,659	14,093	13,699
Suppliers	305	285	1,044	1,104	2,543	2,659	2,336	2,640	895	1,069	7,123	7,757
Depreciation/write-downs	41	47	99	132	217	276	275	367	178	234	810	1,056
Other expenses	-	10	-	-	-	-	-	-	-	-	-	10
Total departmental expenses	**1,196**	1,085	**2,868**	2,967	**6,279**	6,215	**7,961**	8,293	**3,722**	3,962	**22,026**	22,522
Funded by:												
Revenues from government	1,073	961	2,575	2,651	5,637	5,554	7,146	7,411	3,296	3,486	19,727	20,064
Other revenue	184	170	452	478	1,467	1,509	1,221	1,298	578	857	3,902	4,312
Total departmental revenues	**1,257**	1,130	**3,027**	3,129	**7,104**	7,062	**8,367**	8,709	**3,874**	4,343	**23,629**	24,376

Notes to and forming part of the Financial Statements
for the year ended 30 June 2008

Note 21: Reporting of outcomes (continued)

Note 21C: Major classes of administered revenues and expenses by outcomes

	Outcome 1		Total	
	2008 **$'000**	2007 $'000	**2008** **$'000**	2007 $'000
Administered expenses				
Employees	**12,979**	11,991	**12,979**	11,991
Suppliers	**200**	343	**200**	343
Total administered expenses	**13,179**	12,334	**13,179**	12,334

Appendices

Appendix 1—Contact details

Contact details for all areas of the department are listed below. For inquiries related to publications, see contact details in Appendix 4.

Department of the Senate

The Senate	phone:	02 6277 7111
Parliament House	fax:	02 6277 3387
Canberra ACT 2600	web address:	www.aph.gov.au/senate

Office-holders and senior officers of the Senate

President's Office

President of the Senate
Senator the Honourable John Hogg   email: senator.hogg@aph.gov.au
Parliament House   phone: 02 6277 3300   fax: 02 6277 3108
Electorate Office—Carina, Queensland   phone: 07 3843 4066   fax: 07 3843 4077
Deputy President of the Senate
Senator the Honourable Alan Ferguson   email: alan.ferguson@aph.gov.au
Parliament House   phone: 02 6277 3658   fax: 02 6277 5822
Electorate Office—Adelaide, South Australia   Phone: 08 8237 7180   fax: 08 8237 7188

Clerk's Office

Clerk of the Senate   email: clerk.sen@aph.gov.au
Mr Harry Evans   phone: 02 6277 3350   fax: 02 6277 3199
Deputy Clerk of the Senate   email: depclerk.sen@aph.gov.au
Dr Rosemary Laing   phone: 02 6277 3360   fax: 02 6277 3199

Table Office

Clerk Assistant (Table)   email: ca.table.sen@aph.gov.au
Ms Maureen Weeks   phone: 02 6277 3020   fax: 02 6277 3098
Inquiries   phone: 02 6277 3010   fax: 02 6277 3448

Procedure Office

Clerk Assistant (Procedure)   email: ca.procedure.sen@aph.gov.au
Mr Richard Pye   phone: 02 6277 3380   fax: 02 6277 3289

Committee Office

Clerk Assistant (Committees)   email: ca.committees.sen@aph.gov.au
Mr Cleaver Elliott   phone: 02 6277 3371   fax: 02 6277 3199
Inquiries   phone: 02 6277 3555   fax: 02 6277 3899

Black Rod's Office

Usher of the Black Rod   email: blackrod.sen@aph.gov.au
Ms Andrea Griffiths   phone: 02 6277 3398   fax: 02 6277 3199

Other areas of interest

Accounts	email: finance.sen@aph.gov.au
	phone: 02 6277 3772 fax: 02 6277 3085
Annual report	email: blackrod.sen@aph.gov.au
	phone: 02 6277 3398 fax: 02 6277 3199
Committee room bookings	email: senate.hotline@aph.gov.au
	phone: 02 6277 3500 fax: 02 6277 3000
Committees	email: seniorclerk.committees.sen@aph.gov.au
	phone: 02 6277 3555 fax: 02 6277 3899
Information technology section	email: websen@aph.gov.au
	phone: 02 6277 3047 fax: 02 6277 3678
Legislation	email: table.legislation.sen@aph.gov.au
	phone: 02 6277 3455 fax: 02 6277 3448
Parliamentary Education Office	email: info@peo.gov.au
	phone: 02 6277 3147 *(general inquiries)*
	phone: 02 6277 3508 *(school visits)*
	fax: 02 6277 5775
Parliamentary research	email: research.sen@aph.gov.au
	phone: 02 6277 3078 fax: 02 6277 5838
Registrar of Senators' Interests	email: senators.interests@aph.gov.au
	phone: 02 6277 3360 fax: 02 6277 3199
Senators' services	email: blackrod.sen@aph.gov.au
	phone: 02 6277 3500 fax: 02 6277 3000

Appendix 2—Reports addressing requirements of legislation

As an Australian Government agency, the department reports annually on its performance in relation to several legislated provisions, as detailed below.

Reports against particular legislation, 2007–08

Section 74 of the *Occupational Health and Safety Act 1991*	In 2007–08, one occupational health and safety incident was reported to Comcare under section 68 of the *Occupational Health and Safety Act 1991*. The incident, which involved the book-binding machine in the Print Unit, was investigated. The recommended improvements, including the installation of an additional guard and clearer signage, were implemented.
Section 8 of the *Freedom of Information Act 1982*	The department is not subject to the provisions of the *Freedom of Information Act 1982*. However, the department's policy is to comply with the intent of the Act to the extent practicable, having regard to the legal issues which may arise through the non-application to the department of the protections afforded by the Act. No requests for information were received during the year.
Privacy Act 1988	The department is not subject to most of the provisions of the *Privacy Act 1988*. The provisions relating to tax file numbers apply, and the department has common law obligations in relation to the handling of personal information. It is departmental policy to observe, as far as practicable, the Privacy Principles set out in the Act. No privacy issues were raised with the department during the year.
Section 311A of the *Commonwealth Electoral Act 1918*	In 2007–08, the department paid a total of $211,157 for advertising. Of the total, $201,331 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor. No market research, polling, direct mail or creative advertising organisations were engaged during the year.
Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*	Although the department was not subject to the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*, it adopted policies and practices that contributed to best environmental performance during the year. Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services, and details are provided in that department's annual report.
Legal Services Directions 2005	In 2007–08, the department expended $132,986 on legal services. Of this amount, $114,305 was directed towards the provision of independent legal advice in supporting the work of the 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 compliance with certain matters under paragraph 11.2 of the directions.
Commonwealth Fraud Control Guidelines 2002	In accordance with the *Commonwealth Fraud Control Guidelines 2002*, the department collected and reported fraud data and provided this fraud control information to the Australian Institute of Criminology.

Appendix 3—Staffing statistics

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

The figures in this appendix exclude staff on leave without pay and staff on temporary movements out of the department at 30 June 2008. Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2008, the last working day of the 2007–08 financial year.

Staff numbers, by classification and gender, 30 June 2008

Classification	Male	Female	Total
Clerk of the Senate	1	–	1
Deputy Clerk of the Senate (SES Band 2)	–	1	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	2	2	4
Parliamentary Executive Level 2 (PE 2)	15	10	25
Parliamentary Executive Level 1 (PE 1)	10	12	22
Parliamentary Service Level 6 (APS 6)	8	27	35
Parliamentary Service Level 5 (APS 5)	4	2	6
Parliamentary Service Level 4 (APS 4)	10	21	31
Parliamentary Service Level 3 (APS 3)	9	19	28
Parliamentary Service Level 1/2 (APS 1/2)	12	8	20
Total	**71**	**102**	**173**

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

Staff numbers, by classification and employment category, 30 June 2008

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	24	1	25
PE 1	18	4	22
APS 6	24	11	35
APS 5	5	1	6
APS 4	26	5	31
APS 3	23	5	28
APS 1/2	14	6	20
Total	**140**	**33**	**173**

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

Staff numbers, by classification and participation, 30 June 2008

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	24	1	25
PE 1	12	10	22
APS 6	28	7	35
APS 5	6	–	6
APS 4	26	5	31
APS 3	26	2	28
APS 1/2	15	5	20
Total	**143**	**30**	**173**

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

Full-time equivalent staffing levels (staff years), 2006–07 and 2007–08

Program	2006–07	2007–08
Clerk's Office	4	4
Table Office	17	17
Procedure Office	31	32
Committee Office	52	53
Black Rod's Office	46	46
Total	**150**	**152**

Diversity profile at 30 June, 2006–07 and 2007–08

Equal employment opportunity (EEO) staff category	2006–07	2007–08
Male	66	71
Female	96	102
EEO details not provided	1	2
English not first language spoken	4	3
Aboriginal and Torres Strait Islander	–	–
With a disability	–	–

Classifications and salary scales, 30 June 2008

Classification	Salary scale ($)
Clerk of the Senate	321,280
SES Band 2	169,768–178,703
SES Band 1	140,080–147,118
PE 2	106,042–113,385
PE 1	85,245–95,486
APS 6	70,533–77,373
APS 5	62,618–66,498
APS 4	56,050–60,205
APS 3	49,976–53,990
APS 1/2	39,121–48,970

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

Appendix 4—Senate and departmental publications

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2007–08, as listed by category below. Contact details for each publication area are also listed.

Materials which are available on the Senate website (www.aph.gov.au/senate) or the Parliamentary Education Office website (www.peo.gov.au) are marked with the symbol 💻. Materials which are available in hard copy are marked with the symbol 📖.

Publications by subject area

Publications on the work and procedures of the Senate

Bills List and *Daily Bills Update* 📖 💻
(details of the status of bills before the parliament)

Brief Guides to Senate Procedure, Nos 1–23 📖 💻
(practical guides to common practices and procedures)

Business of the Senate 📖 💻
(a comprehensive summary of business)

Chamber support services for senators 📖
(a guide to documents and services provided to the chamber)

Dynamic Red 📖 💻
(the daily Order of Business, updated online during each sitting day)

Journals of the Senate 📖 💻
(the minutes of chamber proceedings)

List of senators 📖 💻
(senators' contact information, terms of service and state and party representation)

Odgers' Australian Senate Practice, eleventh edition and supplements 📖 💻
(a comprehensive procedural reference work)

Order of Business 📖 💻
(the Senate 'Red' or daily program)

Pocket Guide to Senate Procedure 📖
(a consolidation of *Brief guides to Senate Procedure*)

Preparing private senators' bills, explanatory memoranda and second reading speeches: A guide for senators 📖
(information about legislation for senators and their support staff, also available on the departmental intranet)

Privileges Committee 125th Report—Parliamentary privilege: Precedents, procedures and practice in the Australian Senate 1966–2005 📖 💻

Procedural Information Bulletin 📖 💻
(a regular digest of events of procedural significance)

Questions on Notice Summary 📖 💻
(a statistical analysis of questions placed on notice by senators)

Routine of business 📖 🖥
(shows the routine of business for sittings days and the time limits for debate)

Senate Briefs, Nos 1–16 📖 🖥
(general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate)

Senate Daily Summary 🖥
(a daily digest of Senate business)

Senate Notice Paper 📖 🖥
(the Senate's daily agenda)

Senate Statistical Summary 📖 🖥
(weekly statistics on Senate business)

Senators' Guide to Procedures 📖 🖥
(a practical introduction to the chamber)

Senators' Handbook—A guide to services, entitlements and facilities for senators 📖 🖥
(information for senators and their support staff, also available on the departmental intranet)

Standing Orders and Other Orders of the Senate 📖 🖥
(rules and resolutions governing the Senate's proceedings)

StatsNet 🖥
(online statistical databases)

Your Senate online here 📖
(brochure outlining how to access information about the Senate online)

Publications on the work and procedures of Senate committees

Bills referred to committees 🖥
(an up-to-date list of bills referred to committees)

Business of Committees 📖 🖥
(the Senate 'Committee Red' or daily program)

Committee style guide 📖
(style guide for the preparation of Senate committee reports)

Consolidated Register of Senate Committee Reports 1970–2004 and annual supplements 📖;
1970–2007 🖥
(a list of committee reports presented to the Senate since 1970)

Delegated Legislation Monitor 🖥
(information on every disallowable legislative and non-legislative instrument tabled in the Senate)

Disallowance Alert 🖥
(an updated list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes)

Guide to committee procedure and practice 📖
(an easy-reference guide for committee staff)

How to make a submission to a Senate committee inquiry 🖥; *Notes for the guidance of witnesses appearing before Senate committees* 🖥; and *Procedures to be observed by Senate committees for the protection of witnesses* 🖥
(three types of information for members of the public with an interest in participating in the work of Senate committees)

Public hearings/meetings 📖 🖥
(a program of scheduled meetings)

RSS feeds 🖥
(alert service for new Senate committee inquiries, recently tabled Senate committee reports and public hearings)

Scrutiny of Bills Committee Alert Digests 📖 🖥
(a document which notifies senators and the public about issues arising in relation to bills and Acts)

Scrutiny of Bills Committee Reports 📖 🖥
(the committee's observations and recommendations in relation to bills and Acts)

Scrutiny of Disallowable Instruments 🖥
(a list of disallowable legislative and non-legislative instruments about which the Regulations and Ordinances Committee has raised concerns)

Senate Disallowable Instruments List 🖥
(a list of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting)

Work of Committees 📖 🖥
(a comprehensive summary of committee business)

Parliamentary, constitutional and historical publications

1903–2003: One Hundred Years of Women's Suffrage in Australia 📖
(poster commemorating the 100th anniversary of the first federal election at which women of all Australian states voted)

A Nation at Last—the Story of Federation 📖
(the book based on the exhibition of the same name)

Australia's Parliament 📖
(a visitor guide, available in English and multilingual editions)

Business of the Senate 1901–1910 (two volumes) 📖
(commemorative issues relating to the first parliaments)

Can Responsible Government Survive in Australia? David Hamer, revised edition, 2004 📖 🖥
(a comparative study of the powers and procedures of 20 Commonwealth legislatures, by a former senator and member)

Eureka and the Prerogative of the People, John Molony, 2004 📖
(booklet commemorating the 150th anniversary of the Eureka Stockade rebellion)

Papers on Parliament, Nos 1–48 📖 🖥
(the department's journal, which publishes the texts of occasional lectures and other essays)

Platypus and Parliament: The Australian Senate in Theory and Practice, Stanley Bach, 2003 📖
(a comprehensive analysis of the Senate by a former Senate Fellow)

Questions and Answers on the Commonwealth Parliament 📖
(a general reference book about the Commonwealth Parliament)

Records of the Australasian Federal Conventions of the 1890s 🖥
(the complete transcripts of the founding debates of the nation)

Records of the Centenary of Federation Joint Commemorative Meeting of the Senate and the House of Representatives, 9 May 2001, and of the Sitting of the Senate, 10 May 2001 📖

Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990 📖
(a general history of the Senate's committee system)

Senate Standing Committee on Legal and Constitutional Affairs—*The Twentieth Anniversary of the Committee*, 1991 📖
(a general history of one committee)

The Biographical Dictionary of the Australian Senate 📖
(an ongoing, multi-volume work of reference on Australia's senators, Volume 1 covering 1901–1929, Volume 2 covering 1929–1962, volumes 3 and 4 forthcoming)

Parliamentary Education Office publications

Australia's Constitution 📖 💻
(a pocket-sized edition of the Australian Constitution)

Australia's Constitution CD 📖
(a double-CD edition of the Australian Constitution for people with a vision or print disability)

Closer Look—A Comparison of US and Australian Federal Legislatures 💻
(a comparison of the political systems of Australia and the United States)

Closer Look—A Multi-tiered System: governing Australia 💻
(an explanation, with examples, of how Australia is governed)

Closer Look—A Short History of Parliament 💻
(a description of the origins and development of the parliament)

Closer Look—Australia's Parliament House 💻
(a brief history of the buildings used by the parliament)

Closer Look—The Australian Constitution 💻
(details on the Australian Constitution and its history and significance)

Closer Look—The First Parliament of Australia: the ceremony 💻
(details of the opening ceremony of the First Parliament)

Cockatoo Island series 📖
(a teaching resource for teachers and students of lower primary)

DIY role-play in the classroom 💻
(hints, tips and instructions for teachers running a parliamentary role-play)

Fact sheet series 📖
(56 fact sheets covering many aspects of the role and function of the parliament)

FAQ 💻
(over 200 questions and answers about the parliament)

Hands-on Lesson Plans 💻
(12 complete lesson plans for teachers of middle to upper secondary students)

Kidsview 📖 💻
(interactive games and activities for students and teachers)

Parliament in Pictures 📖
(10 posters and a classroom guide introducing teachers and students to the parliament)

Parliamentary glossary 💻
(parliamentary terms and definitions)

Parliament NOW 🖥
(current information about the Forty-second Parliament and the operations of the Senate and the House of Representatives)

Peeling back Parliament 📖
(magazine format information and activities for upper primary and lower secondary teachers and students)

Poster of the House of Representatives Chamber 📖
(A2-sized colour poster of the House of Representatives chamber)

Poster of the Senate Chamber 📖
(A2-sized colour poster of the Senate chamber)

Role-play toolkit 🖥
(role-play resources for teachers, including scripts, templates, rubrics and diagrams)

Unravelling the parliamentary role-play 📖 🖥
(activities and instructions for using parliamentary role-play in the classroom)

Publications providing departmental information

Annual Report of the Department of the Senate 📖 🖥

Corporate Plan 📖 🖥

Portfolio Budget Statements 📖 🖥

Contact details by subject area

Publications on the work and procedures of the Senate		
Senate Table Office	email: table.inquiries.sen@aph.gov.au	
	phone: 02 6277 3010	fax: 02 6277 3448
Publications on the work and procedures of Senate committees		
Senate Committee Office	email: seniorclerk.committees.sen@aph.gov.au	
	phone: 02 6277 3555	fax: 02 6277 3899
Parliamentary, constitutional and historical publications		
Procedure Office	email: research.sen@aph.gov.au	
	phone: 02 6277 3072	fax: 02 6277 5838
Biographical Dictionary Unit	phone: 02 6277 3061	fax: 02 6277 5933
Parliamentary Education Office publications		
Parliamentary Education Office	email: info@peo.gov.au	
	phone: 02 6277 3147	fax: 02 6277 5775
Publications providing departmental information		
Black Rod's Office	email: blackrod.sen@aph.gov.au	
	phone: 02 6277 3396	fax: 02 6277 3199

Appendix 5—Public awareness activities undertaken by departmental officers

During 2007–08, the Clerk and other senior officers made presentations on aspects of the Senate, Senate committees and parliamentary procedure to various Australian and international audiences, including:

- parliamentary committees
- individual members of parliament and their staff
- departmental staff, other parliamentary officers and staff from a wide range of Australian Public Service agencies
- overseas visitors, including parliamentary delegations
- participants in conferences and seminars, including a number as part of programs conducted by the Australian National University Parliamentary Studies Centre and the Centre for Democratic Institutions
- schoolchildren and members of the public.
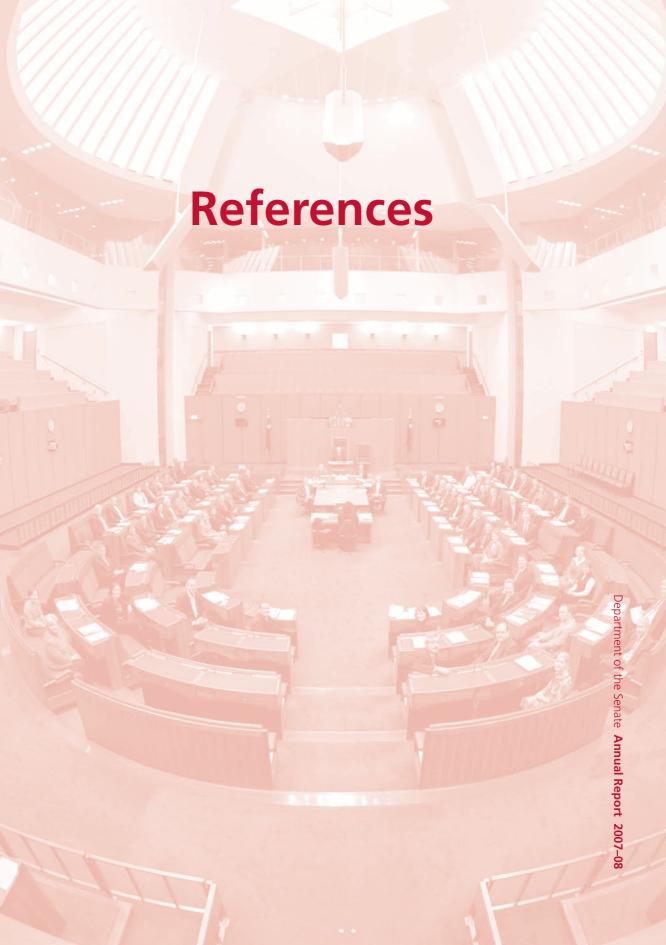
In particular, the Clerk:

- gave specialised presentations to the Vincent Fellowship Ethics in Leadership Program and The Benevolent Society's Sydney Leadership Program
- gave evidence to
  —the Senate Standing Committee on Finance and Public Administration on its inquiry into the Lobbying Code of Conduct
  —the Joint Committee of Public Accounts and Estimates, Parliament of Victoria, on its inquiry into strengthening government and parliamentary accountability in Victoria.

Departmental officers also presented and published papers on the powers, procedures and operations of the Senate or related issues, as detailed below.

Papers produced by departmental officers, 2007–08

Author	Publication	Date
Mr Harry Evans	'Parliamentary control of finance: bringing back the revolution', *The Table*, Vol. 75	2007
	Parliamentary control and transparency of public finance: two Senate committee reports, paper for the Thirty-eighth Conference of Presiding Officers and Clerks, Cook Islands	July 2007
	Overhaul of 'Westminster' could leave us behind, published as 'Brown's reforms impact on Australia', *Canberra Times*	July 2007
	The Senate, accountability and government control, paper for the Australian National University Parliamentary Studies Centre (PSC) Strengthening Parliamentary Institutions project	November 2007
	Accountability and corporate governance in the new parliament, paper for the Eleventh Annual Corporate Governance in the Public Sector Conference, Institute for International Research	March 2008
	Refurbishing parliamentary processes, published as chapter entitled 'Parliament', in Manne, R (ed.), *Dear Mr Rudd: ideas for a better Australia*, Black Inc. Agenda, Melbourne	March 2008
Ms Sophie Power and Ms Jackie Morris	*Factors which affect participation in Senate committee inquiries*, paper for the PSC Strengthening Parliamentary Institutions project	December 2007
Dr Richard Grant and Mr Glenn Ryall	*Can we account for parliamentary committees? A survey of committee secretaries*, paper for the PSC Strengthening Parliamentary Institutions project	February 2008
Dr Ian Holland	*Senate committees and the legislative process*, paper for the PSC Strengthening Parliamentary Institutions project	June 2008

References

Glossary and abbreviations list

administered expenses/ items	Revenues, expenses, assets, and liabilities administered by the department for the Commonwealth generally and not for the running of the department.
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.
APS	Australian Parliamentary Service
AWA	Australian Workplace Agreement
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.
CD	compact disc
CHRIS	Human resource management information system
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.
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
DVD	digital video disc
ECA	Senate Employee Collective Agreement 2006–2010
estimates committees	A term commonly used to describe the legislative and general purpose standing committees' consideration of the annual and additional estimates of expenditure of government departments and agencies.
FTE	full-time equivalent
GST	goods and services tax
IP	intellectual property
IPU	Inter-Parliamentary Union

IT	information technology
messengerial support	Services provided in the Senate chamber by the chamber attendants, which include distribution of documents, conveyance of messages and supervision of chamber doors during divisions (formal votes) and quorum calls.
motions/formal motions/ procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with standing orders.
OH&S	occupational health and safety
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.
PEO	Parliamentary Education Office
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 DPS.
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 department or minister.
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	Senate Centralised Information Database
scripts/procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate
senators' survey	A two-yearly survey commissioned by the department and conducted by an independent research services organisation to assess senators' satisfaction with the quality, efficiency and effectiveness of the services provided by the department—most recently conducted in early 2007.
SES	Senior Executive Service

SMAG	Senate Management Advisory Group
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 therefore transmitted in the form in which it is 'read a third time' in the originating House.
TTY	teletypewriter
WISE	Working in the Senate, a program under which public servants from other departments and agencies are seconded to the department to work on committee inquiries and to gain knowledge of the Senate and its operations, which they can apply to the benefit of their organisations on their return.

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