



Department
of the Senate



ANNUAL REPORT

2011 – 12

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Back (left to right): Community Affairs Legislation Committee at estimates hearings, May 2012, courtesy of AUSPIC; Year 11 students participating in the Rotary Adventure in Citizenship program at the Parliament House Education Centre, May 2012, courtesy of Simon Ray, PEO

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27 September 2012

Senator the Hon John Hogg
President of the Senate
Suite SG 40
Parliament House
Canberra ACT 2600

Mr President

Pursuant to section 65 of the *Parliamentary Service Act 1999*, I give you a report, for presentation to the Senate, on the activities of the Department of the Senate for the year ended 30 June 2012.

Yours sincerely

(Rosemary Laing)

LETTER OF TRANSMITTAL

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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 2012.

The report is presented in six parts.

Overviews	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
Report on performance	A summary of overall performance, and a description of each office's contribution to the department's outcome
Management and accountability	A report on corporate governance and the management of resources
Financial statements	The auditor's report and audited financial statements
Appendices	Details of: <ul style="list-style-type: none">• resources and staffing• performance in relation to certain legislation• publications available from the department• ways to contact the department.
References	Tools to assist the reader: <ul style="list-style-type: none">• a glossary and abbreviations list• an index showing how the report complies with annual reporting requirements• an alphabetical index.

The report is presented for tabling in the Senate pursuant to section 65 of the *Parliamentary Service Act 1999*. It is also produced to meet the information needs of interested people, including:

- senators and their staff
- the Australian community
- staff of the Department of the Senate and other parliamentary departments
- staff of other legislatures
- staff of executive government departments and agencies
- the media.

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

Overviews





Clerk's review

This report documents the performance of the Department of the Senate for 2011–12.

Overview

The year began with the Senate sitting in early July, for the commencement of a new Senate term, for the first time since 1950. Concerted planning, and diligent execution of those plans, by numerous Senate officers ensured a smooth transition for both retiring senators and the twelve new senators elected in August 2010 for whom an orientation program was conducted after their initial sittings. Otherwise, the year was typical of a middle year in an electoral cycle, with strong levels of legislative and committee activity. Not typical, however, was the absence of legislative disagreement between the Houses, usually reflected in negotiations on amendments made by the Senate to bills originating in the House of Representatives. This is perhaps one of the more unexpected outcomes of minority government in the House.

Finances

In last year's review, I looked forward to the end of the three-year additional two per cent efficiency dividend and its return to 'normal' levels, noting its impact on the ability of small agencies to deliver their essential services:

For the most part, the Senate Department has been able to operate within the discipline imposed by the efficiency dividend but it is clearly not a policy that is sustainable in the long term.

The final outcome for 2011–12 is a deficit of \$1.338 million which reflects the impact of the additional efficiency dividends. Moreover, a further one-off additional efficiency dividend of 2.5 per cent was announced for the 2012–13 financial year, dashing any hopes of a respite. Although the department received a small increase in funding for the new Parliamentary Joint Committee on Human Rights, the increase was less than the Appropriations and Staffing Committee had endorsed as representing reasonable costs to support the committee. Two other small new policy proposals endorsed by the committee were also rejected, leaving the 2012–13 Budget significantly short of what is required to support the department's operations for the next financial year. As a

consequence, measures have been implemented to reduce staffing levels and operational expenditure, but there will almost certainly be an impact on the services that the department will be able to provide to senators in the next financial year, compared with services that have been able to be provided in the past.

As a matter of principle, the lack of regard shown by successive executive governments for the operational needs of the Parliament to enable it to function effectively is a worrying trend. Since the 1980s, the Senate has had an Appropriations and Staffing Committee and a mechanism for engaging the executive government in relation to the department's budget but the mechanism, though clearly not a legal requirement, has had only limited effectiveness. Experience in other jurisdictions where parliaments have a greater degree of autonomy in setting their budgets shows that the function is undertaken responsibly and having regard to prevailing financial and economic circumstances. There are no grounds to believe that the Australian Parliament would not adopt the same responsible approach, especially where the budget-setting mechanism included high level representation of both government and non-government interests (as the Appropriations and Staffing Committee does).

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

Departmental structure and staffing

After the significant changes reported last year, 2011–12 has been a year of consolidation with no changes in the department's SES staff, all of whom remain in the same positions for the time being. Rotation of senior staff has been a long-standing policy of the department in order to build up corporate knowledge and insure against loss of key staff, and is likely to be considered in the context of the next general election or Senate changeover.

This philosophy also drives the department's learning and development framework for all staff. The majority of staff not only met comfortably the goal of 21 hours of training over their annual performance cycle but also responded enthusiastically to the availability of relevant and targeted opportunities for professional development. With significant generational change having occurred throughout the department, the program is proving to be an effective means of enhancing institutional and corporate knowledge.

The new Senate Public Information Office also established its presence and the core staff of two will be supplemented early in the next reporting period by the transfer of web publishing staff from the Black Rod's Office, followed by staff undertaking related work in other offices.

Freedom of Information

As noted in numerous annual reports, the Department of the Senate has always complied with the intent of the *Freedom of Information Act 1982* to the extent that it was practicable. In 2011, the Presiding Officers indicated their willingness to participate in a review of the Act, proposed to commence late in 2012, as a basis for considering the application of the Act to the parliamentary departments.

In the meantime, the Australian Information Commissioner amended guidelines made under section 93A of the Act to declare that the parliamentary departments were subject to the Act, contrary to the previous version of the guidelines and to the long-understood status of the parliamentary departments as excluded from legislation intended to give people a right of access to information held by the government. The change apparently resulted because of a revised legal interpretation to the effect that the enactment of legislation to establish the Parliamentary Service removed the explicit exclusion of the parliamentary departments from the Act, although it was unintended.

The FOI Act does not apply in respect of documents of courts, tribunals and the Official Secretary to the Governor-General unless the documents relate to matters of an administrative nature. Office-holders of courts and tribunals, including judicial office-holders, are also not subject to the Act. As a result of the amended guidelines, the Parliament and its Presiding Officers now find themselves without the level of certainty enjoyed by other bodies not under the control of the executive government, yet subject to potentially inappropriate intrusion by the executive government over control of their records. The foreshadowed review will no doubt provide an opportunity to consider the matter further.

Highlights

Notwithstanding the gloomy outlook for the department's finances, there were many highlights during the year.

The new parliamentary website was finally launched in February 2012 and there has been much revision and updating of content on the Senate

pages. There is now a great deal more pictorial material on the site than previously and it is hoped that, following enhancements, the expected multimedia capability will be realised to enable publication of more explanatory videos and a video-on-demand service to provide greater access to Senate and committee proceedings.

One of the first services provided by the newly-established Senate Public Information Office was a Twitter feed to publicise the work of the Senate and its committees, including by providing links to information and other resources such as the *Dynamic Red* (an online tool for tracking the progress of business in the Senate). We also responded directly to queries and some comments. By the end of the reporting period, @AuSenate had approximately 4,000 followers. The department also uses the Twitter account to draw attention to recruitment opportunities. It is proving to be a cost-effective substitute for newspaper advertising of vacancies, although most applicants continue to source their information through the Australian Public Service *Gazette* which also carries information about vacancies in the Australian Parliamentary Service.

The thirteenth edition of *Odgers' Australian Senate Practice* was tabled in the Senate in the early hours of 29 June 2012. It contains updates to May 2012 and was completely revised and reformatted in order to make it easier to read. As was explained in the preface, it retains the name of my predecessor, Harry Evans, as editor in recognition of the enormous contribution he has made to parliamentary and constitutional studies. Although the work has been published online since the seventh edition, the 13th edition was the first to be published as an e-book for tablet devices, as well as in PDF and HTML formats for the web. The new HTML version also has additional navigational features developed in-house. The idea of an '*Odgers* app' was first raised by senators at estimates hearings and the e-book was developed in response to the growing use of tablet devices by senators. Turning *Odgers* into a multimedia app in the proper sense, however, is probably still some time away!

Still in the realms of new technology, the publication of the 13th edition of *Odgers* was the second most 're-Tweeted' event announced on @AuSenate, eclipsed only by news of the resignation of Senator Bob Brown as Leader of the Australian Greens.

The Presiding Officers commissioned a review of information and communications technology for the Parliament which is due to report early in the new financial year. Responsibility and funding for various aspects of ICT is spread across parliamentary departments and

departments of state, and strategic oversight is lacking. It is expected that the review will address this and other issues. In the meantime, the department continued to work on upgrading the business systems which support the operations of the chamber and committees and which are the subject of more detailed reporting in the chapters on the Table and Committee Offices.

As foreshadowed in last year's report, an orientation program was conducted for senators over three days in July 2011 during which many aspects of a senator's role were covered and senators were given a basic introduction to procedure. Senators who fill casual vacancies miss out on the opportunity to participate in such a structured group program but all are offered one-on-one briefings. Unusually, there were five casual vacancies filled during the year with a sixth expected early in 2012–13. Just over 60 per cent of senators currently serving began their terms on or after 1 July 2005. Although this appears to be a high rate of turnover, the current average length of service at 7.8 years is actually higher than the average of 6.3 for the 1980s, but less than the average of 10 to 12 years from the 1940s to the 1970s. It serves as a reminder that our services and the way we provide them need to be re-examined on a regular basis to ensure they keep pace with the needs and expectations of senators.

Committee and legislative activity continued at very strong levels but with some easing of the record workload undertaken by committees over the past two years. The department assumed responsibility for providing secretariat support for the new Parliamentary Joint Committee on Human Rights while the number of select committees remained relatively steady. The number of visiting students undertaking classes conducted by the Parliamentary Education Office in Parliament House continued at near-capacity levels, but some outreach programs were reduced as a result of financial constraints.

Negotiations on a new enterprise agreement with staff were reaching their final stages by the end of the year and the new agreement is expected to be in place shortly thereafter.

We welcomed a new secretary of the Department of Parliamentary Services, Ms Carol Mills, who was appointed following the retirement of Mr Alan Thompson. The Parliamentary Budget Office was also established, following amendments to the *Parliamentary Service Act 1999*, and Mr Phil Bowen PSM was expected to commence as the inaugural Parliamentary Budget Officer in July 2012. We continued to work closely with our colleagues in the Department of the House of Representatives on numerous issues of common interest, and I take this

opportunity to thank the Clerk of the House and his staff for their ongoing cooperation and support.

I also thank all staff for their continuing commitment to providing a quality service to the Senate, its committees and senators. This would not be possible without their knowledge and dedication.

Outlook

2012–13 will see the 43rd Parliament drawing to a close. An election for the places of senators whose terms conclude on 30 June 2014 may be held within 12 months before the expiration of the term and is therefore due some time after 1 July 2013.

The department's finances will be the most significant influence on performance over the coming year. While all efforts will be made to manage within budget, it will remain the case that the department will not be able to keep up with the pace of technological change and will therefore not be able to provide the types of services that an increasingly technologically-aware public expects from its national parliament.

In closing, it was with much sadness that we learned of the death of Senator Judith Adams on 31 March 2012. Senator Adams was a great participant in the life of the department. Through her work on Senate committees and in the chamber as deputy whip, many staff came to know and admire her for her passionate devotion to improving the lives of Australians, particularly those in regional and remote areas. She was a stalwart of the parliamentary exchange program with the Australian Defence Force, and the courage she showed in facing her last illness was an inspiration. Her loss was keenly felt by Senate staff.

Rosemary Laing
Clerk of the Senate



Departmental overview

Role and functions

The department's role is to serve the Senate and its committees, and its functions are almost entirely determined by their activities. The department provides services in four main categories: 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

Our aim is to provide effective services to support the functioning of the Senate as a House of the Commonwealth Parliament.

During 2011–12, 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 and legislative support
- published a range of practical, procedural resources on the work of the Senate and the Parliament and maximised awareness of and access to these resources
- produced and delivered effective education and information programs
- implemented effective workforce planning, recruitment and staff development practices to ensure the department maintained a highly skilled, knowledgeable and motivated workforce.

The department's results against the performance indicators and targets in the portfolio budget statements are described in the 'Report on performance'.

Organisational structure

The department is responsible to the Senate through the President of the Senate. In 2011–12 Senator the Hon. John Hogg continued in his role as the President of the Senate.

The Clerk of the Senate is the administrative head of the department. In 2011–12, Dr Rosemary Laing was the Clerk of the Senate.

The department is organised into the Clerk’s Office and four other offices, as shown in figure 1. Figure 1 also identifies the elements that make up each of the offices. Contact details are in appendix 5.

The following is a summary of the functions of each office:

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

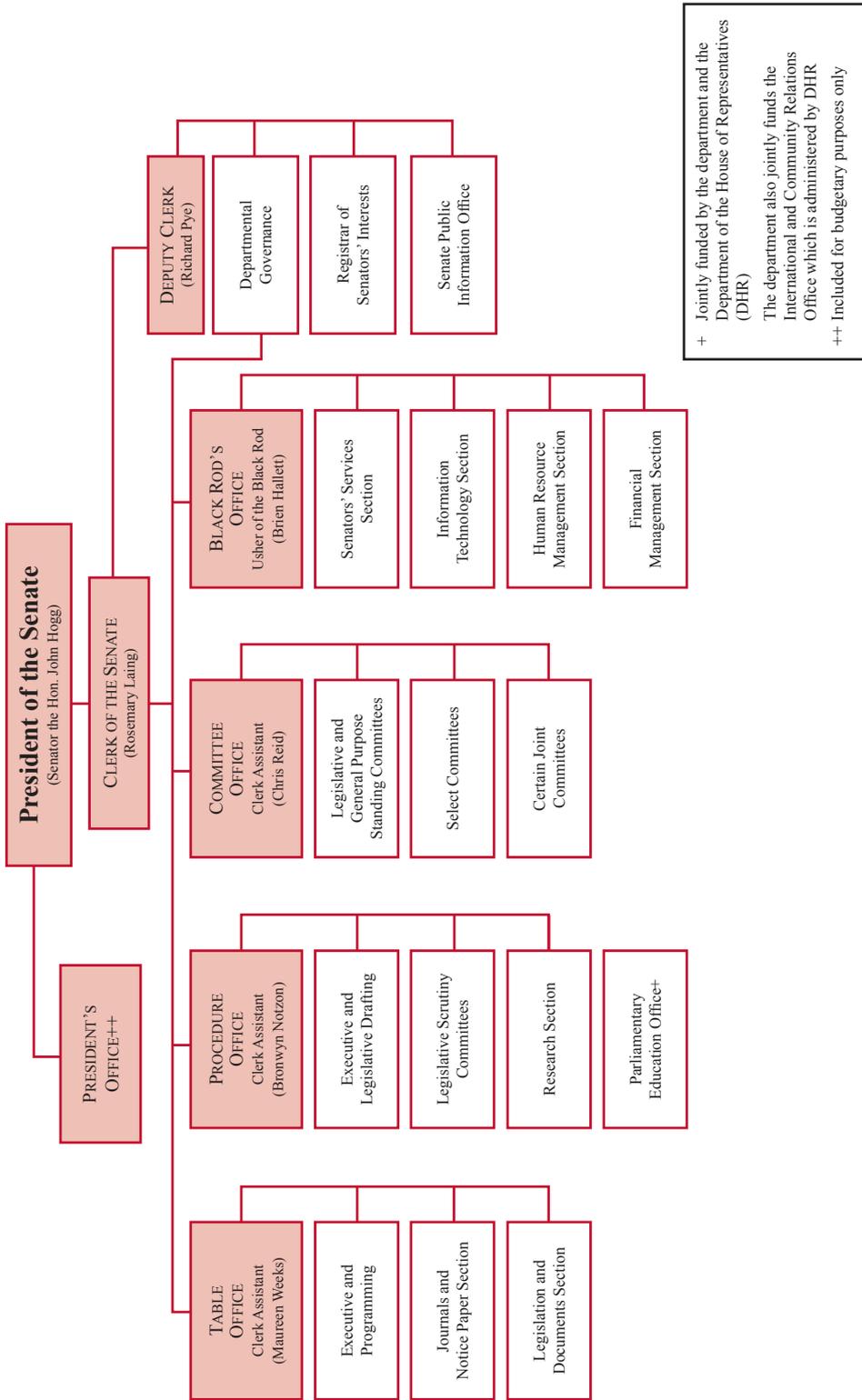
Table Office—provides programming and procedural support to the Senate; processes legislation and documents, and archives records of the Senate; produces records of Senate business and proceedings, and disseminates information on the work of the Senate; provides document distribution and inquiries services; and provides secretariat support to several 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 facilitates the public’s awareness of and involvement in the work of committees

Black Rod’s Office—provides office, chamber and committee room support; information technology and ceremonial services; security advice; and corporate services to the Senate, senators and departmental staff.

Figure 1 Organisational structure, 30 June 2012



+ Jointly funded by the department and the Department of the House of Representatives (DHR)
 The department also jointly funds the International and Community Relations Office which is administered by DHR
 ++ Included for budgetary purposes only

Senior staff from across the department provide direct support to the Senate on sitting days as clerks at the table. The following staff performed such duties during 2011–12:

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

In addition to duties as a clerk at the table, the Usher of the Black Rod performs certain ceremonial and security functions on sitting days. During 2011–12, the following staff assisted with these duties:

John Baczynski	Glenn Krause
Anthony Szell	

Outcome and program structure

The department has one outcome:

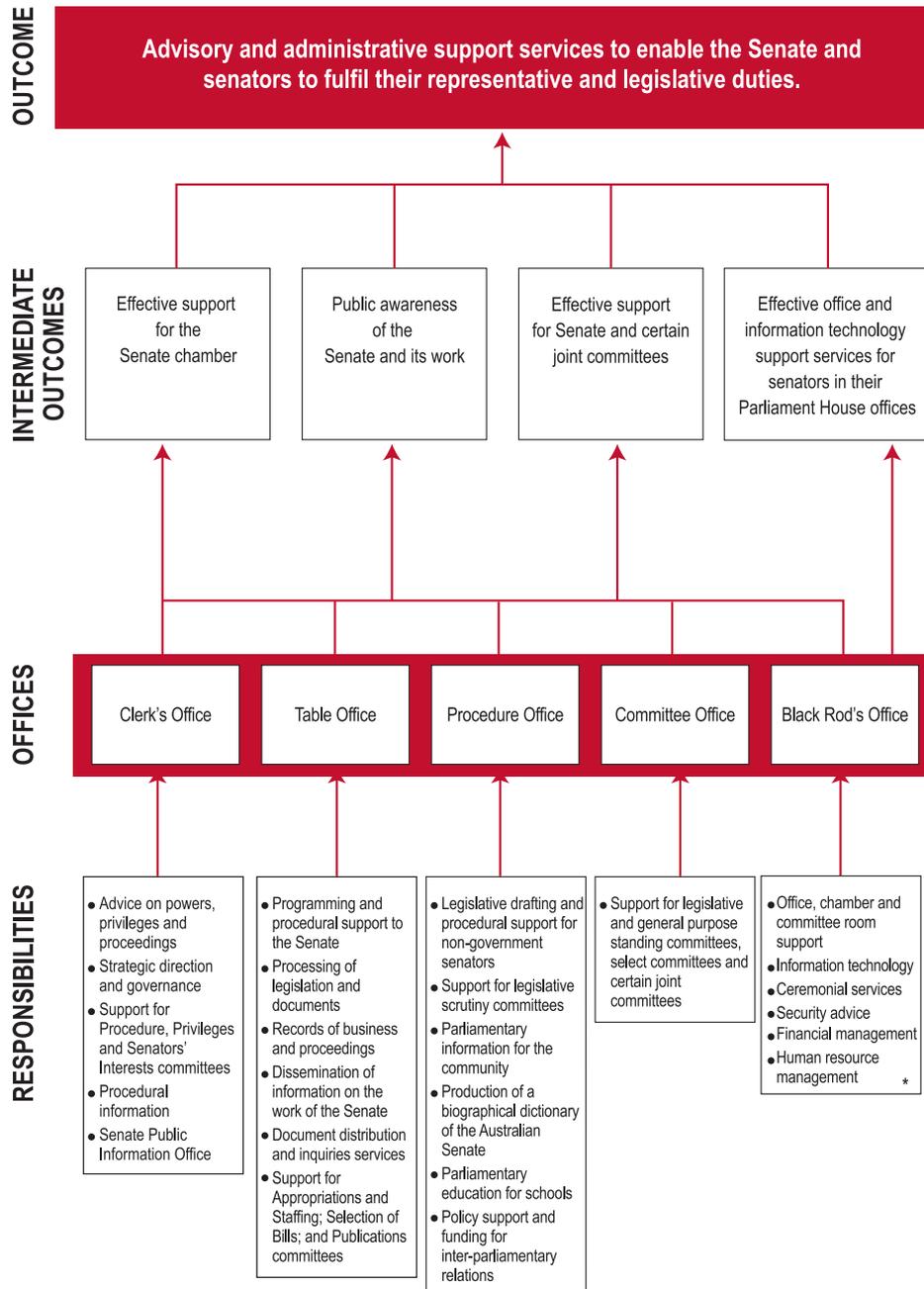
Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

In 2011–12, the department’s portfolio budget statements provided for program-based annual reporting. The department planned to deliver its outcome through its departmental program which comprises the services provided by the five offices of the department.

In this annual report, the ‘Report on performance’ describes how the activities and outcomes of the five offices contributed to achieving the departmental outcome in 2011–12.

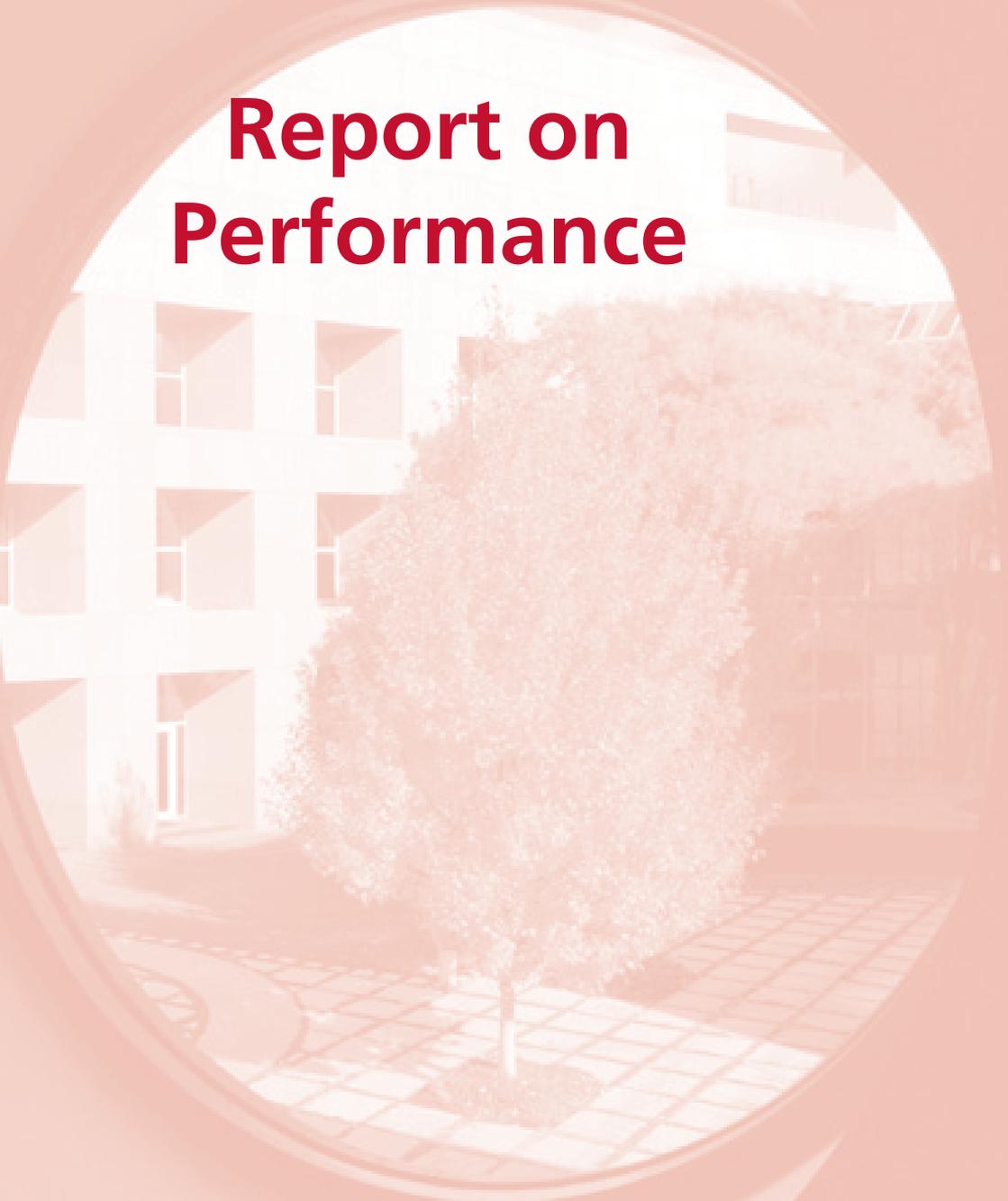
Figure 2 illustrates the relationship between the department’s organisational and program structures.

Figure 2 Outcome and office structure, 30 June 2012



* The department draws on special appropriations for, and administers the payment of, senators' salaries and allowances, superannuation, postage and freight expenses.

Report on Performance





Performance overview

In 2011–12, the department successfully delivered its outcome: advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties. In particular, the department:

- provided comprehensive, timely, high-quality and cost-effective support to senators, the Senate chamber and committees, as well as prompt and accurate procedural advice and legislative support
- organised a successful changeover of the Senate as 12 retiring senators finished their terms on 30 June and were replaced by 12 new senators in time for the first sitting of the new Senate on 4 July
- published a range of materials on the work of the Senate and the Parliament
- produced and delivered effective education and information programs
- finalised the implementation of recommendations of the structural review of 2010, in particular the establishment of the Senate Public Information Office
- continued to review and revise a range of departmental policies and procedures.

This overview of performance in 2011–12 summarises the key factors, events and trends that influenced the department’s progress towards its outcome; the degree of satisfaction expressed by senators and others who used the department’s services; and the department’s results against key performance indicators.

The following chapters in the ‘Report on performance’ cover the role and performance of each of the department’s five offices in more detail. The department’s financial performance in 2011–12 is detailed in the ‘Financial statements’ chapter and the summary of resources tables in appendix 1.

Factors influencing performance

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

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

The number of sitting days in 2011–12 increased to 62, (from 37 in 2010–11). This increase in sitting days reflects a return to a full sitting pattern following the election in 2010. As in previous years, the workload was characterised by:

- peaks in demand for services—for example, to complete the legislative program before the end of a sitting period
- competing timetables—for example, to enable senators to participate in multiple committees hearing budget estimates
- tight deadlines—for example, to complete and report on committee inquiries.

The department applied a range of strategies to address these factors and maintain consistently high levels of performance, including:

- use of information technology
- tactical deployment of ongoing and non-ongoing staff to areas of greatest need
- effective communication with senators, ministers and their staff, staff of other departments and members of the public.

Demand for the department’s research and education services was also similar to that in 2010–11. The programs delivered by the Parliamentary Education Office continued to operate at near capacity. Some success was achieved in encouraging schools to schedule their visits outside peak times.

The department works with the other parliamentary departments—in particular, the Department of Parliamentary Services—to deliver its full range of support services to the Senate, committees, senators and departmental staff and to ensure that the interests of the Department of the Senate are represented in the development and implementation of parliament-wide policies and projects.

Satisfaction with services

The principal medium for formally evaluating the services of the department is the biennial survey of senators' satisfaction. As discussed in last year's annual report, the survey conducted between February and May 2011 generally revealed high levels of satisfaction among senators, both with specific services and with the department's services overall.

Much of the department's work involves direct contact with senators and their staff. This presents an ongoing opportunity to receive informal feedback about services. Across the department, this feedback was positive in 2011–12. In the small number of cases where questions or complaints about services were received, they were handled promptly and generally resolved.

Senators' comments about the department and its performance, made during proceedings, including comments made at the conclusion of senators' terms in valedictory speeches or when a committee's report is tabled or debated, are another form of performance information. In 2011–12, senators were again positive in their comments on the performance of departmental staff and committee secretariats, in particular. Informal feedback from witnesses also indicated satisfaction with their dealings with secretariat staff.

To ensure that high levels of service are maintained and that there are no areas of major concern, the department also monitors its performance through other formal and informal channels such as letters, emails, phone calls, seminar evaluation forms and outputs from various management information systems. This continuous performance monitoring assists the department to make timely and responsive adjustments to its service delivery. High levels of positive feedback were received in 2011–12.

Performance summary

The department's performance in achieving its outcome is assessed using indicators for quality, timeliness and quantity, as defined in the portfolio budget statements.

The performance summary in table 1 shows the department's performance against its targets over the past three reporting periods. Each office's report on performance begins with a similar table, setting out the performance of that office against its targets for 2011–12.

Table 1 Performance summary—Outcome 1

Outcome Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.	
2011–12 results	
2010–11 results	
Quality <i>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.</i>	Feedback from the President, Deputy President, committee chairs, committee members and other senators indicated high levels of satisfaction with the quality and timeliness of advice and the achievement of key tasks, consistent with the results of the 2011 senators' survey. All advices, documents and publications were of a high standard.
Timeliness <i>Advice or material was provided on request to senators in time to be used for the required purpose. 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.</i>	All business documents were produced and advices were given in accordance with predetermined requirements and agreed timeframes in time to serve the purposes for which they were prepared.
Quantity <i>Number of sitting days on which the department would expect to support the Senate, on the basis of recent experience, and support for committees in accordance with their requirements.</i>	Indicator: 65 sitting days Result: 37 sitting days ^a
Price <i>The total resourcing for the department^b</i>	Indicator: 60 sitting days Result: 62 sitting days Estimated: \$21.8 million Result: \$22.3 million ^c
	Indicator: 65 sitting days Result: 37 sitting days ^a Estimated: \$21.5 million Result: \$21.3 million

a These figures do not reflect any 'hidden' sitting days (where business on one day was carried on to the next after an overnight suspension). There was one hidden sitting day in 2010–11.

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

c Note that \$330,000 was received in appropriation for a new committee but the revenue was recognised in the previous year.

Clerk's Office

Outputs

Provision of advice on, and support for, proceedings of the Senate and its committees.
 Provision of leadership and strategic direction for the department.
 Provision of secretariat and advisory support to the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests.
 Provision of procedural information and related services to senators and the Senate Department.

Performance information	Performance results
Advice and support are sound and timely, and provided to the satisfaction of the President, other office-holders, Senate committees and senators so that they are able to fulfil their roles.	Formal and informal feedback indicated that satisfaction with advice on powers, privileges and proceedings remained at levels approaching those reported in the 2011 senators' survey (100% satisfied or very satisfied) although one senator publicly expressed dissatisfaction with advice. No advice was shown to be inaccurate and all advice and support was provided in time to meet procedural and operational requirements.
The capacity of the department and its employees to provide advice and support meets operational requirements.	Targets achieved under the learning and development framework underpinned the department's advisory and support capacities.
Governance structures advance achievement of the department's outcome.	Governance forums planned for and achieved all significant targets for the year, including devising and managing budgeting and staffing targets, negotiating a new enterprise agreement and managing the commencement of the new Senate from 1 July 2011.
Coordination of information resources advances awareness of the role and work of the Senate.	SPIO devised additional sources of information online and managed and contributed to significant information resource projects.
Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	All advice, documents, publications and draft reports produced in support of committees were of a high standard and met required timeframes; none were shown to be inaccurate.
<i>Odgers' Australian Senate Practice</i> is updated each six months and a new printed edition is produced regularly. The <i>Procedural Information Bulletin</i> is produced two days after the end of sitting periods and other procedural resources are updated and augmented as required.	The 13th edition of <i>Odgers' Australian Senate Practice</i> was produced in multiple formats and tabled on 29 June 2012. The <i>Procedural Information Bulletin</i> was produced within the specified timeframe following all sitting periods and estimates hearings. A regular newsletter was issued from the Clerk to senators and senators-elect, containing items of procedural interest, among other things.

Overview

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

Until this year the Clerk's Office has consisted of the Clerk, the Deputy Clerk and their executive assistants. With the retirement of the Deputy Clerk's executive assistant, the office reorganised its work so that one executive assistant now supports both executives, an acknowledgment of changing work practices, increased productivity with the use of technology and the imperatives of increased efficiency dividends. In July 2011, the Senate Public Information Office was established, comprising two staff under the direction of the Deputy Clerk.

The full-time equivalent staffing level for the Clerk's office in 2011–12 was six, two more than its long-term average, for the reasons noted above.

The cost of the office for 2011–12 was \$1.3 million, an increase on the previous year's cost of \$1.1 million, attributable to the advent of the Public Information Office.

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 2011–12, and each kind as a proportion of the total (93). It is expected that the demand for advices will follow the electoral cycle, with lower demand during election years. Higher demand last year, despite the 2010 election, was attributable to the advent of minority government and the ensuing challenges. Lower demand this year reflects a period of relative procedural stability in the Senate. Although there was an increase in advices to the President (including on privilege matters) and the Deputy President, the number of advices to other senators (41), to committees

(10) and to other persons and bodies (4) was much lower than comparable figures for last year (79, 25 and 8, respectively). A factor in the reduced demand for advice was the relative stability in relationships between the Senate and the Houses of Representatives and the absence of any legislative disagreements between them, a most unusual phenomenon. The figures do not reflect the contribution of oral advice to the services provided by the office as it cannot be quantified in any meaningful way.

Figure 3 Types of written advices provided by the Clerk, 2011–12

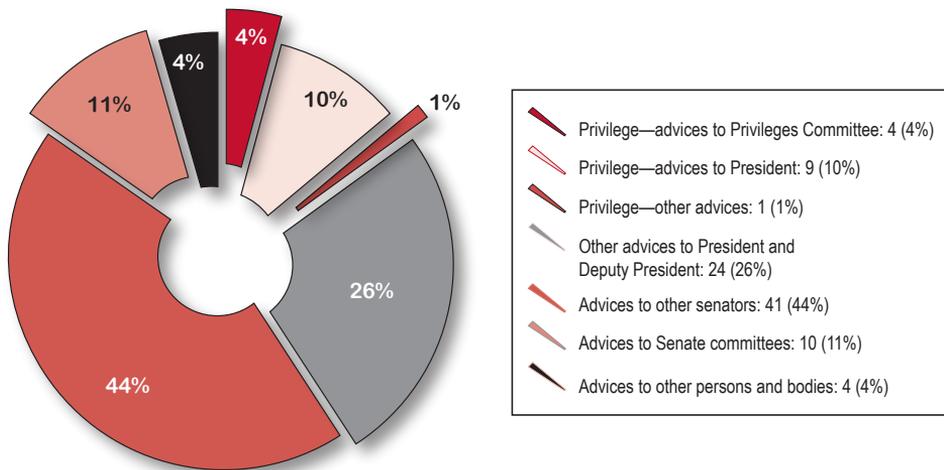
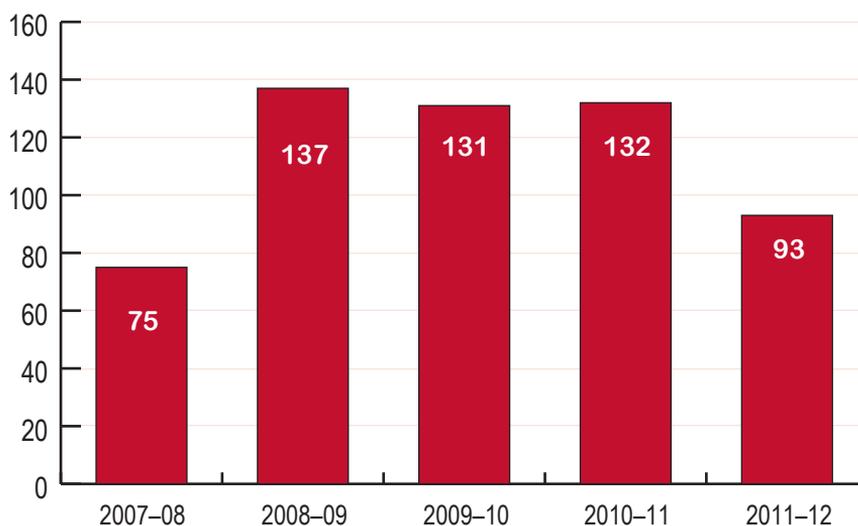


Figure 4 shows the number of written advices that the Clerk's Office has provided each year over the past five years. Note that, unlike this year, 2007–08 was an election year.

As is usual, advice covered a wide variety of subjects including the raising and referral of matters of privilege, determination of precedence for privilege matters, reimbursement of legal costs, the inquiry powers of the Senate, public interest immunity claims and procedures, further advice on grounds for disqualification of senators and candidates for election, the process for challenging elections, proposals for procedural change, protection of witnesses before committees, financial powers of the Senate, the meaning of the term 'ordinary annual services of the government' in section 53 of the Constitution, procedures for the consideration of private senators' bills and the unauthorised disclosure of committee proceedings.

Figure 4 Number of advices provided by the Clerk's Office, 2007–08 to 2011–12



The Clerk made submissions to the following inquiries:

- *Inquiry into the adequacy and appropriateness of guidance and advice available to officers giving evidence to Senate committees and when providing information to the Senate*, Senate Standing Committee of Privileges (supplementary submission, 15 August 2011)
- *Inquiry into the Judicial Misbehaviour and Incapacity (Parliamentary Commissions) Bill 2012*, Senate Legal and Constitutional Affairs Legislation Committee (submission, 24 April 2012, and supplementary submission, 16 May 2012)

and in response to the Government's Commonwealth Financial Accountability Review discussion paper (submission, 27 June 2012).

Committees

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

Procedure Committee

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

The committee met once in 2011–12, in relation to numerous matters. It continued to examine the consideration of private senators' bills and recommended on two occasions that the temporary order for consideration of private senators' bills be extended. It recommended minor changes to standing and other orders to accommodate technological upgrades in the processing of tabled documents and answers to questions on notice.

By the end of the reporting period, the committee had begun a review of the routine of business in the Senate which has followed its current broad shape since 1994.

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 had 15 meetings in 2011–12 (5 in 2010–11) and presented five reports, compared with only one in 2010–11. Two of those inquiries arose from references of possible contempt matters, including a contentious matter concerning allegations between senators, and three concerned right-of-reply matters. The committee also has an ongoing inquiry into guidance and advice for officers giving evidence to committees or providing information to the Senate or to senators.

Committee of Senators' Interests

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

In 2011–12, the committee met five times (three times in 2010–11), and presented its annual report as required by its terms of reference. The committee oversaw the publication online for the first time of statements of senators' interests, a practice recommended by the committee to commence with the new Senate in July 2011. The secretariat continued to provide access to the register of senators' interests and to make copies of statements available on request, although very few requests for access were made, given the availability of statements online.

As required under the relevant Senate resolution, senators provided statements of interests within the specified time after the commencement of the new Senate and continued to register alterations to their statements of interests. Volumes of statements and alterations were prepared by the secretariat and tabled on 17 August 2011, 9 December 2011 and 28 June 2012. Departmental Senior Executive Service (SES) officers' statements of interests were also tabled on those days.

The committee continued to consider a reference on the development of a draft code of conduct for senators but did not report on the matter during the year.

Procedural information

The 13th edition of *Odgers' Australian Senate Practice* was produced by the Clerk, published on 28 June 2012 and tabled in the early hours of 29 June. It records procedural developments up to May 2012. The 13th edition continues to bear the name of the former Clerk, Harry Evans, who substantially rewrote the work with the 7th edition in 1995. There has been some restructuring of chapters, some omission of historical material and a major reformatting of the work but, in essence, it is the 12th edition updated to take account of developments since 2008.

The Clerk also produced issues of the *Procedural Information Bulletin* after each sitting period or period of estimates hearings. These bulletins covered all major procedural developments and issues of procedural interest arising in the proceedings of the Senate or during estimates hearings.

A further new title in the series of *Brief Guides to Senate Procedure* was produced, on provisions governing the conduct of senators in debate.

Information about Senate officers' presentations and papers appears in appendix 4.

Governance

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

Measures to implement and monitor a staffing budget cap were established in May 2012, in response to the additional efficiency dividend

applied from the end of the financial year. These measures were discussed in all of the department's management forums and are overseen by the Deputy Clerk and the Usher of the Black Rod.

The Deputy also served as a member of the working group advising the Presiding Officers on the establishment of the Parliamentary Budget Office. He also served on the Steering Committee for the Review of Information and Communication Technology (ICT) for the Parliament, initiated by the Presiding Officers, which commenced work on 30 April 2012 and is expected to report in August 2012.

Information management

The Senate Public Information Office (SPIO), recommended by the 2010 departmental structural review, was established in July 2011 to coordinate and better manage the department's information resources and outputs.

SPIO has two broad streams of work:

- developing and maintaining the right applications and IT environment for our work, requiring coordinated project management
- improving the effectiveness of our information flows, requiring different approaches to publishing and sharing information.

The office, comprising two staff under the direction of the Deputy Clerk, spent much of its first year assisting with the implementation of the new Parliament of Australia website, but also initiated new online resources (including an official Senate Twitter account, @AuSenate) and a new approach to updating summary material about the work of the Senate and its committees. In these aims it has worked with two working groups of the Senate Management Advisory Group: one on auditing and maintaining the material the Senate Department publishes on the parliamentary website, and the other on raising public awareness of the work of the Senate and its committees.

The other main work of the office has involved managing on behalf of the Senate a project to develop a new document production and publishing system to support the work of both Houses (see the chapter on the Table Office for more information).

Factors, events and trends influencing performance

The new Senate commenced on 1 July 2011, with the first sitting occurring on 4 July. The challenges posed for the department in managing the departure of retiring senators while providing office accommodation

and support to new senators were met well, thanks to concerted planning across the department, the efforts of many staff and no small measure of goodwill from senators themselves.

A challenge also arose with 12 senators attending their first week of sittings without the benefit of the orientation program which has become a mainstay in the induction of senators over the past 20 years. The office produced some additional resources to assist in the transition, including a DVD for senators-elect, providing a brief introduction to the workings of the Senate. A revised version of the DVD was also produced to assist senators chosen to fill casual vacancies during the year. The formal orientation program was held in the second week of July and support for new senators was a focus during the first few months of the year. New senators indicated that they probably derived greater benefit from the orientation program, having had the opportunity to experience a week of sitting first. Support was also provided to five new senators chosen to fill casual vacancies which arose during the year.

As noted above, demand for written advice was lower than in previous years, although the complexity of some areas of advice remained high. The number of sitting days continued to be well under the long-term average but, with committees meeting on most other days, there was a constant demand for the advisory services of the Clerk's Office.

Most advices are now provided by electronic means and are therefore available very quickly to the senators or others requesting them. As in previous years, advices were frequently published by their recipients and therefore subjected to public scrutiny. None was shown to be deficient or inaccurate although, as in previous years, some were contested.

The committees supported by the office all had inquiries during the year and, in some cases, that support was supplemented by resources from outside the office.

The Senate Management Advisory Group undertook a review of the first year of operation of the learning and development framework for staff, finding that staff are generally meeting their activity targets, and making some recommendations to refine the framework and the training calendar. The framework is discussed in further detail in the Black Rod's Office chapter.

The concentration of business on sitting days and the number of committees meeting at the same time creates challenges for the provision of effective support to senators. The Clerk continued to produce a

newsletter to senators covering procedural items and updates on administrative matters and to introduce staff and explain their roles.

Evaluation

The principal medium for the formal evaluation of services provided by the Clerk's Office, the biennial survey of senators, was conducted in February–March 2011 and reported in last year's report. Senators surveyed were either highly satisfied (53%) or satisfied (47%) with advice on powers, privileges and proceedings provided by the Clerk's Office, and detailed interviews indicated that senators considered this one of the most important services offered by the department. In 2011–12, however, one senator publicly expressed dissatisfaction with the advice and support of the Clerk's Office.

Retiring senators paid tribute to the quality of support provided, as did new senators following their orientation programs or their entry into the Senate to fill casual vacancies. As in previous years, the department responded to suggestions made in all forms by senators to improve the quality and range of services.

The immediate testing of advice provided by the office during estimates hearings and other proceedings of the Senate also continued, with senators seeking and relying on such advice on numerous occasions during 2011–12.

Performance outlook

From the start of the next reporting period, three web publisher positions will transfer from the Senate's IT section to SPIO, and some other resource production personnel from the department will also move into the office over the course of the next reporting period.

The review of ICT for the Parliament is expected to report early in the new reporting period, with likely implications for the role of the Public Information Office and for the department more broadly.

However, the greatest influence on the outlook for 2012–13 will be the department's financial constraints which have come about as a consequence of the impact of additional efficiency dividends imposed by government on a small agency budget over the past three financial years and an even larger additional efficiency dividend facing the department in the next financial year.

Table Office

Outputs

Provision of programming and procedural support to the Senate.

Processing of legislation.

Preparation and publication of the record of proceedings of the Senate; records of current and outstanding business, and statistical and other information on the work of the Senate.

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

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

Performance information	Performance results
<i>Order of Business</i> finalised and distributed prior to sittings and advice prepared proactively or as required to ensure senators can meet their duties.	The <i>Order of Business</i> was distributed in advance of all sittings. Advice was given proactively or as required.
Accurate running sheets available as soon as practicable; proposed government amendments distributed in accordance with requirements; accurate schedules of amendments and prints of bills available in accordance with predetermined requirements.	Accurate running sheets were available for use in the chamber as required. Government amendments were distributed as required. Accurate schedules of amendments, prints of Senate bills and legislative support documents were available as required.
<i>Notice Paper</i> for the current day and <i>Journals of the Senate</i> for the previous day available prior to sittings; accurate statistical and other documentation produced to meet the required timeframes.	The <i>Journals of the Senate</i> and the <i>Notice Paper</i> were available as required. The <i>Dynamic Red</i> was updated in a timely manner during each sitting day and the <i>Senate Daily Summary</i> was published promptly after each sitting day. <i>Estimates at a Glance</i> was published promptly the day following each hearing. Requests for statistics were responded to promptly and met required timeframes. Statistical summaries were produced after each sitting week and comprehensive statistics were published on the Senate website after each sitting period. <i>Business of the Senate</i> and <i>Questions on Notice Summary</i> were tabled biannually, in accordance with required timeframes.
The Senate record is accurately and safely stored; and all inquiries answered and documents distributed on a timely basis.	All documents were accurately recorded and safely stored and documents were distributed in a timely manner.
Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.	Committee meetings were held, and documents and reports were provided, within agreed timeframes.

Overview

The Table Office is led by the Clerk Assistant (Table) and has three functional areas, as shown in figure 5. The Clerk Assistant (Table) also performs duties as a clerk at the table in the Senate chamber and as a committee secretary, and is a member of the department's executive responsible for a range of governance matters. The two directors also perform duties as clerks at the table.

Figure 5 Elements and responsibilities of the Table Office

Executive and Programming	
<i>Maureen Weeks, Clerk Assistant</i>	
Procedural advice	
Business programming	
Production of the Senate <i>Order of Business</i>	
Secretariat support to the Selection of Bills Committee	
Legislation and Documents	Journals and Notice Paper
<i>Sue Blunden, Director</i>	<i>James Warmenhoven, Director</i>
Processing of legislation and preparation of supporting documentation	Production of the <i>Notice Paper</i> , the <i>Journals of the Senate</i> , the <i>Dynamic Red</i> and the <i>Senate Daily Summary</i>
Processing and custody of Senate records	Collection and dissemination of statistical information
Inquiries and document distribution services	Processing of questions on notice and petitions
Secretariat support to the Publications Committee	Secretariat support to the Appropriations and Staffing Committee

Staff numbers fell progressively during 2011–12. The full-time equivalent (FTE) staffing level for the office commenced at 18 and by the end of the year had fallen to 16, in anticipation of the required reduction in staff due to budget constraints. The average FTE for 2011–12 remained at 17.

The cost of the office for 2011–12 was \$2.7 million (\$2.7 million in 2010–11).

Work of the office

During 2011–12, the office provided effective support for the Senate chamber by:

- providing procedural and programming advice and documentation to facilitate and expedite chamber proceedings

- processing legislation and producing documents to assist in the legislative process
- preparing and publishing formal and informal records of Senate business, including the *Notice Paper*, the *Journals of the Senate*, the *Order of Business* (daily program) and the associated *Dynamic Red*, the *Senate Daily Summary* and a range of statistical records
- processing and archiving tabled papers and other Senate records
- responding to inquiries and undertaking document distribution services.

The Table Office provided secretariat support to three domestic committees. It also supported Senate committees generally by liaising with Senate and joint committee chairs and secretariats to facilitate interaction between the chamber and those committees.

Staff in the Table Office continued to be involved in the department's learning and development activities, both as presenters and participants.

Projects being undertaken in conjunction with the other parliamentary departments progressed. The Project Board for the Table Office Production System (TOPS) (which will replace the current Document Production System) met four times. The tender process was finalised and the solution prepared and discussed with staff. The business case for a digitised Parliamentary Papers Series (known as the e-PPS) was finalised and consultations with certain government agencies commenced. The Presiding Officers provided a further response to the 2010 report of the Joint Committee on Publications on the Parliamentary Papers Series (PPS). The office also continued a long-term project to digitally capture the historical *Journals of the Senate*. The immediate work has seen digital *Journals* since 1973 loaded to the Web.

All staff in the office contributed positively to the redevelopment of the Parliament of Australia website. The online publication of Table Office documents is an important means of disseminating information about the work of the Senate. The constraints placed on the publication of these documents on the new website have seen staff working on new proposals to provide this information to senators and others.

The Table Office supported the Senate on 62 sitting days in 2011–12, an increase compared with 37 in 2010–11. The marked increase in the number of sitting days reflects the return to a full sitting year following the election period. It also includes additional sitting days in July 2011.

Programming and procedural support

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

- providing procedural advice, both written and oral, 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 1,402 procedural scripts for use in the chamber, an average of 24 each sitting day (a slight increase in comparison with the average of 23 for 2009–10 and 2010–11)
- preparing draft and final editions of the *Order of Business* (the 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.

The office also arranged for the presentation of documents by ministers, the Auditor-General and committees when the Senate was not sitting. In 2011–12, 427 documents were presented using this procedure—a 17 per cent decrease on the 2010–11 total of 515, possibly reflecting the greater number of sitting days in 2011–12 on which documents could be tabled.

The timely provision of advice to the Manager of Government Business and other senators assists the efficient conduct of the business of the Senate and is an important aspect of the work of the Table Office. During the year, advice was provided on a range of matters, including ways to deal with bills expeditiously given the time available for debate (including the application of standing order 142, colloquially known as the guillotine), condolence motions, orders for the production of documents, suspensions of standing orders, motions to establish joint and select committees and motions to vary the routine of business. Staff provided this advice, both in response to requests and proactively, in a timely manner. Staff also produced accurate, high-quality documents on or ahead of time.

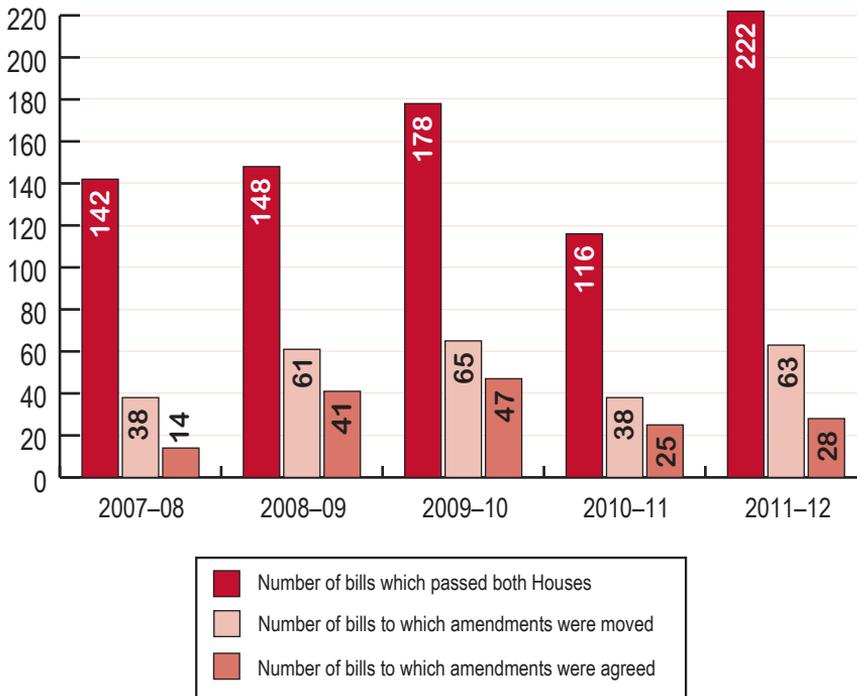
Legislation

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

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

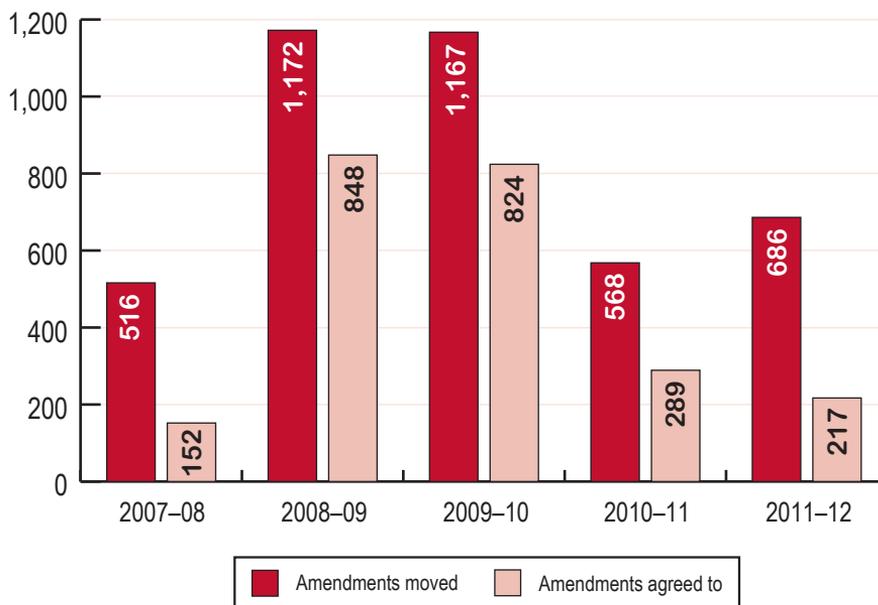
The charts in figures 6 to 8 reflect the levels of legislative activity in the years 2007–08 to 2011–12.

Figure 6 Senate legislative activity, 2007–08 to 2011–12



The number of bills considered and passed by both Houses increased by 91 per cent over the previous period (an election year). This increase may be attributed, in part, to the Senate agreeing on four occasions (in November 2011 and March and June 2012) to the consideration of bills under ‘time management’ motions. These motions set out a schedule of bills to be considered on a particular sitting day and specify the time at which all the remaining procedural questions are put to the chamber. The Senate passed 123 bills pursuant to such motions.

Figure 7 Amendments moved and agreed in the Senate, 2007–08 to 2011–12

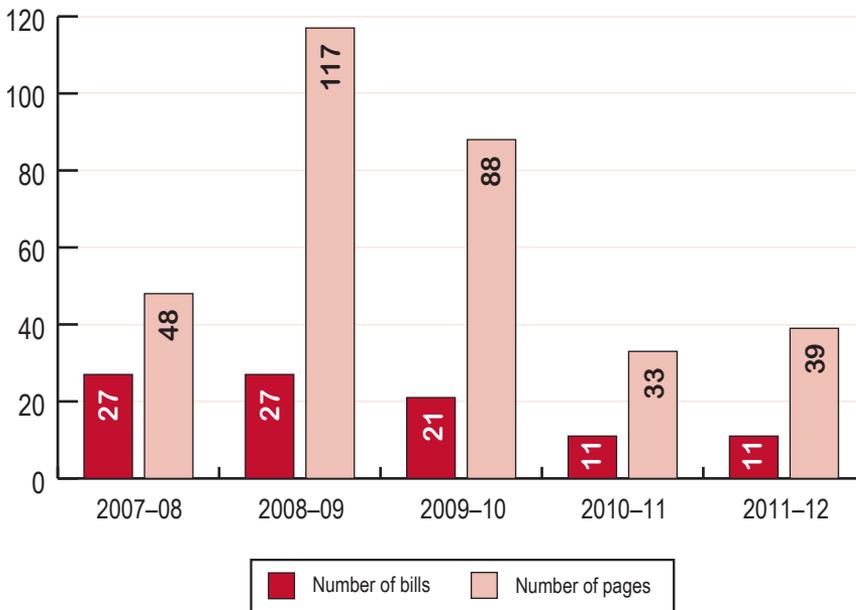


Note: The figures for amendments also include requests for amendments and proposals to omit clauses or items from bills.

The number of amendments moved increased by 21 per cent above the number moved in the previous period. However, the number of amendments agreed to decreased by 25 per cent in comparison with the previous period. The percentage of amendments agreed to compared with amendments moved also continued to decrease, from 50 per cent in 2010–11 to 32 per cent in this period, although figure 7 provides a longer term perspective.

Of the total number of amendments agreed to, 50 per cent (108) were amendments moved by ministers, a decrease from 2010–11 (58 per cent). Amendments moved by minority party and independent senators accounted for 10 per cent (21) of the amendments agreed to by the Senate, a decrease from 37 per cent (106) in 2010–11.

Printed 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 source is circulated for consideration. Running sheets are revised when further amendments are circulated after a running sheet is published. They are also revised to include outcomes and minor revisions when the consideration of a bill is complex and carries over a number of sitting days. Running sheets are also published electronically through hyperlinks in the *Dynamic Red*.

Figure 8 Running sheets, 2007–08 to 2011–12

Although the number of amendments moved increased marginally in the period, the number of bills for which running sheets were prepared in 2011–12 remained static (11 in this and the previous period). The number of pages of running sheets prepared increased—39 pages compared with 33 in 2010–11.

The office is responsible for preparing the formal messages by which the two Houses communicate on legislative and other activity. In 2011–12, 258 messages were prepared (163 in 2010–11). Of those messages, 220 related to the passage of bills, and 38 were administrative in nature (for example, relating to the establishment of joint committees and variations of joint committee membership).

Bills system

Work continued on the bills system, a management and publishing system for bills and associated documents. The issue which arose in 2010–11 relating to the transfer of the bills system to the Parliament’s new standard operating system was resolved finally in October 2011 after two rollouts.

Issues arising from the redevelopment of the Parliament of Australia website were the main concerns of the Bills System Advisory Group during 2011–12. Problems which prevented second reading speeches

appearing on bills homepages were rectified with a subsequent Hansard Production System upgrade in September 2011. In February 2012, it was realised that the bills homepages appearing on the website were not identical to the bills homepages in ParlInfo Search. It was also discovered that third reading prints of bills (prepared when a bill is amended in its originating chamber) were not appearing on the relevant bills homepages. Considerable work was undertaken before the website went live to ensure that the bills homepages on the test site were accurate. The veracity of the bills homepages remains an ongoing concern.

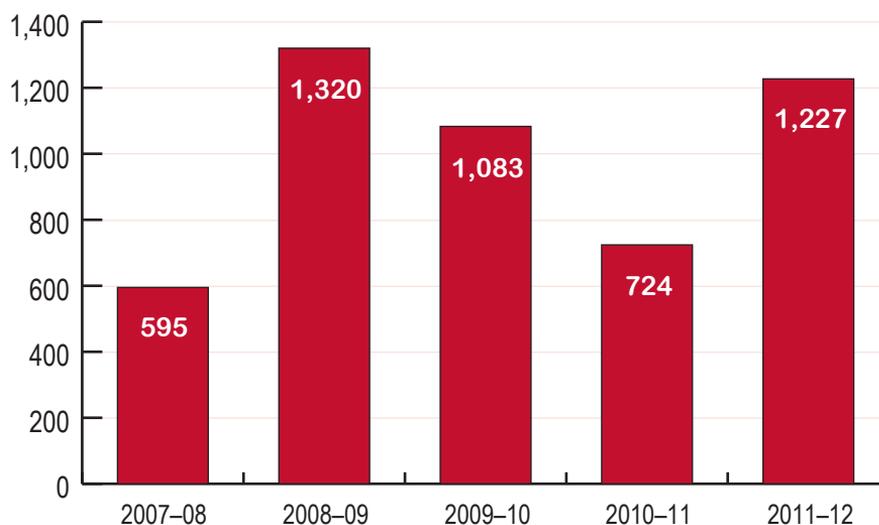
Staff continued to backcapture data for the bills system. The system developer is still to provide a solution to enable PDF-only versions of documents to be loaded to the system if a Word file is not available.

Questions on notice, notices of motion and petitions

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

The *Questions on Notice Summary* records statistics and other information relating to these questions, including response times. Figure 9 shows the number of questions on notice in recent years which clearly follows the electoral cycle.

Figure 9 Questions on notice, 2007–08 to 2011–12



Notices of motion (used by senators to indicate their intention to move particular motions on specified days) are drafted by senators, the Table Office and the Procedure Office. In 2011–12, Table Office staff drafted or edited and processed 633 notices of motion, which were then included in the *Notice Paper* and the *Journals of the Senate*. This is a significant increase when compared with 432 in 2010–11, again reflecting the electoral cycle.

During 2011–12, senators presented 53 petitions (32 in 2010–11), collectively representing 77,457 signatories. The office continued to provide advice to senators and members of the public on whether proposed petitions, including electronic petitions, conformed with the requirements of the Senate Standing Orders. All conforming petitions were processed promptly and presented in the Senate, including those received by the office directly from the public without a senator’s signature to certify the number of petitioners. In such cases, the office seeks a senator’s signature so that the petition can be presented.

Formal and informal records of business

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

- producing and publishing the *Notice Paper* and the *Journals of the Senate*
- maintaining the *Dynamic Red* and publishing the *Senate Daily Summary* and *Estimates at a Glance*
- 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

The Table Office publishes the Senate’s principal parliamentary documents online—both on the Senate website and through ParlInfo Search—and in hard copy.

The *Notice Paper*, the formal agenda of Senate proceedings, provides essential information on the current and future business of the Senate and committees. Two versions of the *Notice Paper* were published before each sitting day: an abridged printed version, averaging 89 pages (74 pages in 2010–11), 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. During 2011–12, the *Notice Paper* was structured to identify clearly the time for which questions on notice asked during estimates had remained unanswered. This assisted senators using the procedures under standing order 74(5) to seek an explanation from the relevant minister for the failure to answer.

The *Journals of the Senate* are the official record of decisions made by the Senate. During 2011–12, proof *Journals* were published online shortly after the end of each sitting day, and printed versions were distributed the next morning. Staff produced and published 62 proof *Journals*, each averaging 26 pages (37 proof *Journals* in 2010–11, averaging 30 pages).

Informal records and statistics

The *Dynamic Red*, available on the Senate website, provides real-time information on the progress and outcomes of business on each sitting day. Relevant bills homepages, amendments and running sheets can be accessed via the *Dynamic Red*. The *Dynamic Red* is a valuable tool to monitor the proceedings of the chamber and attracts a wide audience including senators, parliamentary staff, government departments and agencies, and the general public. It continues to receive favourable feedback from users.

Information transferred from the *Dynamic Red* assists with the timely production of the *Senate Daily Summary*, a more considered and thematic review of the previous day's proceedings. It is an essential tool for those who work in, or observe, the Senate.

Estimates at a Glance is a convenient online summary of estimates hearings, including contact details for estimates committees and weblinks to view proceedings.

Statistical summaries of business conducted by the Senate were produced after each sitting week. The online statistics provide easy access to comprehensive and commonly sought statistics on the work of the Senate as well as individual links to relevant source documents, such as *Odgers' Australian Senate Practice* and *Brief Guides to Senate Procedure*. Staff also produced biannual volumes of *Business of the Senate*, which has recorded statistics on the work of the Senate for more than 30 years.

The number of statistical inquiries is decreasing as awareness of the online statistical collection increases. However, in 2011–12, information not available on the Senate website was still sought by senators,

parliamentary staff and other clients, and these requests were dealt with promptly. The Table Office produced statistics on matters such as:

- allocation of time for bills considered under a limitation of time
- suspensions of standing orders
- time spent on open-ended adjournment debates
- the number of occasions on which motions were moved for the closure of debate.

Inquiries

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office. The office also responds to inquiries relating to the work of the Senate and acts as an information ‘hub’ for senators, their staff, government departments and agencies and the general public.

Statistics collected by staff answering inquiries indicate that 6,145 inquiries were responded to during 2011–12. Most of the inquiries (95 per cent) were responded to within five minutes. The remainder of the inquiries were responded to by staff in timeframes agreed with clients.

While the majority of inquiries originate from senators, their staff and departmental officers (53 per cent), the services of the inquiries subsection are used extensively by other government departments and agencies (25 per cent of all inquiries) and media representatives and legal organisations (15 per cent) to obtain copies of documents and advice on processes and outcomes from the Senate chamber.

The Table Office continued to use the Document Movement System or ‘telelift’ (an automated transportation system) to convey large quantities of documents, often simultaneously, throughout Parliament House. This system is essential to the prompt and reliable distribution by the Table Office of documents to senators, members and others in Parliament House, particularly documents required prior to the sitting of the Senate. Significant outages of the system continued to occur during the reporting period.

In October 2011 the battery bank of the 23-year-old electric vehicle failed. The vehicle was used for bulk transport of documents within the basement area. It was recommended that the vehicle be taken out of service because the cost to repair the battery bank and other parts of the

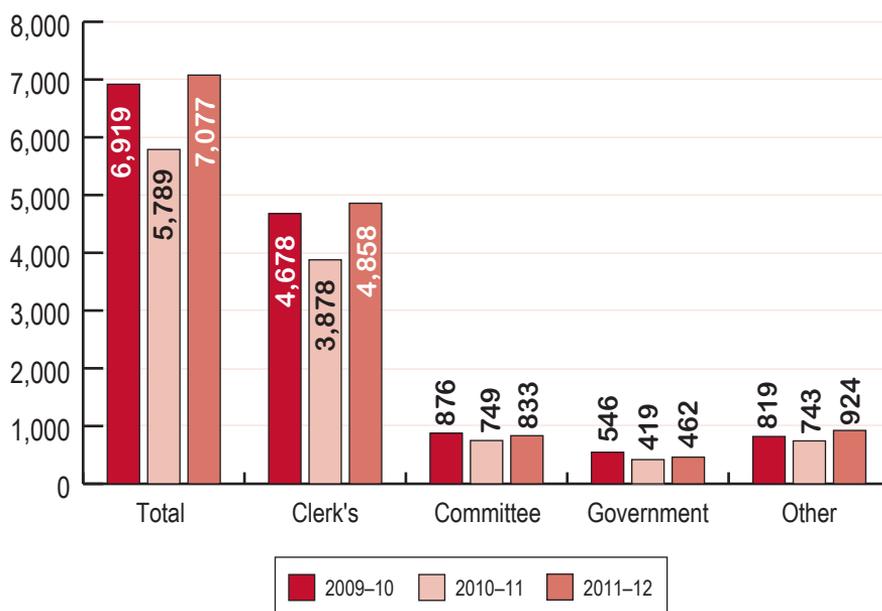
vehicle were uneconomic. The department has sourced an electric trolley to replace the electric vehicle.

Documents

The Table Office processed the 7,077 documents presented to the Senate during 2011–12, and recorded them in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament*. Figure 10 shows the number and type of documents tabled in the Senate in 2009–10 to 2011–12.

The number of Clerk’s documents (legislative instruments and other subordinate legislation), committee reports, miscellaneous documents and government documents presented to the Senate increased during 2011–12 in accordance with the normal electoral cycle.

Figure 10 Documents tabled in the Senate, 2009–10 to 2011–12



The papers database is a joint system maintained by the two chamber departments. The database facilitates the processing of documents and generates reports. One of the reports enables the production of the *Index to the Papers Presented to Parliament*. The index is published through the Senate website, printed at the end of each parliament and available through ParlInfo Search as the Tabled Papers Register. Technical planning is now underway to enable the full text of documents included in the Parliamentary Papers Series to be made available through the register from 2013.

Digitisation and preservation of tabled papers

The office is using digital imaging to copy, preserve and ensure access to the collection of all documents presented to the Senate. There are two streams of work: making digital images and microfilm of the documents presented to the Senate since 2002 and creating digital images from the microfilm record of the documents from the Senate's first century. The digital images are stored in a web repository available through the Senate website.

Most of the technical issues delaying the loading of images (originally microfilmed images) were resolved in 2011–12. Therefore, the digitisation of the microfilm of the first 100 years of documents is almost complete with 27 of the 39 parliaments until 2001 now available online. Documents from 2001 until the current parliament are also available online. Of the 6,031,083 images loaded to the repository, 209,777 were loaded in 2011–12.

All the original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. The Table Office catalogues and maintains stock copies of some of these documents.

Although the number of documents tabled increased over the previous period, the metres of occupied shelf space remains similar. Tabled papers occupied 25.5 metres of shelf space in 2011–12, and 24.3 metres in 2010–11. This consistent annual volume maintains pressure on the office's limited storage areas which are almost at capacity.

Secretariat support for various committees

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

The staff in the legislation subsection and the programming section also assisted committees by determining 'time critical bills'. On 9 May 2012, the Senate passed a motion referring time critical bills (those with commencement provisions of 1 July 2012 or earlier) to the relevant committee for consideration. The aim of the motion was to ensure that legislation committees had the opportunity to consider the provisions of bills introduced into the House of Representatives when the Senate was not sitting, prior to the June sittings when the legislation would be

required to be passed. The motion provided the option for a committee considering such a bill to decide that no substantive inquiry was necessary and report accordingly to the Senate. Thirty-seven bills were considered under the terms of the motion and nine were referred to committees for inquiry.

The bills were also considered by the Selection of Bills Committee in accordance with the provisions of the standing orders.

All committee meetings were convened, and documents were provided, within agreed timeframes.

Learning and development activities

Staff in the Table Office continued to contribute to the training and development of departmental staff by presenting sessions in the department's training programs and offering 'field trips'.

The field trips are half-day sessions for small groups to give departmental staff and staff from other parliamentary departments the opportunity to learn more about the work of the Table Office. Those who have attended field trips have provided positive feedback that the sessions increase awareness of the services offered by the office.

With the introduction of the department's training calendar, more staff resources have been employed in training. The office has expanded the range of sessions it offers to include training on more detailed elements of Table Office work.

The contribution by staff in the Table Office to the seminar program administered by the Procedure Office continued throughout the year.

Factors, events and trends influencing performance

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

- the number of 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

- the number of documents tabled
- the number and intricacy of questions and notices from senators
- the number and difficulty of inquiries and requests for information from clients.

Evaluation

The principal medium for evaluating the services of the Table Office is the biennial survey of senators' satisfaction with the services provided by the department. As reported previously, the 2011 survey revealed high levels of satisfaction among senators with the advice, documents and services of the Table Office. Satisfaction with the work of the office has remained high across a number of surveys and the office aims to maintain the quality of its service.

Much of the work of the Table Office involves direct contact with senators and their staff, as well as other clients. This presents an ongoing opportunity to receive feedback about the services provided by the office. Informal feedback continues to be positive and supports the survey's evaluation of the office.

Performance outlook

In 2012–13, the Table Office will continue its core work relating to the sittings of the Senate. Changes to further reduce the size of the printed version of the *Notice Paper* will be implemented and the microfilming of the tabled papers will cease, due to budgetary constraints.

Work on the TOPS project will continue in cooperation with staff from the Department of the House of Representatives. In the next year the aim is to have the solution built and staff involved in reviewing work practices to maximise the opportunities afforded by the new system.

In cooperation with the other parliamentary departments, work will also continue on finalising arrangements for an electronic Parliamentary Papers Series and the electronic series will commence.

Staff from the departments of the House of Representatives and the Senate will continue to backcapture bills and associated documents and to further refine the bills system. This will ensure that the bills system meets the needs of senators and their staff, parliamentary staff and persons outside the Parliament.

Work on creating an online collection of *Journals of the Senate* from federation will continue.

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

Procedure Office

Outputs

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

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

Overview

The Procedure Office is led by the Clerk Assistant (Procedure) and has four functional areas, as shown in figure 11. The Clerk Assistant (Procedure) also performs duties as a clerk at the table in the Senate chamber and is a member of the department's executive responsible for a range of governance matters.

Figure 11 Elements and responsibilities of the Procedure Office

Executive and Legislative Drafting		
<i>Bronwyn Notzon, Clerk Assistant</i>		
Procedural advice, support and training		
Drafting of legislative amendments and private senators' bills		
Public information and parliamentary research	Parliamentary education	Legislative scrutiny
<i>David Sullivan, Director, Research Section</i>	<i>Simon Harvey, Director, Parliamentary Education Office</i>	<i>Toni Dawes, Secretary, Scrutiny of Bills Committee</i>
		<i>Ivan Powell, Secretary, Regulations and Ordinances Committee</i>
		<i>Jeanette Radcliffe, Secretary, Parliamentary Joint Committee on Human Rights</i>
Publications, seminars, public lectures, exhibitions and research on parliamentary matters	Parliamentary education services and resources for schools, teachers and students	Secretariat, advisory and administrative support to the committees
Production of <i>The Biographical Dictionary of the Australian Senate</i>		

The Procedure Office provides a range of advisory, support and information services closely aligned with the role and work of the Senate.

The office directly supports the parliamentary work of senators by providing procedural advice and support; and drafting legislative amendments and private senators' bills. It also provides secretariats for the Senate's two legislative scrutiny committees, the Regulations and Ordinances Committee and the Scrutiny of Bills Committee, and for the Parliamentary Joint Committee on Human Rights, all of which examine bills and legislative instruments against certain rights and accountability criteria.

The Research Section develops, manages and delivers publications, resources and programs which inform a wide range of audiences about the role and operations of the Senate and the Parliament.

The Parliamentary Education Office (PEO), jointly funded by the Department of the House of Representatives and administered by the Department of the Senate, produces educational programs and resources—including experiential learning programs, publications and a comprehensive website—for school students, teachers and others.

The full-time equivalent staffing level for the Procedure Office in 2011–12 was 34 (33 in 2010–11).

The cost of providing the services of the Procedure Office in 2011–12 was \$6.1 million (\$6.0 million in 2010–11).

Procedural support

In 2011–12, the office assisted non-government senators and their staff by providing procedural advice, both written and oral, relating to the role and work of the Senate and its committees, and the Parliament more generally. There was strong demand for such advice, particularly during sitting periods.

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

Staff of the office ensured the accuracy of advice by consulting other departmental officers—principally the Clerk and the Deputy Clerk—and researching appropriate precedents. In keeping with parliamentary service values, advice was non-partisan, consistent, and provided to senators and their staff in a timely fashion.

In 2011–12, the office prepared an average of nine procedural scripts per sitting day for senators' use in the chamber. The scripts typically related to such procedural matters as orders for the production of documents, the referral of matters to committees, and unanswered questions on notice.

The office also received a number of requests, from senators and their staff, to check material for procedural accuracy. The advice provided was accurate and provided in time to enable senators to use the material in the Senate and elsewhere.

Legislative drafting

In 2011–12, the office provided legislative support to senators' work by drafting amendments to bills and drafting private senators' bills, in response to instructions from senators and their staff. Notwithstanding the unpredictable levels of demand for legislative drafting and finite resourcing, the office met all timeframes for the drafting of amendments and private senators' bills.

This work was undertaken primarily for non-government senators. On occasion, the office drafted amendments to inform committee processes and demonstrate the implementation of committee recommendations.

The office drafted and circulated 101 sets of committee of the whole amendments, containing 505 individual amendments. The office also drafted more than 23 sets of amendments that were *not* circulated, because, for example, they related to bills not dealt with by the Senate over the year or they were drafted for use outside the chamber to inform negotiations between parties.

Where amendments were framed as requests to the House of Representatives, in accordance with section 53 of the Constitution, the office also produced statements explaining the applicability of section 53 and the precedents of the Senate. These ensured senators were able to meet procedural requirements and demonstrate that their amendments were constitutionally sound.

The office also prepared and circulated 26 second reading amendments.

Private senators' bills continued to be used as vehicles for individual senators and non-government parties to advance debate across areas of interest. In 2011–12, the office drafted 69 private senators' bills, of which 26 were finalised and processed for introduction in the chamber, and one of which was passed by the Senate.

A number of other bills were drafted to different stages of development, for introduction at a later date or for use by senators outside the chamber.

Table 2 summarises senators' use of the office's legislative drafting and procedural services over the past four reporting periods.

Table 2 Legislative drafting and procedural advice services provided to senators, 2008–09 to 2011–12

Service	2008–09	2009–10	2010–11	2011–12
Committee of the whole amendments circulated	859	476	587	505
Second reading amendments circulated	25	29	19	26
Private senators' bills introduced	23	31	54	26
Procedural scripts prepared	394	441	497	559

Together, these services form a substantial part of the support provided by the department to the legislative work of senators and the Senate. Formal and informal feedback from senators and their staff confirmed the value of the advice provided by the office.

Support for legislative scrutiny committees

During the year, the office provided secretariat, research and administrative support to the Regulations and Ordinances Committee, Scrutiny of Bills Committee and Parliamentary Joint Committee on Human Rights, assisting them to fulfil their responsibilities in accordance with the standing orders or the enabling statute. The Parliamentary Joint Committee on Human Rights was established on 13 March 2012 under the *Human Rights (Parliamentary Scrutiny) Act 2011*.

The committees examine all bills and disallowable instruments within their terms of reference. In 2011–12:

- the Regulations and Ordinances Committee secretariat processed 1,753 instruments (1,809 in 2010–11)
- the Scrutiny of Bills Committee secretariat processed 284 bills (232 in 2010–11) and the committee commented on 134 bills (98 in 2010–11).

The secretariats, assisted by the committees' legal advisers, completed the necessary administrative tasks to enable the committees to undertake their work.

The secretariats also prepared material arising from the work of the committees for use in the Senate chamber and for publication elsewhere. This included preparation and verification of disallowance notices, and publication of:

- Scrutiny of Bills Committee reports and alert digests (each Senate sitting week)

- Regulations and Ordinances Committee *Delegated Legislation Monitor* (each sitting week), volumes of committee correspondence (biannually), *Disallowance Alert* webpage (as necessary), *Scrutiny of Disallowable Instruments* webpage (following each committee meeting) and *Senate Disallowable Instruments List* (following each sitting day on which instruments are tabled).

During the second half of 2011, the Scrutiny of Bills secretariat completed backcapturing of *Alert Digest* and *Report* information for the past ten years. This information was included in a database to support committee and secretariat research.

The Scrutiny of Bills Committee also completed an inquiry into its future role and direction, and on 9 May 2012, tabled its final report. The report included 14 recommendations intended to enhance the committee's work.

On 20 June 2012, the Parliamentary Joint Committee on Human Rights presented its first report, which outlined the committee's activities since its establishment. On 21 June 2012, the committee conducted its first public examination of a bill, the Social Security Amendment (Fair Incentives to Work) Bill 2011, during which evidence was taken from representatives of the Department of Education, Employment and Workplace Relations and the Australian Council of Social Service.

Staff from the scrutiny committee secretariats briefed several international delegations about the role and operations of the Senate legislative scrutiny committees. Staff from the Regulations and Ordinances Committee secretariat conducted a training seminar for public servants on delegated legislation and the Senate.

Public information and parliamentary research

In 2011–12, the Research Section:

- coordinated and delivered seminars and professional training programs for senators, senators-elect and their staff, parliamentary staff, Australian Public Service officers and others
- produced publications and exhibitions, and arranged lectures, each with a focus on the work and role of the Senate and its committees and the operations of the Parliament
- managed specific programs for visitors from overseas parliaments and students participating in the Australian National Internships Program.

The aim of these programs is to ensure that senators and their staff are supported in their legislative work, and that other audiences are able to develop appropriate levels of knowledge and awareness of the Senate and its work. In addition, the office contributed to the redevelopment of the Parliament of Australia website.

The office also responded in a timely manner to requests for information and research support from a range of sources, including senators; the Clerk, Deputy Clerk and Clerks Assistant; and members of parliamentary associations, the academic community and the general public.

Seminars and training programs

During 2011–12, the department’s seminar series continued to provide members of the Public Service and others with comprehensive training in the operations of the Senate and its committees, and the accountability to parliament of the executive and government departments and agencies. A total of 1,348 people attended 43 seminars.

The seminar series remained an integral part of graduate training programs in the Public Service. A large number of graduates enrolled in both the full-day ‘Introduction to the Senate’ seminar and a range of half-day seminars. Senior officers of the department also conducted half-day seminars for Australian Public Service Senior Executive Service officers on parliamentary privilege and accountability.

The section organised seminars tailored to the needs of individual government departments and other interested groups, including the Department of Finance and Deregulation; the Treasury; the Department of Foreign Affairs and Trade; the Department of Education, Employment and Workplace Relations; the Department of Health and Ageing; the Attorney-General’s Department; the Department of Defence; the school leaver program for the Department of Sustainability, Environment, Water, Population and Communities; and the Rural Leadership Program. The section also coordinated the new senators’ orientation program.

During 2011–12, training and information programs were offered to senators’ staff in the form of one-on-one sessions and 14 group seminars, delivered by senior officers, explaining the operations and procedures of the Senate and its committees.

Occasional lectures

The section arranged 11 lunchtime lectures during 2011–12, as part of the well-attended occasional lecture series. Topics ranged from the

constitutional recognition of Indigenous Australians to events leading up to the election of Joseph Lyons at the 1931 federal election.

The department made transcripts, audio files and video files of the lectures available on the Senate website. Lectures were filmed and some were selected for broadcast on television and the internet by the Australian Broadcasting Corporation and Australia's Public Affairs Channel, increasing the audience for, and accessibility of, the lectures.

Publications

Two editions of the department's free journal *Papers on Parliament* were edited and published by the Research Section during 2011–12. Issues number 56 and 57, published in July 2011 and February 2012, largely comprised papers in the Senate occasional lecture series.

The *Senate Briefs* were revised and updated to account for changes in committee names and casual vacancies.

The Biographical Dictionary Unit within the Research Section continued work on volume 4 of *The Biographical Dictionary of the Australian Senate*, which will contain biographies of senators who left the Senate between 1983 and 2002. Work on an online edition of the first three volumes of the dictionary also progressed.

The section continued to issue a range of publications aimed at raising awareness of the Senate and parliamentary processes. Details of the publications available in 2011–12 are provided in appendix 4.

Exhibitions

An online version of the popular 'Magna Carta' exhibition was completed in 2011–12, featuring a high resolution image of the Latin original and an English translation.

The 'Meet Your Senator' touch screen in the first floor public area was enhanced to include video messages from senators on how they see their role in the Senate. New entries were added for senators who commenced their service in July 2011 which contained biographical information, photographs and answers to questions.

Work continued on an interactive touch screen and website for the 'Women in the Federal Parliament' exhibition and on new segments for the 'Acting Wisely' exhibition on the work of the parliament. Designers have been engaged to work on both these projects. Throughout the year,

existing exhibitions in the public display areas were updated to reflect changes in office-holder positions and casual vacancies.

Partnership with the Australian National University

The department runs the Australian National Internships Program in partnership with the Australian National University. During 2011–12, 39 students completed parliamentary internships and 22 students were placed in other departments and agencies. Interns continued to see Parliament House as an excellent placement. The Research Section coordinated an induction seminar for each group of interns, and organised some of the functions associated with the program.

Parliamentary education services

During 2011–12, the PEO delivered an extensive range of high-quality educational services to schools, teachers and students. It also worked closely with members and senators to identify and address their parliamentary education service needs and involve them in PEO parliamentary education programs.

Under its education program at Parliament House, the PEO delivers a very popular experiential learning program which involves students in simulations of chamber and committee proceedings of the House of Representatives and the Senate.

Through its comprehensive outreach program, the PEO provides parliamentary education, information and resources for students and teachers around Australia, including those who may not be able to visit Parliament House in Canberra. By analysing a range of data, the PEO is able to identify students from areas that less frequently participate in the PEO's Parliament House programs and tailor materials and programs to meet their needs. To supplement this strategy, the PEO produces an extensive range of materials and resources on its website, on CD and in print.

The PEO also undertakes many joint ventures, actively builds professional networks and invests in training and development activities for teachers and trainee teachers. In addition, the PEO closely monitors curriculum developments, in particular the ongoing development of a national curriculum in civics and citizenship.

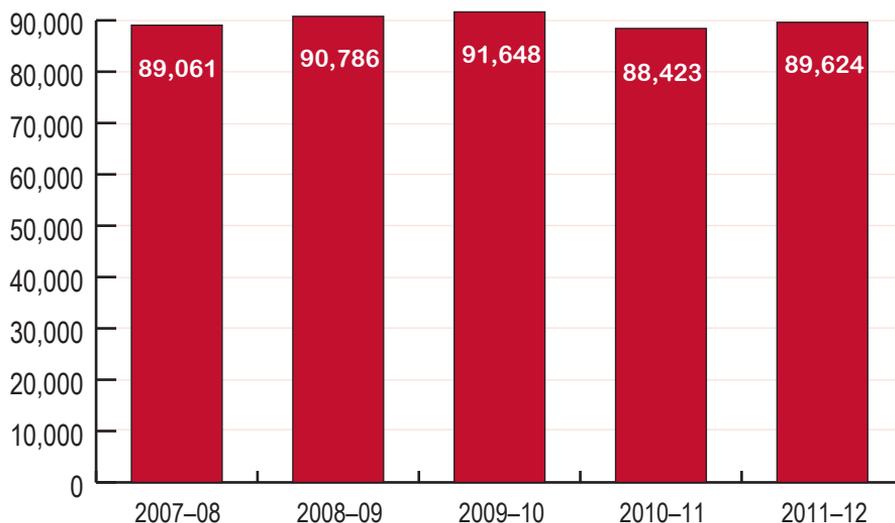
During 2011–12, the PEO continued to work with and report progress to the PEO Advisory Committee, chaired by the Deputy Speaker of the House of Representatives, and worked closely with relevant stakeholders

in the other parliaments, parliamentary departments, government departments and educational institutions.

Education Centre activities

During 2011–12, education programs were delivered to 89,624 students in 2,669 groups at the Education Centre and other locations at Parliament House. The total number of students attending the PEO role-play program reveals a marginal increase (1.35 per cent) on the previous year. The slight rise cannot be attributed to any one factor. While the number of groups attending the PEO also rose, there was a slight drop in the average class size at 33.58 students per group. Figures 12 and 13 show the number of students and the number of groups that visited the Education Centre in the years 2007–08 to 2011–12.

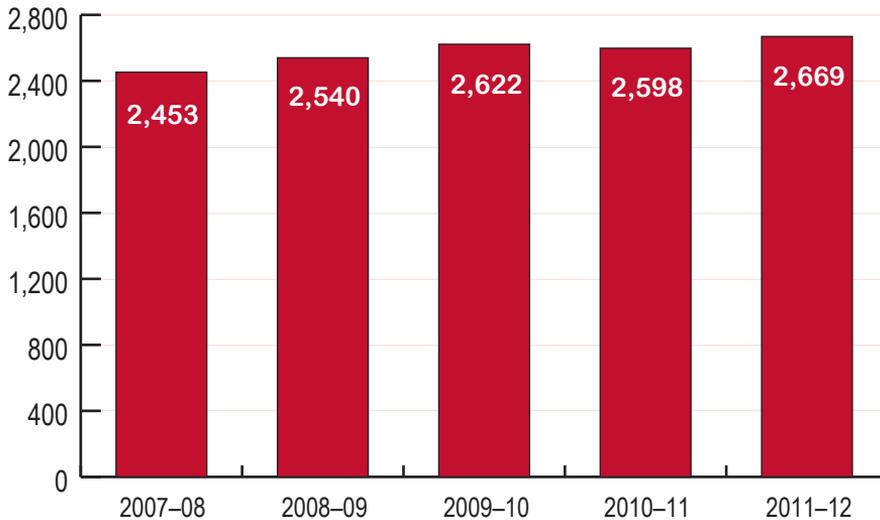
Figure 12 Students who visited the Education Centre, 2007–08 to 2011–12



Programs delivered in the Education Centre continued to explore the four key functions of the parliament using role-play methodology, with a major emphasis being on the legislative process. The process of regular revision of the role-play scripts ensures that a good range of resources can be used as the basis of any education program in the Education Centre with emphasis being placed on currency, accuracy, topicality and presentation. Client exit surveys conducted on three occasions during the

past 12 months confirm that this learning mode has the full support of visiting teachers and high levels of engagement by students. A noticeable trend observed by PEO educators is that increasingly teachers appear to be adopting this methodology to explore studies in civics education.

Figure 13 School groups that visited the Education Centre, 2007–08 to 2011–12



The Education Centre continues to enhance the quality of its visual aids and resource material. The PEO has recently obtained an electronic ‘smartboard’ for better dissemination of information in some PEO educational programs. The smartboard also has potential to assist in remote education program delivery from Parliament House and will be used for the development of new teaching resources for use in the classroom.

Outreach

Each year, less than three per cent of all school-age students are able to undertake a PEO education program and a visit to Parliament House, leaving many teachers and schools to seek alternative parliamentary education to support their curriculum requirements. On a limited basis the PEO is able to conduct outreach programs, deliverable on a school campus. On three occasions in the reporting period, the PEO took its education program ‘on the road’, working in partnership with local senators and members to deliver *Parliament Alive* in schools in their area. This very successful program combines a PEO facilitated role-play

program with an opportunity for students and teachers to meet and discuss the nature of the work of an elected representative with their local member and/or senator.

In 2011–12, *Parliament Alive* conducted programs in the locations shown in table 3, involving a total of 2,986 students over a period of three weeks.

Table 3 PEO outreach activities by electorate in 2011–12

South Australia	Victoria
Hindmarsh	Holt
Sturt	MacMillan
Port Adelaide	Aston
Kingston	Deakin
	La Trobe
	Melbourne
	Melbourne Ports
	Scullin
	Wills

Website and other resources

To address the parliamentary education needs of all students and teachers, particularly those who are unable to travel to Canberra, the PEO devotes considerable resources to expanding the range and quality of its online and multimedia services and resources, as well as its capacity to produce quality educational resources in various formats, including print and video.

During the year, the PEO:

- produced revised and improved editions of *Get Parliament* and *Parliament in Pictures*, two comprehensive parliamentary educational resources for schools
- published a new edition of the popular pocket-sized edition of *Australia's Constitution* with a revised foreword signed by the Presiding Officers and the Attorney-General and a detailed overview prepared by the Australian Government Solicitor
- continued the ongoing enhancement of the in-house video production unit and development of additional material for the online video series *About Parliament*, including the video *A New Parliament*, and commenced work on a video series featuring people in parliament

- developed new or revised promotional materials including pens, notepads, a customised USB stick and a PEO educational resource catalogue
- finalised, launched and sold, to members, senators and schools, replica despatch boxes containing all the props and materials required for the conduct of parliamentary role-plays
- enhanced its website by conducting a comprehensive review of existing web content and updated the website to reflect changes in the composition of the parliament and changes to appointment holders
- enhanced its ability to engage secondary students through the development of expanded and better-targeted content
- monitored the development of the national curriculum in civics and citizenship with a view to ensuring PEO programs and educational materials remained relevant
- used chamber department Twitter accounts to disseminate or promote parliamentary education information and continued to investigate new communication technologies, including other social media applications.

The PEO also continued to produce and update the educational materials listed in appendix 4.

A key achievement in 2011–12 was the development of a new publication, *Role-play the Parliament: A Teachers' Guide*, a comprehensive illustrated guide to assist teachers conducting parliamentary role-play programs in the classroom.

In 2011–12, the PEO conducted a variety of member and senator liaison activities including face-to-face briefings about new education resources and provided welcome packs for new members and senators.

The parliamentary education resource allowance continues to provide members and senators with resources and promotional items to use when working with schools in their communities. Allowance inclusions were updated and moved from a calendar to financial year basis to assist budgeting. Additional quantities of many resources have been made available for members and senators to purchase on a cost recovery basis and a comprehensive guide has been prepared to assist members and senators to more effectively use PEO resources. The PEO remains committed to providing high quality services, information and education resources for support to members and senators.

In 2011–12 demand for PEO publications and resources and visits to the PEO website continued to increase. The website recorded almost 590,000 sessions and more than 4.88 million page views, an increase of 8.7 per cent and 3.5 per cent respectively since 2010–11. The figures indicate that more people are accessing the PEO website and viewing more content during their visits. These results are key objectives of the PEO’s outreach strategy.

Joint ventures and other programs

As in past years, the PEO has been actively involved in a number of joint venture activities. For example, the PEO contributed significantly to the National Youth Science Forum sponsored by the Australian National University. The forum provides a summer study program for outstanding senior secondary school science students from all states and territories. As part of their experience, the students undertake a specially designed learning program at Parliament House. In 2011–12, 244 students took part, examining legislative work and Senate committee processes through role-play.

The PEO also worked closely with Rotary International to run the Rotary Adventure in Citizenship program in budget week. The five-day program gave Year 11 students from across Australia a unique opportunity to experience the work of the Parliament, meet members of parliament and participate in an intensive parliamentary learning program.

In 2011–12, the PEO also:

- coordinated student attendance at a hearing of the House of Representatives Standing Committee on Economics which examined evidence from the Governor of the Reserve Bank
- hosted several groups of adults visiting Parliament House and provided them with an opportunity to attend question time, participate in a role-play program and meet their member or senators
- conducted parliamentary education training programs for student teachers at various universities
- supported the Rural Women’s Leadership Program at Parliament House with parliamentary educational programs
- provided parliamentary education briefings and conducted parliamentary education seminars for several overseas parliamentary delegations visiting Parliament House.

Professional associations

The PEO seeks to maintain good relationships with parliamentary educator colleagues, both within Australia and internationally, and further advanced those relationships during 2011–12. In addition to hosting visits by staff from civic and cultural institutions in Canberra and state and territory parliamentary educator colleagues, the PEO attended and made presentations to the Australasian Parliamentary Educators' Conference hosted by the Parliament of Queensland in November 2011.

PEO staff made visits to ACT-based civic and cultural institutions for the purposes of observing their programs and improving complementary activities and also hosted a visit by the education coordinator of the New Zealand Parliament.

As a foundation member, the PEO continued to actively support the National Capital Civics Education Group. Through this group the PEO has closely monitored and contributed to the development of the national curriculum in civics and citizenship. The Director of the PEO was appointed convenor of the group in May 2012.

The PEO also liaised with the Australian Secondary Principals' Association and helped to coordinate meetings of the association at Parliament House.

International activities

During 2011–12, the department engaged in a range of activities with other parliaments and assisted in the development of parliaments in the region.

The department supported the work of the Inter-Parliamentary Union (IPU) by funding the attendance of a delegation at the 125th IPU Assembly in Bern, Switzerland in October 2011 and at the 126th IPU Assembly in Kampala, Uganda in March and April 2012. The secretary to the Parliamentary Joint Committee on Human Rights served as secretary to the delegations, providing administrative support and guidance to delegation members on the procedures and practices of the IPU prior to and during the assembly.

Seminars and training programs were provided for parliamentarians and parliamentary officers visiting from Australian and overseas parliaments. Comprehensive programs were provided for delegations from the Senate of the Kingdom of Thailand, the Tongan Legislative Assembly, the Indonesian Dewan Perwakilan Daerah and the New South Wales

Legislative Council. The Inter-Parliamentary Study Program, conducted jointly with the Department of the House of Representatives in March 2012, provided training for officers from the parliaments of Canada, Chile, China, India, Laos, Malaysia, New Zealand, The Gambia and South Australia.

The Senate Department, with the Department of the House of Representatives, jointly funded the International and Community Relations Office (ICRO). ICRO is administered by the Department of the House of Representatives and provides parliamentary relations support to both the Senate and the House of Representatives. Many of the programs administered by ICRO involve significant contributions from officers of the Department of the Senate. An account of the performance and activities of ICRO is contained in the annual report of the Department of the House of Representatives.

Factors, events and trends influencing performance

The demand for procedural and legislative services is substantially driven by the requirements of senators and the Senate chamber. Factors influencing demand include the frequency of sittings, the number of bills dealt with by the Senate and the legislative priorities of the Government and others. The composition of the Senate is also a factor: a situation in which no one group controls Senate outcomes typically leads to a strong demand for these services. The work of the secretariats of the legislative scrutiny committees is similarly driven by the requirements of those committees.

The PEO's education programs at Parliament House remain very popular and operate at near capacity, and demand continues to exceed available spots during peak teaching periods.

To better address the parliamentary education needs of all students and teachers, particularly those that are less able to travel to Canberra, the PEO continues to devote considerable resources to expanding the range and quality of its online and multimedia services and resources. Projects such as the despatch box assist in bringing greater awareness of parliamentary processes to a greater number of school children, who might not have the opportunity to visit Canberra.

Evaluation

The main vehicle for evaluating the services provided by the office is the survey of senators, which is undertaken every two years. The 2011 survey

reported continuing high levels of satisfaction with the services provided by Procedure Office.

The Procedure Office also monitors levels of satisfaction with its performance through formal and informal channels such as letters, emails, phone calls, seminar evaluation forms and direct advice from senators and their staff and members of the public. This continuous performance appraisal assists the office to make timely and responsive adjustments to the ways in which it delivers its services.

The PEO in particular monitors feedback on its activities and resources from senators and members and recently conducted a survey (see ‘Website and other resources’ section above). In addition, feedback is regularly provided by its target audiences of students and teachers.

Performance outlook

In 2012–13, the Procedure Office will continue to provide its procedural and legislative services to meet the requirements of the Senate and senators and to support the work of the legislative scrutiny committees. Training and seminar programs will continue, with the focus on providing tailored programs to senators and their advisers.

The Research Section will further develop its information resources, with work progressing on volume 4 of *The Biographical Dictionary of the Australian Senate*, and the online publication of volumes 1 to 3. The section will also launch an interactive touch screen and website for the ‘Women in the Federal Parliament’ exhibition and oversee the design and development of new segments for the ‘Acting Wisely’ exhibition on the work of the parliament.

The section will play a major role in organising the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar to be held at Parliament House in January 2013, an Open Day to coincide with the 25th anniversary of Parliament House, and a seminar to celebrate the legacy of Andrew Inglis Clark.

The Scrutiny of Bills Committee secretariat, the Regulations and Ordinances Committee secretariat and the Parliamentary Joint Committee on Human Rights secretariat will continue to examine information technology options to improve the management of the large volumes of information received by the committees.

In 2012–13, the PEO will finalise the introduction in the Education Centre of improved role-play scripts, including concept-based role-plays.

In addition to facilitating role-play classes at Parliament House for thousands of young Australians, the PEO will continue to review, update and improve the material on its website to enhance its accessibility and relevance. Emphasis will continue on interactivity and development of an expanded range of material will be completed and fielded, for primary and secondary students. Publications will be updated as necessary and republished, and a number of outreach programs involving senators and members are planned.

Committee Office

Output

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

Performance information	Performance results
The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.	Formal and informal feedback mechanisms show that senators consider the support provided by the Committee Office to be effective. In August 2011, the Chairs' Committee formally recorded the committee's appreciation of the commitment and teamwork shown by the staff of the Committee Office in supporting the work of Senate standing, select and certain joint committees.
Advice, documentation, publications and draft reports are timely, accurate and of a high standard. Tabling deadlines met in all but extraordinary circumstances.	Accurate advice, documentation, publications and draft reports were provided to committees in accordance with committee requirements. Reports were drafted and presented to the Senate in accordance with the timeframes set by committees and deadlines set by the Senate.
Documentation is sufficient for committee purposes and material available to the public is available promptly, online or in hard copy.	Committee staff provided committee members, witnesses and others with documents in accordance with secretariat procedures, orders of the Senate and committee requirements. On tabling, reports were promptly made available to senators and others both online and in hard copy.

Overview

The Committee Office is led by the Clerk Assistant (Committees), who also performs duties as a clerk at the table in the Senate chamber and as a committee secretary. He is a member of the department's executive responsible for a range of governance matters, including this year as one of two management representatives nominated by the Clerk to negotiate a new enterprise agreement for the department. In 2011–12, the Clerk Assistant (Committees) was a coopted member of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) education committee. The administrative structure of the office is outlined in figure 14, including the secretaries of individual committees.

Committee Office secretariats support legislative and general purpose standing committees, select committees and certain joint statutory committees. This role includes:

- giving accurate and timely procedural advice and administrative support to facilitate and expedite the work of committees
- arranging meetings and hearings in accordance with committee decisions
- providing comprehensive and timely briefings and research papers
- drafting high-quality reports which accurately canvass and analyse the evidence from submissions and hearings and reflect the requirements of committees
- assisting 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 full-time equivalent staffing level for the Committee Office in 2011–12 was 59 (58 in 2010–11).

A typical standing committee secretariat comprises a committee secretary, a principal research officer, a senior research officer, a research officer and an administrative officer. Depending on the workload allocated to a committee, additional resources are often provided or shared to assist with administration or with research, analysis and report writing.

The cost of the Committee Office in 2011–12 was \$8.8 million (\$8.3 million in 2010–11). While overall the workload this year was less than in 2010–11, it remained at high levels, often with intense inquiries being managed and tight reporting deadlines being met. Senate committees conducted inquiries into numerous matters, including proposed amendments to the Marriage Act, former forced adoptions policies, the dairy industry, Australian privacy principles, procurement procedures for defence capital projects, live animal exports and, as part of joint committee activities, immigration detention and gambling reform.

Figure 14 Elements and responsibilities of the Committee Office

Executive		
<i>Chris Reid, Clerk Assistant</i>		
<i>Jackie Morris, Senior Clerk of Committees</i>		
Procedural advice and training		
Planning and coordination		
Secretariat staffing and resources		
Statistics and records		
Legislative and general purpose standing committee secretariats	Joint statutory committee secretariats	Select committee secretariats
Community Affairs <i>Ian Holland</i>	Corporations and Financial Services <i>Richard Grant (A/g)</i>	Senate select Australia's Food Processing Sector <i>Tim Bryant/Richard Grant (A/g)</i>
Economics <i>Tim Bryant</i>	Australian Commission for Law Enforcement Integrity <i>Fiona Bowring-Greer</i>	Joint select Gambling Reform <i>Lyn Beverley</i>
Education, Employment and Workplace Relations <i>Tim Watling</i>	Law Enforcement <i>Fiona Bowring-Greer</i>	
Environment and Communications <i>Sophie Dunstone (A/g)</i>		Ceased during 2011–12
Finance and Public Administration <i>Christine McDonald</i>		Senate select Scrutiny of New Taxes [ceased to exist 1 November 2011] <i>Shon Fletcher</i>
Foreign Affairs, Defence and Trade <i>Kathleen Dermody</i>		Joint select Australia's Immigration Detention Network [ceased to exist 30 March 2012] <i>Tim Watling</i>
Legal and Constitutional Affairs <i>Julie Dennett</i>		
Rural and Regional Affairs and Transport <i>Stephen Palethorpe</i>		

Overwhelmingly, the major cost of supporting a committee is staffing, with a typical secretariat costing about \$490,000 this year. The other costs relate to administration and include items such as advertising, venue hire, refreshments at hearings, transport (including flights and taxis for departmental staff), accommodation for staff at interstate hearings and report printing. The administrative costs of a typical secretariat for the reporting period were about \$60,000. Overall, expenditure on salaries accounts for almost 90 per cent of the Committee Office budget expenditure, making the Government's additional efficiency dividend a significant impost on the Committee Office.

No specialist advice was obtained by Senate committees during 2011–12.

Senators' salaries are not included in the costs of committees, as it is not possible to establish the proportion of a senator's salary that should be attributed to committee work. The flight and accommodation costs of senators attending hearings are paid by the Department of Finance and Deregulation.

Hansard and broadcasting services for public hearings are provided by the Department of Parliamentary Services. The office works with the Department of Parliamentary Services to coordinate and enhance the provision of those services.

Procedural advice and administration

In 2011–12, committee secretaries provided procedural and administrative advice to committee chairs and members as well as to the public, including people seeking information about committee activities or participating in committee inquiries. Higher level advice was also provided by the Clerk, Deputy Clerk, Clerk Assistant (Committees) and Senior Clerk of Committees.

The advice, oral and written, again covered a wide variety of procedural issues, such as:

- the establishment of inquiries, the drafting of terms of reference and the membership of committees
- the interpretation of standing orders relating to the operations of committees
- issues relating to parliamentary privilege, including the unauthorised disclosure of committee information and dealing with witnesses
- the powers of committees to summon witnesses
- matters arising from estimates hearings—for example, potentially misleading evidence from witnesses, the common but false assertion that ‘advice to government’ cannot be provided to committees and a self-imposed restriction on questions relating to matters that are sub judice.

Committee secretaries met regularly throughout the year to discuss management and procedural issues encountered by secretariats, and to discuss issues raised in the *Procedural Information Bulletin*. Officers from other areas of the department also met with committee secretaries during the year to share information and coordinate activities.

Under standing order 25(10), the chairs of the committees may meet to discuss any matter relating to the operations of the committees. The Chairs' Committee is chaired by the Deputy President. The Clerk Assistant (Committees) is the secretary. During 2011–12, the committee met on three occasions and considered issues such as the accessibility of online documents and video-conferencing facilities in Australia. The committee also monitored the output and activity levels of Senate committees.

Activity levels

As was the case in 2010–11, the Senate referred a large number of matters to committees for inquiry in 2011–12.

Legislative and general purpose standing committees

The Senate has eight pairs of legislation and references committees established pursuant to standing order 25 as standing or permanent committees. Standing committees continue for the life of a parliament and are re-established at the commencement of each new parliament.

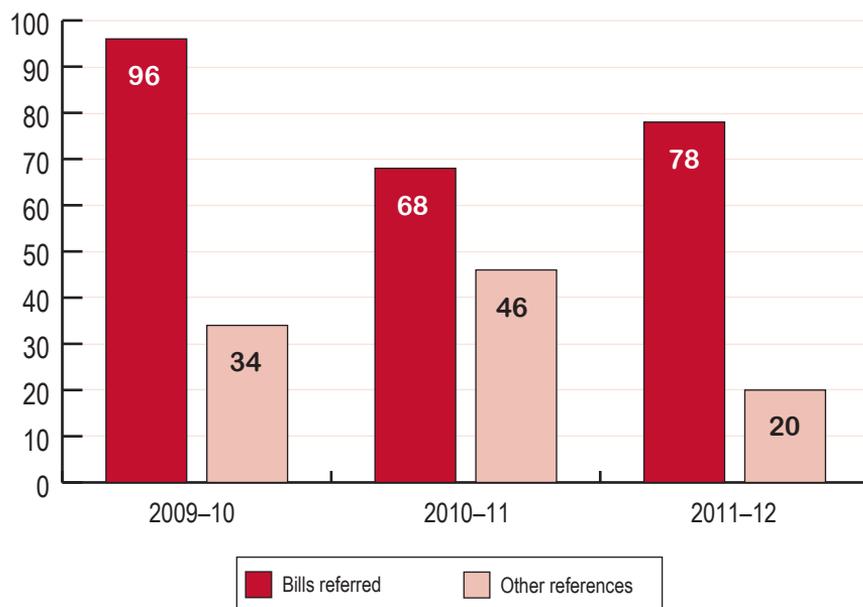
During 2011–12, the Senate referred 98 matters to standing committees. As shown in table 4, the committees tabled 148 reports, compared with 192 reports in 2010–11 and 174 reports in 2009–10.

Table 4 Reports presented by standing committees, 2009–10 to 2011–12

Report type	2009–10	2010–11	2011–12
Reports on bills	83	82	73
Interim reports on bills	9	10	2
Reports on other references	33	41	26
Interim reports on other references	18	29	14
Reports on annual reports	15	15	16
Reports on estimates	16	15	17
Total	174	192	148

Figure 15 also shows the consistently high volume of matters referred to standing committees by the Senate in the past three years.

Figure 15 Number of Senate standing committee references, 2009–10 to 2011–12



In 2011–12, of the 98 matters referred to standing committees 78 were bills or packages of bills. The bills referred to committees had an average reporting deadline of 44 working days. This is the same average reporting deadline as in 2010–11.

Table 5 provides data about the activities of Senate committees for 2009–10, 2010–11 and 2011–12, and table 6 provides data about the referral of bills to committees for those years.

Table 5 Activities* of standing committees, 2009–10 to 2011–12

	2009–10	2010–11	2011–12
Meetings (number)			
Public hearings	227	118	142
Private meetings	435	350	414
Inspections/other	9	6	9
Meetings (hours)			
Public hearings	979	507	641
Private meetings	104	79	100
Submissions received	9,116	4,898	5,734
Witnesses	2,659	1,482	1,993
Extensions of time to report granted	95	61	81

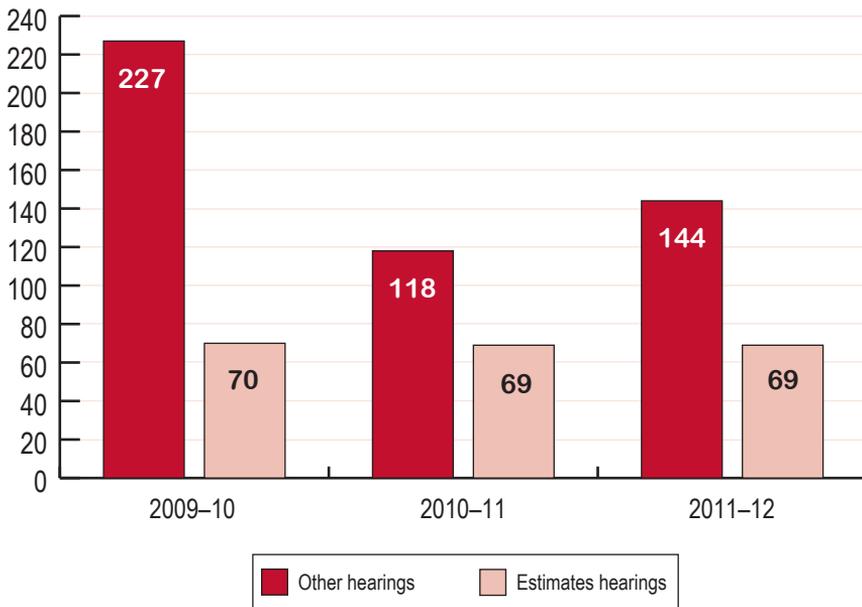
* not including estimates activities – see table 7 for those activities.

Table 6 Referral of bills to committees for inquiry, 2009–10 to 2011–12

	2009–10	2010–11	2011–12
Number of bills introduced into parliament	226	224	281
Number of individual bills referred	114	83	118
Proportion of total individual bills referred	50%	37%	42%
Packages of bills referred	96	68	78

Figure 16 shows the number of estimates hearings and the number of other hearings held. The number of public hearings held in relation to matters other than estimates increased compared to 2010–11. In addition, a record number of submissions and form letters were received in relation to the Legal and Constitutional Affairs Legislation Committee inquiry into the Marriage Equality Amendment Bill 2010.

Figure 16 Number of Senate standing committee hearings, 2009–10 to 2011–12



As shown in table 7, the usual cycle of estimates hearings was conducted during the year, commencing in October 2011 with a week of supplementary hearings for the 2011–12 Budget. A week of additional estimates hearings was held in February 2012. The initial estimates hearings for the 2012–13 Budget took place between 21 May and 1 June 2012.

The Community Affairs Legislation Committee continues to hold an additional day of estimates hearings into Indigenous matters, which involves several portfolios with budget expenditure or responsibility for

Indigenous issues. These cross-portfolio hearings are now well established and allow senators to more effectively scrutinise this policy area.

Table 7 Activities of standing committees considering estimates, 2009–10 to 2011–12 budget cycles

Budget cycle	Hours of budget estimates hearings		Hours of additional estimates hearings	Total hours	Witnesses	Pages of evidence
	<i>May–June^a</i>	<i>October–November^b</i>	<i>February</i>			
2012–13	322	–	–	322	2,195	3,712
2011–12	334	185	179	698	4,241	8,162
2010–11	329	178	174	681	3,910	8,507
2009–10	332	189	177	698	3,156	7,119

a Main hearings.

b Supplementary hearings.

Overall, the 2011–12 budget cycle estimates involved 698 hours of hearings, a slight increase compared to the 2010–11 budget cycle. Committees prepared and tabled 17 reports on estimates including the Community Affairs Legislation Committee 2011–12 budget estimates report tabled in July 2011, eight reports tabled following the additional estimates held in February 2012 and eight after the 2012–13 budget estimates hearings held in May 2012.

The activity of committees considering estimates generates considerable administrative effort for committee secretariats. Scheduling the hearings is particularly complex because:

- all departments and statutory bodies of the Commonwealth are involved
- ongoing coordination is required to ensure that ministers are in attendance to take responsibility for answering questions
- many senators wish to attend hearings of more than one committee, and so secretariats spend much time coordinating and adjusting programs and timetables to facilitate this.

Senate select committees

A select committee is an ad hoc committee established by the Senate to inquire into and report on a specific matter or matters. A select committee

ceases to exist when it presents its final report. Often, select committees also present interim reports.

Two Senate select committees operated during 2011–12. One of those, the Senate Select Committee on the Scrutiny of New Taxes, presented its final report on 1 November 2011.

During 2011–12, Senate select committees held 55 meetings (public and private), for a total of 113 hours. They received 107 submissions and heard 183 witnesses. The corresponding figures for 2010–11 were 59 meetings (public and private), for a total of 84 hours of meetings, 174 submissions and 142 witnesses.

Joint committees (including joint select committees)

Joint committees comprise senators together with 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 the relevant Act.

During 2011–12, the Committee Office supported three joint statutory committees: Corporations and Financial Services, the Australian Commission for Law Enforcement Integrity, and Law Enforcement.

A joint select committee is an ad hoc committee established by both Houses to inquire into and report on a specific matter or matters. A joint select committee ceases to exist when it presents its final report. Often, joint select committees will also present interim reports.

Two joint select committees operated during 2011–12. One of those, the Joint Select Committee on Australia's Immigration Detention Network, presented its final report on 30 March 2012.

In total, joint statutory and joint select committees held 168 meetings (public, private and inspections) for a total of 267 hours. They received 523 submissions and heard 581 witnesses. The corresponding figures for 2010–11 were 77 meetings, 115 hours of meetings, 193 submissions and 224 witnesses.

The Committee Office continues to provide secretariat support for:

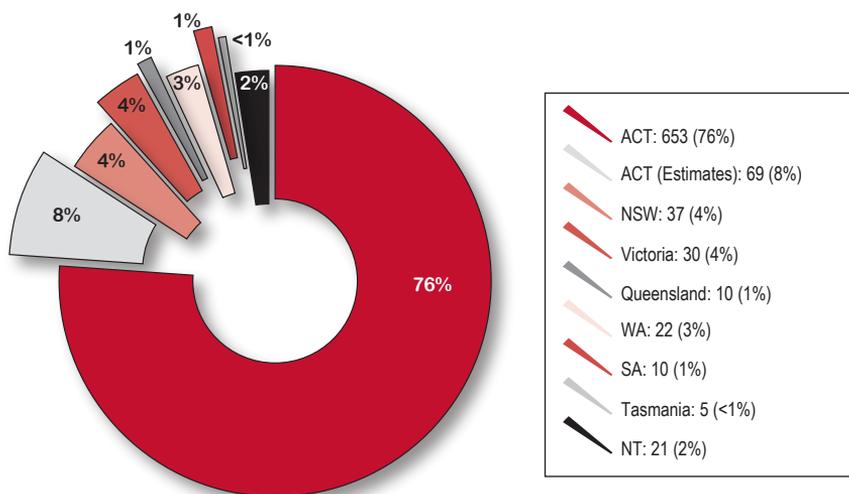
- the Senate Select Committee on Australia's Food Processing Sector—this committee is due to present its final report on 16 August 2012
- the Joint Select Committee on Gambling Reform—this committee is due to present its final report on 30 June 2013.

Community engagement

Committee members place considerable value on engaging with a broad range of people as they conduct each committee inquiry. Committee secretariats assist committees to achieve this, through a variety of strategies:

- advertising inquiries in the national media and online
- corresponding directly with groups known to be interested in the subject matter of an inquiry
- travelling interstate, including to regional centres and remote areas, to have hearings with witnesses and visit the sites of matters under investigation
- conducting hearings through telephone and video conferences, including with overseas witnesses.

Figure 17 Committee meetings and hearings by location, 2011–12



Senate committee secretariats supported 857 meetings and hearings during the year, an increase compared with 685 in 2010–11. These statistics include estimates hearings held by committees. A breakdown by location of the committee meetings and hearings in 2011–12 appears in figure 17.

Use of technology

The Senate Centralised Information Database (SCID) assists committee secretariats to quickly and accurately handle the large volumes of information used to support committee inquiries. The database includes capacity:

- for members of the public to enter submissions directly
- for secretariats to rapidly collate data, such as addresses for mail-outs
- for information to be transferred electronically from witnesses to secretariats.

The database, completed in May 2010, continues to improve the efficiency and effectiveness of the office by saving staff time, enabling staff to transfer seamlessly between secretariats, and enhancing the office's management of the large numbers of submissions received by committees.

Other technology-related developments in 2011–12 included:

- The completion of the trial of a document handling system called CommDocs (developed and used by the House of Representatives). It is a series of private searchable websites for each committee, accessible only to members of the committee and their authorised staff. CommDocs contains documentation for each committee (agendas, minutes, briefing papers, meeting timetables etc) in one location for each committee, and is a better alternative to emailing the documents to all the members of a committee. Following the endorsement by the Chairs' Committee, CommDocs was being rolled out from June 2012 to all relevant Senate-administered committees.
- Live audio broadcasts of almost every interstate public hearing held across Australia were available. As was reported last year, the introduction of full telecast and webcast of committee hearings from anywhere in Australia remains a priority.
- Following its first use in 2010–11, Skype was used on many occasions by several committees (to facilitate a senator joining a public hearing, mainly, but also by witnesses) and, together with other video and teleconferencing facilities, is an important step in improving the efficiency with which committees transact business.
- The office also continues to investigate strategies to support committee inquiries by enhancing accessibility to committee material on the Senate website. The content and presentation of committee

material on the newly released Parliament of Australia website will be further developed, and usage monitored, in 2012–13.

Improving the access to online material for the vision impaired was an area of continuing interest and development during the year. The Environment and Communications References Committee completed the trial to convert to HTML a selection of submissions received by the committee for its inquiry into the status, health and sustainability of Australia's koala population (which tabled its report on 22 September 2011). The report on the trial from the secretariat was presented to the Clerk, who referred it to the Chairs' Committee for consideration. At its meeting of 23 November 2011, the Chairs' Committee endorsed the Clerk's view that the Department of the Senate should arrange and fund the conversion of documents, on request.

Education activities and other contributions

In 2011–12, Committee Office staff also contributed to the department's outcome by:

- serving as secretaries to official parliamentary delegations and the committee exchange program
- acting as presenters in the department's training and seminar programs
- delivering training sessions to public service departments and agencies throughout the year
- contributing to the redevelopment of the Parliament of Australia website
- providing briefings about Senate committee work for visiting parliamentary delegations and visiting parliamentary officials—briefings about estimates hearings continued to be of particular interest to international visitors.

The office also continued to contribute to the implementation of the recommendations emerging from the structural review of 2010. Specifically, the office continued the significant investment in the learning and development framework, including arranging a series of training sessions and workshops for departmental staff 'at-level' specifically about committee work as well as supporting a range of non-Committee Office training opportunities. Several online resources were also updated or introduced to assist staff and senators (including new senators) and their staff.

In both the 2011 and 2012 calendar years, there was one participant in the Working in the Senate (WISE) Development Program. Those officers were attached to various committee secretariats, providing administrative and research support to Senate committee inquiries. During the year, WISE participants also undertake placements in other areas of the department. The Committee Office also hosted two officers from public service departments, each for three months, as part of the Parliament of Australia Graduate Program in 2011, and again in 2012.

Committee exchange program

As part of the annual official parliamentary delegations program, a Senate, House and joint committee is selected to visit (on a rotation basis) New Zealand, China and the Asia–Pacific region.

The President of the Senate selects a Senate standing committee following consideration of submissions received. In 2010, the Legal and Constitutional Affairs Standing Committee visited Indonesia and Singapore as part of the Asia–Pacific exchange. In 2011, the (then) Rural Affairs and Transport Standing Committee visited New Zealand, and, in July 2012, the Education, Employment and Workplace Relations Standing Committee will visit China.

Factors, events and trends influencing performance

The high, and often complex, committee secretariat workloads were again the significant feature of 2011–12, though the overall volume was a little less than last year (see the ‘Activity levels’ section above). The Committee Office also supported four Senate select and joint select committees during the year, five less than in 2010–11, and provided support to the newly established Parliamentary Joint Committee on Human Rights.

The established trend by the Senate to set short reporting timeframes, often referring bills to a committee for report within a week or a fortnight, has placed considerable pressure on committee secretariats to complete the necessary administrative preparations, including arranging public hearings and calling for submissions from the public. It has also limited the resources available to secretariats to analyse evidence and draft reports. The most significant concern, however, continues to be the limit on senators’ time to attend to their committee obligations, which often include much travel time, preparation for public hearings and consideration of draft reports.

The office's strategies in 2012–13 to effectively manage its workload, including during peaks and any downturns, involve:

- managing a similar, flexible staffing structure to 2011–12, now limited to a maximum of 58 full-time equivalent staff
- creating and managing practical expectations for committee members to keep working within available means and resources
- deploying staff from committee secretariats experiencing lighter workloads to assist busier committee secretariats
- requesting committee secretariat staff to work, and compensating them for working, additional hours at peak times.

Evaluation

The principal formal means of evaluating the performance of the Committee Office in supporting Senate committees and certain joint committees is the biennial senators' survey. The next survey will occur during 2012–13 with results to be presented in the next annual report.

Comments made in the chamber when a committee report is tabled or debated are another source of evaluation. Senators were particularly positive in their comments during the year. Informal feedback from senators, and also witnesses, indicated high levels of satisfaction with their dealings with secretariat staff.

Performance outlook

The key resource that the Committee Office provides to committees is its people. The office will continue to provide excellent service in an environment of great change, including financial constraint, and high workload. A workforce staffed by increasingly experienced officers is a priority and continues the focus on enhancing procedural and administrative capacity in the office at all levels. As was the case last year, the office will also continue to support the learning and development framework and other priorities emerging from the structural review of 2010, including contributing to the growing presence of the Senate Public Information Office and better engagement with technology.

Black Rod's Office

Outputs

Provision of office, chamber and committee room support; information technology and ceremonial services; security advice for senators and Senate office-holders in Parliament House.

Provision of support services, in conjunction with the Department of the House of Representatives, to the Former Members of Parliament Association.

Performance information	Performance results
Services are provided to the satisfaction of the President, other office-holders, Senate committees and senators so that they are able to fulfil their roles.	Favourable feedback was received from a number of retiring and new senators in relation to the changeover which occurred in July 2011. Further positive feedback was received from senators and their staff during the year which confirmed the levels of satisfaction recorded in the 2011 senators' survey.
Services and materials are of a high standard, are provided promptly and are accurate. Formal and informal mechanisms will be used to measure.	Services and materials were delivered promptly and accurately.

Overview

The Black Rod's Office is led by the Usher of the Black Rod and has five functional areas, as shown in figure 18. The Usher of the Black Rod also performs duties as a clerk at the table in the Senate chamber, and is a member of the department's executive responsible for a range of governance matters.

The primary functions of the Black Rod's Office are to provide support services to the Senate chamber and committees and to senators when they are using their Parliament House offices and to deliver administrative services to the department and its staff.

The Senators' Services Section:

- assists the President and Clerk on ceremonial and other occasions
- provides security advice and support to the President and the department
- supplies services including messenger support to the chamber, deliveries, committee room booking and servicing, transport coordination, accommodation, assets management, printing and desktop publishing.

Figure 18 Elements and responsibilities of the Black Rod's Office

Executive			
<i>Brien Hallett, Usher of the Black Rod</i>			
Procedural, ceremonial, security and administrative advice			
Membership of the Security Management Board			
Advice to the Presiding Officers' Information Technology Advisory Group and to the House and Broadcasting committees			
Senators' Services	Information Technology	Human Resource Management	Financial Management
<i>John Baczynski, Director, Senators' Services</i>	<i>Joe d'Angelo, Chief Finance and Information Technology Officer</i>	<i>Anthony Szell, Director, Human Resource Management</i>	<i>Joe d'Angelo, Chief Finance and Information Technology Officer</i>
Accommodation	Information technology equipment	Recruitment and staffing	Budget management and advice
Assets management, purchasing and disposals	Internet publishing	Pay and conditions	Financial reporting and systems management
Chamber support	Support for departmental information technology applications	Workforce planning	Accounting policy development and advice
Committee room support	Coordination and liaison with other parliamentary departments on information technology matters	Learning and development	Accounts processing, general ledger maintenance and advice
Desktop publishing		Work health and safety	Strategic procurement advice
Fire and emergency warden administration		Rehabilitation coordination	Support for senior management decision making
Delivery services		Industrial relations	
Office equipment		Performance management	
Printing and photocopying		Records management	
Security advice and support			
Coordination and liaison with other parliamentary departments on facilities, security, projects and maintenance matters			
Fleet management			
Comcar shuttle			

The Information Technology Section provides senators with information technology hardware and support services in their Parliament House offices and limited support services and equipment when they are away from Parliament House. The section also supports the department and its staff.

The Human Resource Management Section delivers human resource management services for the department, including payroll services for

senators and departmental staff. The Records Management Unit within the section is responsible for the management of the department's records.

The Financial Management Section delivers the department's financial management, accounting and budgeting services. The section also administers the department's financial management information system, provides secretariat support to the Audit and Evaluation Committee, manages the internal audit contract and develops and maintains the risk management framework and fraud control plan.

The full-time equivalent staffing level for the Black Rod's Office for 2011–12 was 42 (45 in 2010–11). The cost of providing support services to the Senate chamber, committees and senators in their Parliament House offices in 2011–12 was \$3.3 million (\$3.2 million in 2010–11).

Senators' services

During the year, the Senators' Services Section continued to provide a wide range of services to senators and the department. This included assisting the President to respond to requests for approval to conduct activities within the parliamentary precinct.

Ceremonial support services

During 2011–12 planning and support was provided to new senators who commenced their terms in July 2011 to ensure procedures for the swearing-in were in place and senators' suites were ready to be occupied. Throughout the period five casual vacancies have been filled, resulting in Senators' Services providing support for outgoing and incoming senators.

Office services

During 2011–12, the section:

- managed the refurbishment of nine sets of senators' furniture and five senators' suites including the President's suite
- completed:
 - 42 accommodation moves for senators
- provided support services to committee room users, including:
 - Senate estimates hearings in October 2011, February 2012 and May 2012
 - media 'lock-ups' before the release of the Budget in May 2012
 - the Council of Australian Governments in February 2012

- closely coordinated with affected areas for maintenance to power distribution boards
- delivered general office support, equipment and furniture maintenance, classified waste removal and stationery services.

Printing and delivery services

The section provided reprographic and delivery services for the department and, under contract, other parliamentary departments. Turnaround times were met consistently, ensuring that printed information was available when required, and assisting committees to meet tight deadlines for delivery of reports.

During 2011–12, the section completed 1,117 printing jobs. Of these, 310 were for committees, 634 were in direct support of Senate chamber activities and senators, and 16 were for other parliamentary departments. The total value of work produced was \$453,615, of which \$212,825 was attributable to committee work.

The section continued to provide a high standard of delivery services to senators, their staff and departmental staff. Scheduled run times were met for all deliveries, including internal stationery deliveries.

Whole-of-parliament activities

In 2011–12, the office continued to work cooperatively with the other parliamentary departments. In particular, it:

- coordinated departmental aspects of various infrastructure and security projects administered by the Department of Parliamentary Services
- developed departmental security management plans and continued to provide significant support to the development of whole-of-parliament strategic, security and continuity plans.

In addition, the Usher of the Black Rod was a member (and in 2011 the chair) of the Senior Management Coordination Group, the other members of which are the Serjeant-at-Arms (representing the Department of the House of Representatives) and the Deputy Secretary of the Department of Parliamentary Services.

Information technology and web publishing

The year started with the continuation of work generated by the arrival and settling in of the 12 new senators from the 2010 federal election.

However, the theme for 2011–12 was undoubtedly the joint project to replace the parliamentary website. The lead up to and handover of the new site was a significant event for the section and the department. The site was officially launched in February 2012.

As in previous years a wide variety of documents relevant to both the department and the chamber were published online. Other significant non-routine publishing activities included:

- the online publication of the 13th edition of *Odgers' Australian Senate Practice*
- continued work on the online version of the 'Magna Carta' exhibition
- continued work on the development of the online version of *The Biographical Dictionary of the Australian Senate*.

A significant portion (250) of departmental PCs were replaced and in April a Windows 7 standard operating environment upgrade to departmental staff had commenced and was progressing well by year's end.

The section was also involved directly and indirectly in a number of upgrades to departmental applications, such as the financial management and human resource management systems.

Other high priority activities included:

- commencing work on the Update Online resource
- the trial and subsequent rollout of the House of Representatives' CommDocs application to Senate committees
- providing access for the House of Representatives Committee Office to trial the Senate Centralised Information Database (SCID)
- commencing a rollout of a network faxing service to multi-function devices which meant obsolete fax machines would be retired
- the release of a new security module for SCID
- support for estimates hearings.

The section also continued to provide input to a number of wider joint parliamentary projects, such as the Table Office Production System upgrade and the committee systems enhancement project.

Human resource management

During the year, the Human Resource Management Section was responsible for monthly payments of salary for senators and fortnightly payments of salary for departmental staff. The section participated in an internal audit of the department's recruitment practices. The audit reported favourably on the implementation of the contract for this service and on the adherence to policies and guidelines which support this function.

The section developed the following new human resource material:

- performance-based human resource management advices
- an employee benefits statement.

Additionally, the section revised various human resource management advices and the following human resource policies and procedures:

- probation
- performance management.

Annual workforce planning occurred with a range of recommendations made in the report. The most significant of these recommendations was the implementation of a full-time equivalent target on the number of staff employed. Additionally, several structural changes were made to the department including the full implementation of the Senate Public Information Office in accordance with the recommendations from the structural review completed in 2010. The Parliamentary Joint Committee on Human Rights was established as a new scrutiny committee in the Procedure Office.

The section provided administrative support to externally advertised recruitment activities for the department and continued to support managers and staff in relation to matters requiring human resource management technical support and guidance.

During the reporting period, additional functionality of the department's e-recruitment solution was implemented. This has enabled panel members to review applications electronically. Work to expand on the department's recruitment advertising options also occurred with the implementation of a Twitter account and the development of a Facebook account.

The section continued to support staff with learning and development activities through the development and delivery of two six-monthly training calendars. Aligned with the department's learning and

development framework, the training calendars offer training in both parliamentary-specific subject matter and skills for the workplace.

The other significant project undertaken during the period was the development of, and negotiations for, a replacement enterprise agreement. Administrative and technical support was provided by the Human Resource Management Section for this process.

Records management

The records management subsection is responsible for:

- creating, sentencing and disposing of departmental files
- managing and maintaining the department's record-keeping system
- providing advice and assistance on record keeping to departmental staff.

The annual registry file census was conducted and confirmed that files are easily located and registry procedures are well controlled.

An upgrade to the TRIM system to accommodate the department's new standard operating system is being worked on as is a trial of electronic documents management.

Financial management

The Financial Management Section ensures that the department meets its external reporting responsibilities; manages the department's budget; develops and applies financial management policies; and maintains appropriate governance structures. The section also delivers accounting services. During 2011–12, the section:

- reviewed the Clerk's Instructions and financial delegations
- coordinated the external and internal budget process
- coordinated the certificate of compliance process
- prepared the 2010–11 annual financial statements (which received an unqualified audit report from the Australian National Audit Office) and the department's portfolio budget statements for 2012–13
- met all monthly reporting requirements via the Commonwealth Budget Management System
- upgraded the department's financial management information system.

Factors, events and trends influencing performance

A major focus for the Black Rod's Office spanning the end of the last reporting period and the early part of the 2011–12 financial year was the changeover of the Senate. The retirement of 12 senators on 30 June and the arrival of another 12 senators on 1 July (elected at the 2010 half-Senate election) required detailed planning to support the re-allocation of a large number of suites, a revised seating plan for the chamber and various other activities to ensure that all senators could perform their parliamentary roles effectively on each side of the changeover.

Finally, Black Rod's office has also provided advice and support to the department on the staffing cap that has been implemented due to the contracting budget situation. Some of the resulting changes will affect services provided to senators in the next reporting period and this will be monitored closely.

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. More formal feedback is received through the biennial survey of senators' satisfaction which was last carried out in 2011 and which reported high levels of satisfaction.

Section heads met regularly with the Usher of the Black Rod to review operational matters relating to the whole office, and also met with their teams to consider performance and work-related issues.

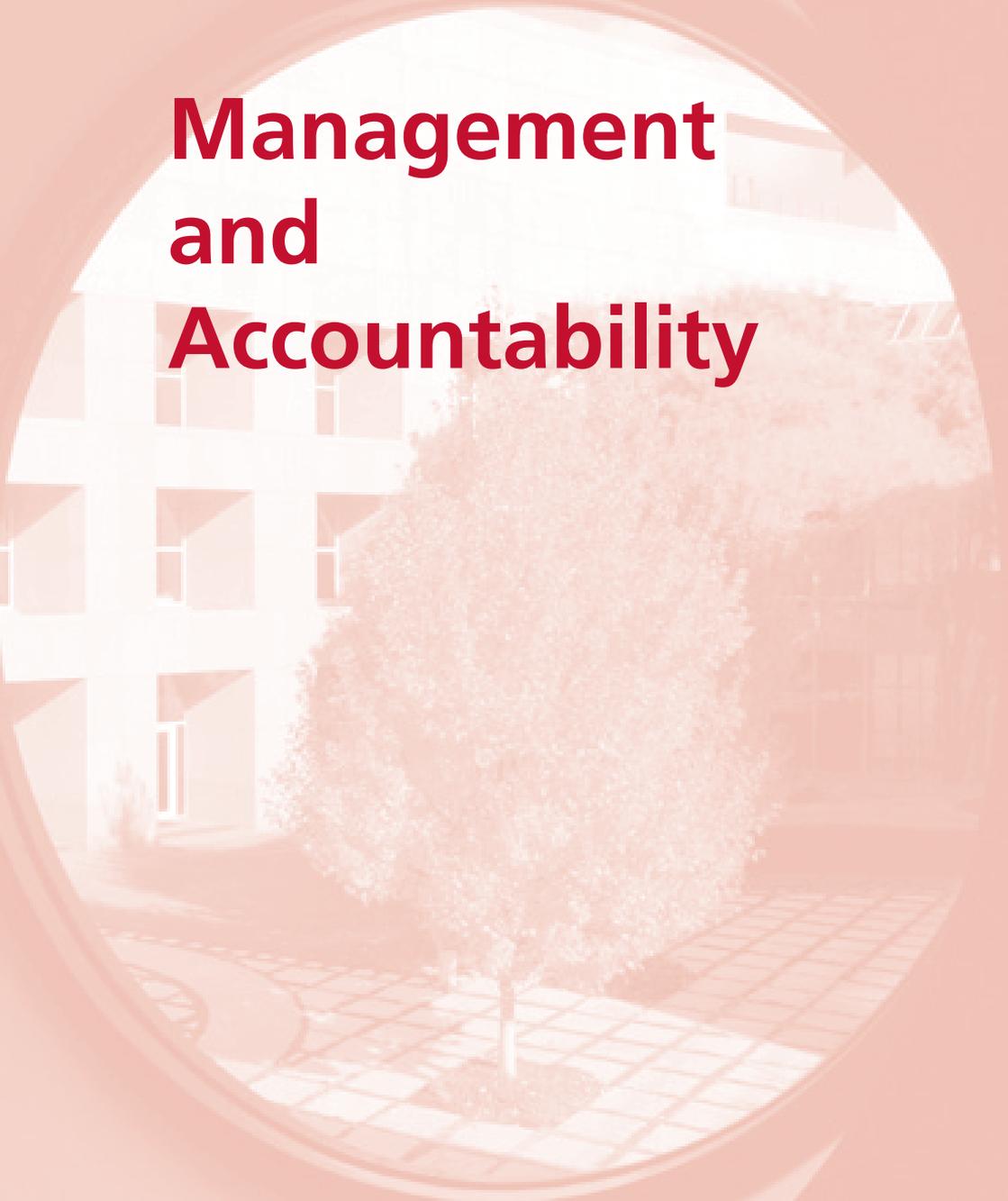
Outputs are evaluated through reports from the various management information systems.

Performance outlook

As mentioned above, the contracting budget situation and the implementation of a staffing cap will mean that the Black Rod's Office will need to examine new ways to ensure that appropriate support services can be provided to senators so that they can continue to perform their parliamentary duties.

The office will also finalise arrangements for a new enterprise agreement for non-SES employees and continue to support the Presiding Officers' review of ICT for the Parliament.

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 *Fair Work Act 2009* and other legislation.

In 2011–12, the department's mechanisms to implement best practice corporate governance included senior management and consultative committees and a strategic corporate plan.

Management committees

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 department's Senate Management Advisory Group assists the Program Managers' Group. During the reporting period, the Deputy Clerk continued to chair the Program Managers' Group. The Clerk, Deputy Clerk and the program managers also met as a senior officer group periodically throughout the year.

The Workplace Consultative Committee is the forum through which formal consultation on workplace relations occurs between the department and staff.

In addition, the department participates in the interdepartmental committees through which the parliamentary departments coordinate Parliament House-wide matters.

The role, membership and activities of the department's senior management committees and advisory groups are described in figure 19.

Figure 19 Management and advisory groups, 2011–12

Audit and Evaluation Committee	Program Managers' Group	Senate Management Advisory Group	Workplace Consultative Committee
<p><i>Role</i></p> <p>Oversee:</p> <ul style="list-style-type: none"> internal and external audits administrative, operating and accounting controls risk management. <p>Supervise the annual internal audit program.</p> <p>Ensure best practice financial management and reporting, fraud control and business risk monitoring.</p>	<p>Coordinate corporate governance matters, including:</p> <ul style="list-style-type: none"> human resource management risk management and planning financial planning departmental service quality. 	<p>Discuss departmental proposals, policy initiatives and changes.</p> <p>Advise the Program Managers' Group on leadership and managerial matters.</p>	<p>Serve as the principal forum for formal consultation between the department and staff on workplace relations.</p> <p>Monitor and evaluate the impact of the department's enterprise agreement.</p> <p>Consider employment-related initiatives and matters that affect staff in the workplace.</p>
<p><i>Activities</i></p> <p>3 meetings</p> <p>Considered various matters which were reviewed by the department's internal audit service provider, including:</p> <ul style="list-style-type: none"> Senate Centralised Information Database Performance Management Scheme online recruitment practices. <p>Prepared an annual report to the Clerk and to the Senate Appropriations and Staffing Committee.</p>	<p>9 meetings</p> <p>Examined matters including:</p> <ul style="list-style-type: none"> budget planning and reporting business continuity plans risk management the Parliament House website redevelopment workforce planning information technology issues. 	<p>5 meetings</p> <p>Reviewed various redrafted and new departmental policies including the performance communication, and learning and development schemes.</p> <p>Finalised the review of the group's terms of reference and its future role and activities in the strategic management of the department.</p>	<p>6 meetings</p> <p>Provided advice and recommendations on:</p> <ul style="list-style-type: none"> the redrafted policies on probation and performance management changes to staffing arrangements the enterprise agreement implementation the meal allowance rate.
<p><i>Membership</i></p> <p>Program managers and an independent member.</p> <p>Chaired by the Deputy Clerk.</p>	<p>Program managers.</p> <p>Chaired by the Deputy Clerk.</p>	<p>All departmental Parliamentary Executive Level 2 staff.</p> <p>Convenor elected annually by the group.</p>	<p>The Usher of the Black Rod, the Clerk Assistant (Committees), up to 12 elected staff representatives and union representatives.</p>

Audit and Evaluation Committee	Program Managers' Group	Senate Management Advisory Group	Workplace Consultative Committee
Observers: Chief Finance and Information Technology Officer, representatives from the Australian National Audit Office and the department's internal audit service provider.			Chaired by the Usher of the Black Rod.

Structural review

As mentioned in the Clerk's Office chapter, the Senate Public Information Office was established in July 2011 in line with a recommendation from the structural review to coordinate and better manage the department's information resources and outputs. At the end of the reporting period, plans were well established to transfer web publishing staff to SPIO. The learning and development framework for staff was updated and continued to be used as the basis for employee professional development.

Corporate plan and work plans

Work on revising the corporate plan was finalised with a view to implementing the revised plan in the second half of 2012. Annual work plans detail the tasks and expected performance results for each office of the department. Regular reports to the Clerk showed continued progress on the work plans during 2011–12.

Fraud control and business risk management

The department has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that comply with the *Commonwealth Fraud Control Guidelines*, as certified by the Clerk in appendix 3.

This framework for managing risk is revised regularly and made available to all staff via the department's intranet.

Consistent with the *Financial Management and Accountability Act 1997*, the Clerk's Instructions and Financial Management Guidelines promote the proper use of the department's resources. They are reviewed on an annual basis to maintain their applicability and coverage.

Risk mitigation strategies and the assessment of existing risk controls are regularly considered by senior management and reported to the department's Audit and Evaluation Committee.

Fraud control and risk management are standing items on meeting agendas of the Audit and Evaluation Committee. In addition, the risk management plan is a standing item for consideration at meetings of the Program Managers' Group.

Ethical standards

The department upholds the Parliamentary Service Values and employees are required to comply with the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*. The values and code are integrated into departmental policies, where relevant, and into the corporate plan, which expresses the department's commitment to:

- independence and integrity
- good management and continuous improvement
- probity and accountability.

New staff are briefed on the expected ethical standards, and provided with supporting literature, on their first day with the department.

Social justice and equity

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

External scrutiny

The Finance and Public Administration Legislation Committee and the Standing Committee on Appropriations and Staffing monitor the department's performance. Neither committee made any specific recommendations relating to the department's performance during 2011–12.

Estimates committee hearings are an important mechanism for evaluating the department's activities. Senior departmental officers appeared before the Senate Finance and Public Administration Legislation Committee at the 2011–12 supplementary budget estimates hearings on 17 October 2011, the 2011–12 additional budget estimates hearings on 13 February

2012, and the 2012–13 budget estimates hearings on 21 May 2012. Issues considered included various procedural matters; the departmental budget and staffing; Parliament House Heritage Advisory Board; online access to the Senate for people with disability; the Senate changeover in June–July 2011; and committee workloads and resourcing.

The department's activities were also scrutinised by both the internal audit service provider and the Australian National Audit Office. The Australian National Audit Office did not conduct any performance audits of the department during the year.

The department was not subject to any judicial or administrative tribunal decisions which had, or may have, a significant impact on the department's operations.

Management of human resources

Staffing

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

The department's staff are located at Parliament House in Canberra. The department's staffing levels varied considerably during the period. As in previous years, the number of non-ongoing staff fluctuated to meet the workload generated by the sittings of the Senate.

Staffing levels were supplemented by:

- Australian Public Service officers participating in the department's Working in the Senate Development Program (one in 2011 and one in 2012)
- graduates participating in the Parliament of Australia Graduate Program (two each in 2011 and 2012).

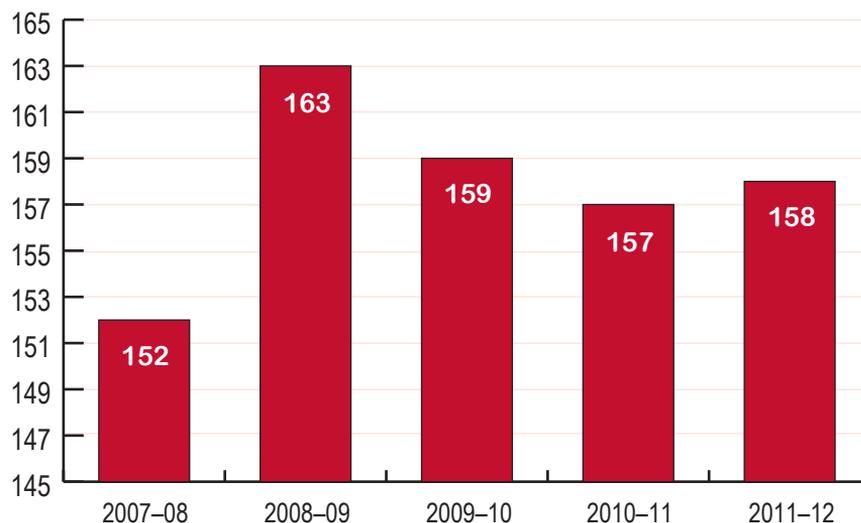
The Working in the Senate Development Program offers Senate work experience to officers from the Australian Public Service. During the period, two participants in the program were primarily attached to various committee secretariats, providing administrative and research support.

The Parliament of Australia Graduate Program also is run on a calendar year basis. In both 2011 and 2012, two graduates in Australian Public Service graduate programs participated in the program. Participation

involves the graduates being placed with the department for a three-month placement.

Figure 20 shows that the full-time equivalent (FTE) staffing level for 2011–12 was 158, one more than for 2010–11. More staffing statistics, including a breakdown of the FTE staffing level by office, are provided in appendix 2.

Figure 20 Full-time equivalent staff numbers, 2007–08 to 2011–12



Workforce planning

Workforce planning for the whole department is undertaken annually. The department's 2011 and 2012 workforce reports displayed similar gender and age profile trends to those reported for the Australian Public Service in the *State of the Service Report 2010–11*.

Several initiatives were proposed during 2011–12 as a result of workforce planning in relation to:

- improved mobility of staff
- improved service provision
- professional development needs.

These were considered by the program managers and have been implemented or are being implemented.

Staff turnover

The department continued to attract suitable applicants for its advertised employment vacancies, including for specialist roles. The *Gazette* and the department's website continue to be the main media by which applicants become aware of vacancies.

The number of staff separations in 2011–12 was more than in 2010–11. Table 8 shows the reasons for separations.

Table 8 Reasons for separations from the department, 2009–10 to 2011–12

Reason	2009–10	2010–11	2011–12
Resignation	17	17	21
Retirement (age)	5	3	5
Retirement (other) or death	0	2	2
Return to home agency	2	6	2
End of non-ongoing employment	9	13	12
Transfer or promotion to another agency	8	11	13
Total	41	52	55

Senior executive remuneration

The names of the department's senior executives appear in figure 1 in the 'Departmental overview' chapter and in reports on performance for each office.

The remuneration of the Clerk of the Senate, who is the holder of a statutory office, is set by the President of the Senate after consultation with the Remuneration Tribunal.

All of the department's Senior Executive Service (SES) staff were covered by a collective determination made under subsection 24(1) of the *Parliamentary Service Act 1999*. In accordance with their terms and conditions, and consistent with the provisions of the department's enterprise agreement, SES staff received a three per cent pay increase in May 2012 in recognition of productivity improvements and individual performance outcomes. The salary ranges for SES staff and the Clerk are set out in appendix 2.

Employment arrangements

Enterprise agreement

The department's enterprise agreement has a nominal expiry date of 30 June 2012. In May 2012, the agreement delivered a three per cent salary increase to staff. At 30 June 2012, all non-SES staff were covered by the enterprise agreement.

The enterprise agreement highlights the principles and objectives by which the department, and staff, will work towards achieving greater efficiencies and savings, and articulates the roles of parliamentary executive level staff.

The salary ranges applicable to non-SES staff classification levels are set out in appendix 2.

In addition to salary, staff are entitled to a range of benefits including leave entitlements, study assistance, guaranteed minimum superannuation payments at the same level as the department's nominated default fund and a range of allowances that support staff members in effectively carrying out their duties and being appropriately remunerated.

Negotiations for a new enterprise agreement were well advanced at 30 June 2012.

Performance pay

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

Learning and development

In consultation with supervisors, staff set professional development goals for a 12-month performance cycle. The department provides a target of three days of work-related learning activities each year.

During 2011–12, twelve employees received financial assistance, paid leave, or both, under the department's Studybank scheme, to help them undertake tertiary studies relevant to the department's objectives.

To supplement external training, the department conducts in-house learning and development activities during the year. In 2011–12, the department delivered staff training on:

- performance management

- delegations and authorisations
- time management
- client service
- work/life balance.

The department's professional development program, the Parliamentary Executive Professional Upgrade Program (PEP UP), continued in both 2011 and 2012. In 2011, PEP UP was restructured and became part of the new learning and development framework. Under the framework, the PEP UP program runs over two years. The program was open to all departmental staff in both years. It provides staff with technical information and develops their knowledge about the Senate, its operation and the work carried out by the department in support of senators. Feedback on PEP UP sessions indicates that the program is effective and supports the development needs of staff.

The department's program of corporate induction seminars for new staff continued during 2011–12.

Work health and safety

On 1 January 2012, the *Occupational Health and Safety Act 1991* was replaced by the *Work Health and Safety Act 2011*.

The department's Health and Safety Management Arrangements remained in place following the introduction of the Work Health and Safety Act. These arrangements will be updated in the coming reporting period in consultation with staff. The current arrangements cover:

- agreed responsibilities
- workplace arrangements and consultation requirements including the definition of designated workgroups
- reporting mechanisms
- dispute resolution.

The department undertook a range of preventative measures in 2011–12 aimed at minimising the risk of workplace injuries and accidents.

Initiatives and measures

Initiatives and measures undertaken in 2011–12 to create a safe and healthy working environment for the department's staff included:

- an ergonomic assessment of workstations for all new staff and for other staff as required
- an annual work health and safety (WH&S) inspection program for all work areas
- regular publication of WH&S information in the *Staff Bulletin*, which is distributed to all staff
- prompt action to address situations if staff reported early signs of injury
- an online material safety data sheet application for hazardous substances
- a health promotion program.

The department's Health and Safety Committee met four times during 2011–12. The committee is made up of elected health and safety representatives for each designated workgroup. Each representative is elected for a three-year term in accordance with the *Work Health and Safety (Transitional and Consequential Provisions) Act 2011*. The committee was consulted in relation to all incident and hazard reports received by the department.

Two new health and safety representatives were elected during the period and completed the mandatory training required by the role.

Claims, incidents and investigations

Comcare accepted one claim for compensation in respect of the department during 2011–12.

In 2011–12, within the department there were:

- no accidents or incidents that required the giving of notice under section 68 of the *Occupational Health and Safety Act 1991* or section 38 of the *Work Health and Safety Act 2011*
- no investigations or notices under sections 29, 46 or 47 of the *Occupational Health and Safety Act 1991* or under sections 90, 191 and 195 of the *Work Health and Safety Act 2011*.

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.

The most significant procurement activities during the financial year included:

- the joint project with the Department of the House of Representatives to implement the Table Office Production System
- digital imaging of the Senate's tabled documents
- ongoing furniture refurbishment
- 300 desktop computers for senators' Parliament House offices and departmental staff.

Assets management

The Senators' Services, Information Technology, and Financial Management sections are responsible for the effective management of departmental assets in accordance with the Clerk's Instructions.

At 30 June 2012, the department controlled 3,604 assets with a fair value of \$2.43 million (last year's total was 3,389 assets with a fair value of \$1.92 million). A full revaluation of assets was conducted in 2011–12. In 2011–12, 315 assets were added and 100 assets were disposed of.

On completion of the annual stocktake in June 2012, 101 assets—with a combined depreciated value of \$7,108—were not located. The missing items result is immaterial and subsequent follow-up is expected to improve it further.

Consultants and competitive tendering and contracting

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

Competitive tendering and contracting

All contracts with a potential value greater than \$80,000 are open to a competitive tendering process through AusTender (www.tenders.gov.au).

In accordance with recommendation 9 of the second report of the Standing Committee on Finance and Public Administration on the operation of the Senate order relating to departmental and agency contracts, information on the value of the department's contracts is available on the AusTender website.

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

Consultants

The department engages consultants to facilitate specialist projects or to obtain independent professional and technical advice.

In 2011–12, the department entered into two new consultancy contracts involving total expenditure of \$0.028 million. One further ongoing consultancy contract was active during the 2011–12 year, involving total expenditure of \$0.13 million.

Freedom of Information

As mentioned in the 'Clerk's review', the Freedom of Information Act (FOI Act) which was originally passed in 1982 was designed to provide access to Government information. The parliamentary departments were excluded from the Act and parliamentarians were also not covered.

Nonetheless, the parliamentary departments had observed the spirit of the provisions voluntarily where possible and generally complied with the small number of requests received for information of an administrative nature.

However, due to a revised legal interpretation of the FOI Act, the Information Commissioner determined that the explicit exclusion of the parliamentary departments no longer applied to the two chamber departments and the Department of Parliamentary Services. (The Parliamentary Budget Office, which was established as a parliamentary department during the reporting period, has been expressly exempted from the application of the FOI Act.)

On 9 May 2012, the Australian Information Commissioner amended the guidelines issued under s 93A of the *Freedom of Information Act 1982* to state that the Department of the House of Representatives, the Department of the Senate and the Department of Parliamentary Services were henceforth subject to the FOI Act. (Prior to this, the guidelines had stated that the FOI Act did not apply to the departments of the Parliament.)

Since the revised guidelines were issued, the Senate Department has dealt with requests that have been received in accordance with the provisions of the FOI Act. In particular, the department had received a total of six requests at 30 June, one of which had been finalised by the reporting date (and the remaining five were under consideration). A senior departmental officer also participated as a member of a Parliament House departmental working group to develop consistent approaches to matters such as publishing an information request register on the Parliament House website.

This unintended application of the FOI Act has presented a significant workload in handling requests and undertaking reporting requirements. The department welcomes a wider review of the Act that has been foreshadowed by the Government and which is expected to occur towards the end of calendar year 2012. This will present an opportunity for a considered review of the applicability of the Act to the parliamentary departments.

Disability action plan

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy, which required each of them to have in place a disability action plan. In 2007–08, reporting by executive agencies on the employer role was transferred to the Australian Public Service Commission's *State of the Service Report* and the *APS Statistical Bulletin* (available at www.apsc.gov.au). From 2010–11, departments and agencies were no longer required to report on these functions.

As this department is not subject to the Australian Public Service Commission reporting requirements, the department continued to support the elimination of disability discrimination through the following measures:

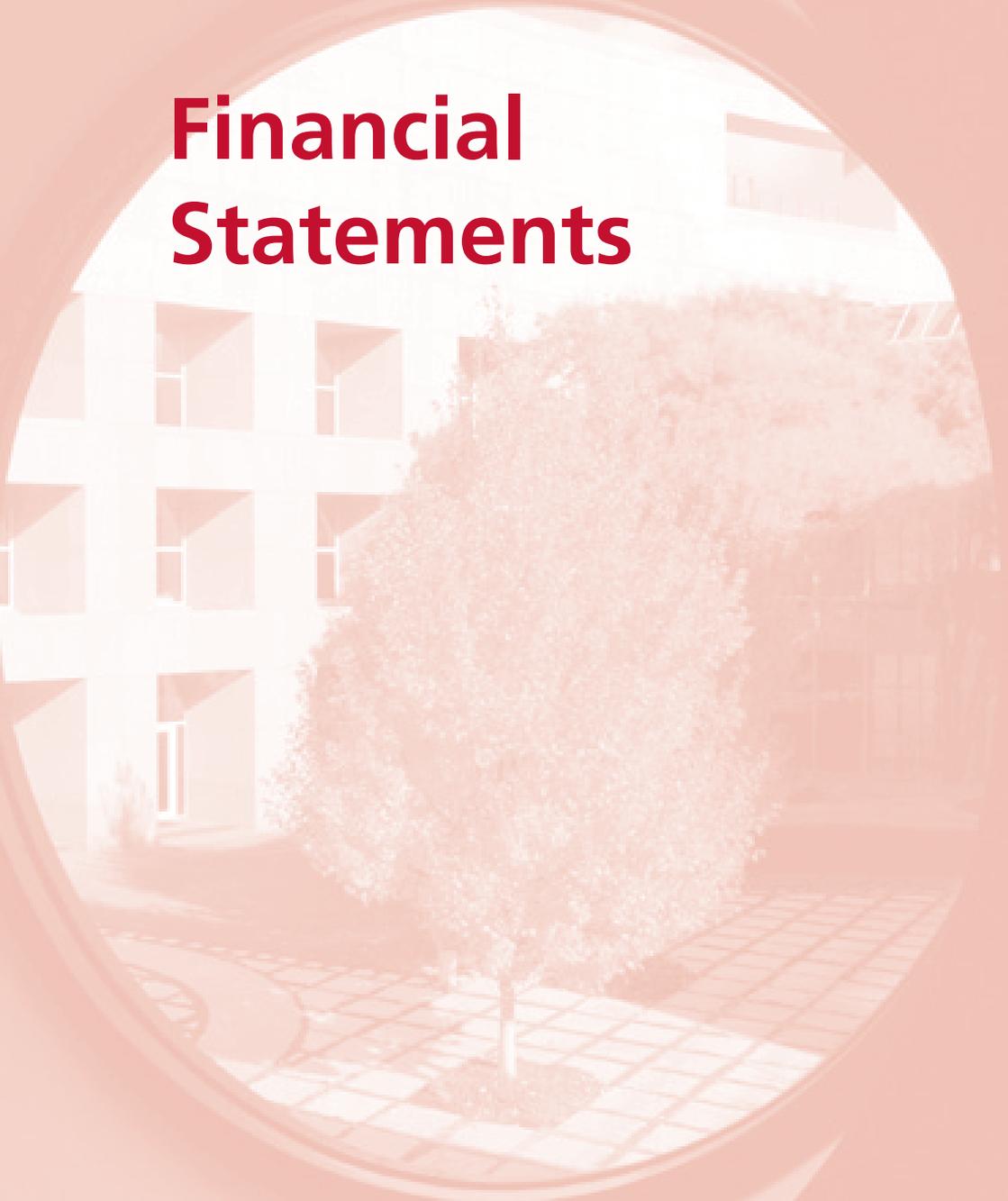
- the Committee Office has completed a trial of a service to convert committee submissions to HTML format to assist visually impaired people
- departmental staff had access to information on the types of services and equipment available to assist people with disability, and to the relevant contact details to obtain assistance
- committee secretariat staff had information, or could source information, about disability access to venues outside Parliament House
- disability groups were notified, as appropriate, of committee inquiries that were directly relevant to their members
- recruitment applicants and participants in committee inquiries, occasional lectures and Parliamentary Education Office (PEO) programs were invited to identify any special needs and steps were taken to accommodate them
- PEO role-play programs cater for the needs of students with hearing difficulties, colour blindness and intellectual disabilities.

Figure 21 describes the facilities, publications and services that the department provided in 2011–12 to assist members of the public with disability.

Figure 21 Assistance for members of the public who have disability

Facilities	<p>captioning of the televised proceedings of the Senate chamber, with functions for changing font size, colour and style of captions to enhance readability</p> <p>access to a teletypewriter (TTY) facility through the Parliament House switchboard for people with a hearing or speech impairment</p> <p>a link from the committees homepage to accessibility information and resources that assist visually impaired people to access documents</p> <p>audio loops for people attending the department's occasional lectures and committee hearings in Parliament House</p> <p>special parking arrangements for people attending occasional lectures and committee hearings</p> <p>seating available in waiting areas for people with disability</p>
Publications	<p>committee documents (such as reports, submissions and Hansards) available online and in hard copy</p> <p>Senate and departmental information available online in formats that aid user access, downloading and printing, with layouts and font sizes which can be manipulated by visually impaired people</p> <p>access through the Australian Broadcasting Corporation and Australia's Public Affairs Channel to broadcasts of selected occasional lectures</p> <p>live audio broadcasts of most interstate committee public hearings were available</p> <p>occasional lecture transcripts available in hard copy and as video and audio files on the internet</p> <p>email contact details or internet addresses on publications and publicity materials and details of the TTY service on committee webpage 'How to make a submission'</p>
Services	<p>interpreter services for witnesses attending committee hearings and for students attending PEO programs</p> <p>a personal escort for people with disability attending departmental seminars and occasional lectures</p> <p>national relay service utilised by PEO for contact with hearing or visually impaired people</p> <p>transcription facility available to assist visually impaired people to prepare submissions to committee inquiries</p> <p>a service, on request, to convert committee submissions to HTML format to assist visually impaired people</p>

Financial Statements



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INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

I have audited the accompanying financial statements of the Department of the Senate for the year ended 30 June 2012, which comprise: a Statement by the Chief Executive and Chief Finance Officer; Statement of Comprehensive Income; Balance sheet; Statement of changes in equity; Cash flow statement; Schedule of commitments; and Notes to and forming part of the Financial Statements, including a Summary of significant accounting policies.

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

The Clerk of the Senate is responsible for the preparation of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department of the Senate's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the Senate's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Clerk of the Senate, as well as evaluating the overall presentation of the financial statements.

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

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

Independence

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

Opinion

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

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the Senate's financial position as at 30 June 2012 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office

Ron Wah
Audit Principal

Delegate of the Auditor-General

Canberra
21 September 2012



AUSTRALIAN 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 2012 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.

Rosemary Laing
Clerk of the Senate

Joe d'Angelo
Chief Finance Officer

21 September 2012

21 September 2012

Department of the Senate
Statement of Comprehensive Income
for the period ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
EXPENSES			
Employee benefits	3A	17,747	16,596
Supplier	3B	6,625	6,520
Depreciation and amortisation	3C	808	1,016
Write-down and impairment of assets	3D	4	-
Losses from asset sales	3E	8	-
TOTAL EXPENSES		25,192	24,132
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	4A	548	608
Royalties	4B	-	7
Total own-source revenue		548	615
Gains			
Other - resources received free of charge	4C	2,882	2,875
Total gains		2,882	2,875
Total own-source income		3,430	3,490
Net cost of services		21,762	20,642
Revenue from government	4D	20,424	20,060
Surplus/(Deficit)		(1,338)	(582)
OTHER COMPREHENSIVE INCOME			
Changes in asset revaluation surplus		869	-
Total other comprehensive income		869	-
Total comprehensive income/(loss)		(469)	(582)

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

Department of the Senate

Balance sheet

as at 30 June 2012

	Notes	2012 \$'000	2011 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	251	84
Trade and other receivables	5B	12,204	12,069
Total financial assets		12,455	12,153
Non-financial Assets			
Property, plant and equipment	6A, 6C	2,244	1,702
Intangibles	6B, 6C	542	215
Inventories	6D	36	22
Other non-financial assets	6E	218	234
Total non-financial assets		3,040	2,173
TOTAL ASSETS		15,495	14,326
LIABILITIES			
Payables			
Suppliers	7A	561	471
Other payables	7B	475	432
Total payables		1,036	903
Provisions			
Employee provisions	7C	5,241	4,551
Total provisions		5,241	4,551
TOTAL LIABILITIES		6,277	5,454
NET ASSETS		9,218	8,872
EQUITY			
Contributed equity		1,625	810
Reserves		11,038	10,169
Retained surplus (accumulated deficit)		(3,445)	(2,107)
TOTAL EQUITY		9,218	8,872

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

Department of the Senate
Statement of changes in equity
for the period ended 30 June 2012

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Opening balance								
Balance carried forward from previous period	(2,107)	(1,525)	10,169	10,169	810	-	8,872	8,644
Adjusted opening balance	(2,107)	(1,525)	10,169	10,169	810	-	8,872	8,644
Comprehensive income								
Other comprehensive income	-	-	869	-	-	-	869	-
Surplus/(Deficit) for the period	(1,338)	(582)					(1,338)	(582)
Total Comprehensive income	(1,338)	(582)	869	-	-	-	(469)	(582)
of which:								
Attributable to the Australian Government	(1,338)	(582)	869	-	-	-	(469)	(582)
Transactions with owners								
Distribution to owners								
Other - Return of prior year appropriations	-	-	-	-	-	-	-	-
Contribution by owners								
Equity injection - Appropriation	-	-	-	-	815	810	815	810
Subtotal transactions with owners	-	-	-	-	815	810	815	810
Transfers between equity components	-	-	-	-	-	-	-	-
Closing balance as at 30 June	(3,445)	(2,107)	11,038	10,169	815	810	9,218	8,872
Closing balance attributable to the Australian Government	(3,445)	(2,107)	11,038	10,169	1,625	810	9,218	8,872

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

Department of the Senate

Cash flow statement

for the period ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		20,430	19,379
Sale of goods and rendering of services		669	614
Net GST received		357	319
Total cash received		21,456	20,312
Cash used			
Employees		17,013	16,254
Suppliers		4,111	3,903
Total cash used		21,124	20,157
Net cash from or (used by) operating activities	8	332	155
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		8	1
Total cash received		8	1
Cash used			
Purchase of property, plant and equipment		409	376
Purchase of intangibles		419	78
Total cash used		828	454
Net cash from (used by) investing activities		(820)	(453)
FINANCING ACTIVITIES			
Cash received			
		655	349
Total cash received		655	349
Cash used			
		-	-
Total cash used		-	-
Net cash from (used by) financing activities		655	349
Net increase (decrease) in cash held		167	51
Cash and cash equivalents at the beginning of the reporting period		84	33
Cash and cash equivalents at the end of the reporting period	5A	251	84

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

Department of the Senate

Schedule of commitments

as at 30 June 2012

	2012	2011
BY TYPE	\$'000	\$'000
Commitments receivable		
GST recoverable on commitments	(159)	(60)
Total commitments receivable	<u>(159)</u>	<u>(60)</u>
Commitments payable		
Other commitments		
Operating leases ¹	97	77
Goods and services ²	1,656	646
Total other commitments	<u>1,753</u>	<u>723</u>
Net commitments by type	<u><u>1,594</u></u>	<u><u>663</u></u>
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(104)	(57)
From one to five years	(55)	(3)
Total other commitments receivable	<u>(159)</u>	<u>(60)</u>
Commitments payable		
Operating lease commitments		
One year or less	38	40
From one to five years	59	37
Total operating lease commitments	<u>97</u>	<u>77</u>
Goods and services commitments		
One year or less	1,107	633
From one to five years	549	13
Total goods and services commitments	<u>1,656</u>	<u>646</u>
Net commitments by maturity	<u><u>1,594</u></u>	<u><u>663</u></u>

NB: Commitments are GST inclusive where relevant.

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

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

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

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

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Note 1: Summary of significant accounting policies

1.1 Objectives of the Department of the Senate

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

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

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

1.2 Basis of preparation of the financial report

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are general purpose financial statements.

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

- (a) Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2011, and
- (b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

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

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

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

1.3 Significant accounting judgements and estimates

No accounting judgements, assumptions or estimates have been identified that have a significant risk of causing a material impact on the amounts recorded in the financial statements.

1.4 Changes in Australian accounting standards

Adoption of new Australian Accounting Standard requirements

No accounting standard have been adopted earlier than the application date as specified in the standard. Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Financial Officer, and were applicable to the current reporting period did not have any financial impact, and are not expected to have a future financial impact.

Future Australian Accounting Standard requirements

Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Financial Officer, and applicable to future reporting periods, did not have any financial impact, and are not expected to have a future financial impact.

1.5 Revenue

Revenue from government

Amounts appropriated for departmental appropriation for the financial year (adjusted for any formal additions and reductions) are recognised as revenue from government when the department gains control of the appropriation, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. The department does not currently participate in any reciprocal activities.

Appropriations receivable are recognised at their nominal amounts.

Other types of revenue

Revenue from the sale of goods is recognised when:

- (a) the risks and rewards of ownership have been transferred to the buyer
- (b) the department retains no managerial involvement nor effective control over the goods
- (c) the revenue and transaction costs incurred can be reliably measured, and
- (d) it is probable that the economic benefits associated with the transaction will flow to the department.

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

- (a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured, and
- (b) the probable economic benefits from the transaction will flow to the department.

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

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

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

Paid Parental Leave Scheme

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

1.6 Gains

Resources received free of charge

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

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

Other gains

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

1.7 Transactions with the government as owner

Equity injections

Amounts appropriated which are designated as equity injections for a year (less any formal reductions) and Departmental Capital Budgets (DCB) are recognised directly in contributed equity in that year.

Restructuring of administrative arrangements

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

Other distributions to owners

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

1.8 Employee benefits

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

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

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

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

Leave

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

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

The liability for long service leave is recognised and measured at the estimated present value of future cash flows to be made in respect of all employees at 30 June 2012. 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 2011–12, the department has made no provision for future separation and redundancy benefit payments.

Superannuation

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

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

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

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

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

1.9 Leases

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

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets. The department's operating leases relate to vehicles leased from LeasePlan.

1.10 Cash

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

- (a) cash on hand
- (b) demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value
- (c) cash held by outsiders, and
- (d) cash in special accounts.

1.11 Financial assets

Financial assets are classified in the following categories:

- (a) at fair value through profit or loss
- (b) held-to-maturity investments
- (c) available-for-sale financial assets, and
- (d) loans and receivables.

The classification depends on the nature and purpose of the financial asset and is determined at the time of initial recognition. Financial assets are recognised and derecognised on trade date.

Effective interest method

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

Income is recognised on an effective interest rate basis except for financial assets at fair value through profit or loss.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and

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

Impairment of financial assets

Financial assets are assessed for impairment at each balance date.

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

1.12 Financial liabilities

Financial liabilities are classified as either financial liabilities at fair value through profit or loss or other financial liabilities. Financial liabilities are recognised and derecognised on trade date.

Financial liabilities at fair value through profit or loss

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

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

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

Supplier and other payables

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

1.13 Contingent liabilities and contingent assets

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

1.14 Acquisition of assets

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

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructured administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately before the restructuring.

1.15 Property, plant and equipment (PP&E)

Asset recognition threshold

Property, plant and equipment assets are represented by two separate asset classes, infrastructure, plant and equipment (IPE) and intangibles. All purchases are initially recognised at cost in the balance sheet, unless their cost is below the recognition threshold, in which case they are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

<u>Asset class</u>	<u>Recognition threshold</u>	<u>Asset category</u>
Infrastructure, plant and equipment	\$1,000	– Furniture and fittings
	\$2,000	– Office machines
		– Plant and equipment
Intangibles	\$2,000	– Intangibles

Revaluations

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

<u>Asset class</u>	<u>Fair value measured at:</u>
Infrastructure, plant and equipment	Market selling price

Following initial recognition at cost, infrastructure, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially with the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

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

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

Depreciation

Depreciable plant and equipment assets are written off to their estimated residual values over their estimated useful lives to the department, using the straight-line method of depreciation in all cases.

Depreciation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Depreciation and amortisation rates applying to each category of depreciable asset are based on the following useful lives:

	2012	2011
Plant equipment	5 to 15 years	5 to 15 years
Computer equipment	2 to 10 years	2 to 10 years
Furniture and fittings	5 to 100 years	5 to 100 years
Office machines and equipment	4 to 30 years	4 to 30 years
Intangibles (software)	3 to 7 years	3 to 7 years

Impairment

All assets were assessed for impairment at 30 June 2012. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the department were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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

1.16 Intangibles

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the department's software is 3 to 7 years (2011: 3 to 7 years). All software assets were assessed for impairment as at 30 June 2012.

1.17 Inventories

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

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

1.18 Taxation

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

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

- (a) except where the amount of GST incurred is not recoverable from the Australian Taxation Office, and
- (b) except for receivables and payables.

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

Note 2: Events after the reporting period

There have been no significant events occur after balance date that may have an impact on the department's operations.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012	2011
	\$'000	\$'000
Note 3: Expenses		
<u>Note 3A: Employee benefits</u>		
Wages and salaries	12,612	11,773
Superannuation:		
Defined contribution plans	744	629
Defined benefit plans	1,485	1,726
Leave and other entitlements	2,780	2,468
Separation and redundancies	126	-
Total employee benefits	<u>17,747</u>	<u>16,596</u>
<u>Note 3B: Supplier</u>		
Goods and services		
Professional and financial fees	557	628
Facilities and infrastructure	595	471
Recruitment and staff development	90	122
Hire charges and hospitality	157	149
Travel	720	619
Media and communications	568	697
General office expenses	481	475
Printing	467	408
Resources received free of charge	2,882	2,875
Total goods and services	<u>6,517</u>	<u>6,443</u>
Goods and services are made up of:		
Provision of goods - related entities	87	94
Provision of goods - external entities	1,429	1,485
Rendering of services - related entities *	3,423	3,385
Rendering of services - external entities	1,578	1,479
Total goods and services	<u>6,517</u>	<u>6,443</u>
* Services from related entities included \$2.882m of resources received free of charge from other Commonwealth agencies. (2011: \$2.875m)		
Other supplier expenses		
Workers compensation expenses	108	77
Total other supplier expenses	<u>108</u>	<u>77</u>
Total supplier expenses	<u>6,625</u>	<u>6,520</u>

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012 \$'000	2011 \$'000
<u>Note 3C: Depreciation and amortisation</u>		
Depreciation:		
Property, plant and equipment	719	773
Amortisation:		
Intangibles - computer software	89	243
Total depreciation and amortisation	808	1,016
<u>Note 3D: Write-down and impairment of assets</u>		
Non-financial assets		
Property, plant and equipment - write-downs	4	-
Intangibles - write-downs	-	-
Total write-down and impairment of assets	4	-
<u>Note 3E: Losses from asset sales</u>		
Property, plant and equipment:		
Proceeds from sale	(8)	(1)
Carrying value of assets sold	16	1
Selling expenses	-	-
Total losses from asset sales	8	-
Note 4: Income		
Revenue		
<u>Note 4A: Sale of goods and rendering of services</u>		
Provision of goods - related entities	2	8
Provision of goods - external parties	58	40
Rendering of services - related entities	464	538
Rendering of services - external parties	24	22
Total sale of goods and rendering of services	548	608
<u>Note 4B: Royalties</u>		
Other	-	7
Total royalties	-	7
Gains		
<u>Note 4C: Other gains</u>		
Resources received free of charge	2,882	2,875
Total other gains	2,882	2,875

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012 \$'000	2011 \$'000
Revenue from government		
<u>Note 4D: Revenue from government</u>		
Departmental appropriation	<u>20,424</u>	<u>20,060</u>
Total revenue from government	<u>20,424</u>	<u>20,060</u>
Note 5: Financial assets		
<u>Note 5A: Cash and cash equivalents</u>		
Cash on hand or on deposit	<u>251</u>	<u>84</u>
Total cash and cash equivalents	<u>251</u>	<u>84</u>
<u>Note 5B: Trade and other receivables</u>		
Goods and services - related entities	84	90
Goods and services - external parties	<u>3</u>	<u>1</u>
Total receivables for goods and services	<u>87</u>	<u>91</u>
Appropriations receivable for existing program	12,078	11,925
Other receivables:		
GST receivable from the Australian Taxation Office	39	42
Other	-	11
Total other receivables	<u>39</u>	<u>53</u>
Total trade and other receivables (net)	<u>12,204</u>	<u>12,069</u>
Receivables are aged as follows:		
Not overdue	12,199	12,034
Overdue by:		
0 to 30 days	2	33
31 to 60 days	2	2
61 to 90 days	1	-
More than 90 days	-	-
Total receivables (gross)	<u>12,204</u>	<u>12,069</u>

All receivables are expected to be recovered in no more than 12 months.
No indicators of impairment were noted for receivables.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012	2011
	\$'000	\$'000

Note 6: Non-financial assets

Note 6A: Property, plant and equipment

Property, plant and equipment

Fair value	2,285	3,295
Accumulated depreciation	(41)	(1,593)
<i>Total property, plant and equipment</i>	<u>2,244</u>	<u>1,702</u>

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

No property, plant or equipment is expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 1. On 30 June 2012, an independent valuer conducted the revaluations.

A revaluation increment of \$869,418 for plant and equipment (2011: nil) was credited to the asset revaluation surplus by asset class and included in the equity section of the balance sheet.

Note 6B: Intangibles

Computer software

Purchased	1,916	1,500
Accumulated amortisation	(1,374)	(1,285)
<i>Total intangibles</i>	<u>542</u>	<u>215</u>

At 30 June, no indicators of impairment were found for intangible assets.

No intangibles are expected to be sold or disposed of within the next 12 months.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

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

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

	PP&E \$'000	Intangibles \$'000	TOTAL \$'000
As at 1 July 2011			
Gross book value	3,295	1,500	4,795
Accumulated depreciation/amortisation	(1,593)	(1,285)	(2,878)
Net book value 1 July 2011	1,702	215	1,917
Additions by purchase	412	416	828
Revaluation and impairments through equity	869	-	869
Reclassifications	-	-	-
Depreciation/amortisation expense	(719)	(89)	(808)
Impairments recognised in the operating result	(4)	-	(4)
Other movements - Derecognition of assets	-	-	-
Disposals	(16)	-	(16)
Net book value 30 June 2012	2,244	542	2,786
Net book value 30 June 2012 represented by:			
Gross book value	2,285	1,916	4,201
Accumulated depreciation/amortisation	(41)	(1,374)	(1,415)
Net book value 30 June 2012	2,244	542	2,786

Reconciliation of the opening and closing balances of infrastructure, plant and equipment and intangibles (2010–11)

	PP&E \$'000	Intangibles \$'000	TOTAL \$'000
As at 1 July 2010			
Gross book value	2,999	1,422	4,421
Accumulated depreciation/amortisation	(899)	(1,042)	(1,941)
Net book value 1 July 2010	2,100	380	2,480
Additions by purchase	376	78	454
Depreciation/amortisation expense	(773)	(243)	(1,016)
Impairments recognised in the operating result	-	-	-
Disposals	(1)	-	(1)
Net book value 30 June 2011	1,702	215	1,917
Net book value 30 June 2011 represented by:			
Gross book value	3,295	1,500	4,795
Accumulated depreciation/amortisation	(1,593)	(1,285)	(2,878)
Net book value 30 June 2011	1,702	215	1,917

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012 \$'000	2011 \$'000
<u>Note 6D: Inventories</u>		
Inventories held for sale	36	22
Total inventories	36	22

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

<u>Note 6E: Other non-financial assets</u>		
Prepayments	218	234
Total other non-financial assets	218	234

All other non-financial assets are current assets.

Note 7: Payables and provisions

<u>Note 7A: Suppliers</u>		
Trade creditors and accruals	561	471
Total supplier payables	561	471

Supplier payables expected to be settled within 12 months:

Related entities	169	181
External parties	392	290
Total supplier payables	561	471

<u>Note 7B: Other payables</u>		
Wages and Salaries	413	380
Superannuation	62	52
Total other payables	475	432

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

<u>Note 7C: Employee provisions</u>		
Leave	5,241	4,551
Total employee provisions	5,241	4,551

Employee provisions are expected to be settled in:

No more than 12 months	4,221	3,648
More than 12 months	1,020	903
Total employee provisions	5,241	4,551

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012	2011
	\$'000	\$'000
Note 8: Cash flow reconciliation		
as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash flow statement	251	84
Balance sheet	251	84
Difference	<u>-</u>	<u>-</u>
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(21,762)	(20,642)
Add revenue from government	20,424	20,060
Adjustments for non-cash items		
Depreciation/amortisation	808	1,016
Net write down of assets	4	-
Loss/(gain) on disposal of assets	8	-
Changes in assets/liabilities		
(Increase)/decrease in net receivables	26	(739)
(Increase)/decrease in inventories	(14)	(9)
(Increase)/decrease in prepayments	16	(82)
Increase/(decrease) in employee provisions	690	266
Increase/(decrease) in supplier payables	90	209
Increase/(decrease) in other payables	42	76
Net cash from operating activities	<u>332</u>	<u>155</u>

Note 9: Contingent liabilities and assets

Quantifiable contingencies

At 30 June 2012, the Department of the Senate has no quantifiable contingencies. (2011: Nil)

Unquantifiable contingencies

At 30 June 2012, the Department of the Senate has no unquantifiable contingencies. (2011: Nil)

Significant remote contingencies

At 30 June 2012, the Department of the Senate has no remote contingencies. (2011: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012	2011
Note 10: Remuneration of auditors		
Financial statement audit services were provided free of charge to the department by the Australian National Audit Office.		
The fair value of audit services provided was:	<u>80</u>	<u>80</u>

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

Note 11: Senior executive remuneration

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

	\$	\$
Short-term employee benefits		
Salary	1,186,399	1,127,548
Annual leave accrued	86,773	81,534
Total short-term employee benefits	<u>1,273,172</u>	<u>1,209,082</u>
Post-employee benefits		
Superannuation	236,333	208,527
Total post-employment benefits	<u>236,333</u>	<u>208,527</u>
Other long-term benefits		
Long-service leave	28,201	26,498
Total other long-term benefits	<u>28,201</u>	<u>26,498</u>
Total employment benefits	<u>1,537,706</u>	<u>1,444,107</u>

Notes

- Note 11A was prepared on an accrual basis.
- Note 11A excludes acting arrangements and part-year service where remuneration for a senior executive was less than \$150,000.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 11: Senior executive remuneration (continued)

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

	2012				2011							
	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total \$	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total \$
Average annual reportable remuneration¹												
Total remuneration (including part-time arrangements):												
less than \$150,000	-	-	-	-	-	-	-	-	-	-	-	-
\$180,000 to \$209,999	5	164,409	33,239	-	-	197,648						
\$240,000 to \$269,999	1	223,878	27,271	-	-	251,149						
\$360,000 to \$389,999	1	320,620	55,213	-	-	375,833						
Total	7											
Average annual reportable remuneration¹												
Total remuneration (including part-time arrangements):												
less than \$150,000	1	83,741	10,839	-	-	94,580						
\$180,000 to \$209,999	5	174,674	29,725	-	-	204,399						
\$360,000 to \$389,000	1	307,924	60,978	-	-	368,902						
Total	7											

Notes:

- This table reports substantive senior executives who received remuneration during the reporting period. Each row is an averaged figure based on headcount for individuals in the band.
- 'Reportable salary' includes the following:
 - gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
 - reportable fringe benefits (at the net amount prior to 'grossing up' to account for tax benefits); and
 - exempt foreign employment income.
- The 'contributed superannuation' amount is the average actual superannuation contributions paid to senior executives in that reportable remuneration band during the reporting period, including any salary sacrificed amounts, as per the individuals' payslips.
- 'Reportable allowances' are the average actual allowances paid as per the 'total allowances' line on individuals' payment summaries.
- 'Bonus paid' represents average actual bonuses paid during the reporting period in that reportable remuneration band. The 'bonus paid' within a particular band may vary between financial years due to various factors such as individuals commencing with or leaving the entity during the financial year.
- Various salary sacrifice arrangements were available to senior executives including superannuation, motor vehicle and expense payment fringe benefits. Salary sacrifice benefits are reported in the 'reportable salary' column, excluding salary sacrificed superannuation, which is reported in the 'contributed superannuation' column.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 11: Senior executive remuneration (continued)

Note 11C: Other Highly Paid Staff

	2012				2011			
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total \$		
Average annual reportable remuneration¹								
Total remuneration (including part-time arrangements): \$150,000 to \$179,999	6	124,654	30,627	-	-	155,281		
Total	<u>6</u>							
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total \$		
Average annual reportable remuneration¹								
Total remuneration (including part-time arrangements): \$150,000 to \$179,999	1	99,545	53,843	-	-	153,388		
Total	<u>1</u>							

Notes:

- This table reports staff:
 - who were employed by the entity during the reporting period;
 - whose reportable remuneration was \$150,000 or more for the financial period; and
 - were not required to be disclosed in Tables A, B or director disclosures.
 Each row is an averaged figure based on headcount for individuals in the band.
- 'Reportable salary' includes the following:
 - gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
 - reportable fringe benefits (at the net amount prior to 'grossing up' to account for tax benefits); and
 - exempt foreign employment income.
- The 'contributed superannuation' amount is the average actual superannuation contributions paid to senior executives in that reportable remuneration band during the reporting period, including any salary sacrificed amounts, as per the individuals' payslips.
- 'Reportable allowances' are the average actual allowances paid as per the 'total allowances' line on individuals' payment summaries.
- 'Bonus paid' represents average actual bonuses paid during the reporting period in that reportable remuneration band. The 'bonus paid' within a particular band may vary between financial years due to various factors such as individuals commencing with or leaving the entity during the financial year.
- Various salary sacrifice arrangements were available to senior executives including superannuation, motor vehicle and expense payment fringe benefits. Salary sacrifice benefits are reported in the 'reportable salary' column, excluding salary sacrificed superannuation, which is reported in the 'contributed superannuation' column.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012 \$'000	2011 \$'000
Note 12: Financial instruments		
<u>Note 12A: Categories of financial instruments</u>		
Financial assets		
Loans and receivables:		
Cash and cash equivalent	251	84
Trade receivables	87	91
Carrying amount of financial assets	338	175
Financial liabilities		
At amortised cost:		
Trade creditors	244	160
Other payables	317	311
Carrying amount of financial liabilities	561	471

Note 12B: Net income and expense from financial assets

The department had no net income or expense from financial instruments.
(2011: 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 2011–12 and 2010–11 financial years.

Note 12D: Credit risk

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

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

Note 12E: Liquidity risk

All liabilities are at call (30 days). The department has no significant exposures to any liquidity risk. (2011: Nil)

Note 12F: Market risk

The department has no significant exposures to any market risk. (2011: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

	2012 \$'000	2011 \$'000
Note 13: Financial Assets Reconciliation		
<i>Financial assets</i>		
Total financial assets as per balance sheet	12,455	12,153
Less: non-financial instrument components		
Appropriation receivable	12,078	11,925
Other receivable - GST from ATO	39	42
Other receivable - Accrued Revenue	-	11
Total non-financial instrument components	<u>12,117</u>	<u>11,978</u>
Total financial assets as per financial instrument note	<u>338</u>	<u>175</u>

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 14: Appropriations

Note 14A: Annual Appropriations (Recoverable GST exclusive)

	2012 Appropriations						Appropriation applied in 2012 (current and prior) \$'000	Variance \$'000
	Appropriation Act		FMA Act			Total appropriation \$'000		
	Annual Appropriation \$'000	Appropriations reduced \$'000	AFM \$'000	Section 30 \$'000	Section 31 \$'000			
DEPARTMENTAL								
Ordinary annual services	21,239	-	-	451	1,227	-	22,917	153
Total departmental	21,239	-	-	451	1,227	-	22,917	153

	2011 Appropriations						Appropriation applied in 2011 (current and prior) \$'000	Variance \$'000
	Appropriation Act		FMA Act			Total appropriation \$'000		
	Annual Appropriation \$'000	Appropriations reduced \$'000	AFM \$'000	Section 30 \$'000	Section 31 \$'000			
DEPARTMENTAL								
Ordinary annual services	20,540	-	-	383	1,172	-	22,095	1,570
Total departmental	20,540	-	-	383	1,172	-	22,095	1,570

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 14: Appropriations (continued)

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

	2012 Capital Budget Appropriations			Capital Budget Appropriations applied in 2012 (current and prior years)			Variance \$'000
	<i>Appropriation Act</i>	<i>FIMA Act</i>	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ³ \$'000	Payments for other purposes \$'000	Total payments \$'000	
	Annual Capital Budget \$'000	Appropriations reduced ² \$'000					
DEPARTMENTAL Ordinary annual services - Departmental Capital Budget ¹	815	-	815	828	-	828	(13)

Notes:

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

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

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

	2011 Capital Budget Appropriations			Capital Budget Appropriations applied in 2011 (current and prior years)			Variance \$'000
	<i>Appropriation Act</i>	<i>FIMA Act</i>	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ³ \$'000	Payments for other purposes \$'000	Total payments \$'000	
	Annual Capital Budget \$'000	Appropriations reduced ² \$'000					
DEPARTMENTAL Ordinary annual services - Departmental Capital Budget ¹	810	-	810	382	-	382	428

Notes:

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

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

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

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 14: Appropriations (continued)

Note 14C: Unspent Annual Appropriations (Recoverable GST exclusive)

Authority	2012 \$'000	2011 \$'000
DEPARTMENTAL		
Parliamentary Appropriation Act (No. 1) 2004–05	-	1,722
Parliamentary Appropriation Act (No. 1) 2006–07	5,964	5,964
Parliamentary Appropriation Act (No. 1) 2007–08	1,178	1,179
Parliamentary Appropriation Act (No. 1) 2008–09	246	246
Parliamentary Appropriation Act (No. 1) 2009–10	1,346	1,346
Parliamentary Appropriation Act (No. 1) 2010–11 ¹	1,077	1,468
Parliamentary Appropriation Act (No. 1) 2011–12	2,267	-
Total	12,078	11,925

¹ Inclusive of 2011–12 budget measure - \$330,000 appropriation receivable.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 14: Appropriations (continued)

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

	Department of Finance and Deregulation - Parliamentary Entitlements Act 1990 (s. 11)	Department of Finance and Deregulation - Parliamentary Superannuation Act 2004 (s. 18)	Department of Finance and Deregulation Commonwealth of Australia Constitution (s. 66)	Australian Public Service Commission - Remuneration Tribunal Act 1973 (s. 7)
2012	\$'000	\$'000	\$'000	\$'000
Total receipts	-	-	-	-
Total payments	199	1,221	653	15,395
<hr/>				
	Department of Finance and Deregulation - Parliamentary Entitlements Act 1990 (s. 11)	Department of Finance and Deregulation - Parliamentary Superannuation Act 2004 (s. 18)	Department of Finance and Deregulation - Commonwealth of Australia Constitution (s. 66)	Australian Public Service Commission - Remuneration Tribunal Act 1973 (s. 7)
2011	\$'000	\$'000	\$'000	\$'000
Total receipts	-	-	-	-
Total payments	189	877	-	13,828

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2012

Note 14: Appropriations (continued)

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

In its 2010-11 financial statements, the department undertook to address the risk of non-compliance with statutory pre-conditions for payment (and hence non-compliance with section 83 of the Constitution) in relation to payments from special appropriations that do not accord with conditions included in the relevant legislation. The department undertook to investigate these circumstances and any impact on its special appropriations, seeking legal advice as appropriate.

The special appropriations identified in 2010-11 relate to the payments to Senators, including their entitlements that are appropriated to agencies other than the department and are reported under Note 14D: Disclosure by agent in relation to annual and special appropriations. Legal advice sought during the 2011-12 year confirmed that the associated responsibility rests with the agency administering the appropriation. Reporting of any breaches of section 83 are also the responsibility of these other agencies.

Note 15: Special accounts

The department's Other Trust Monies Account was established under section 20 of the *Financial Management and Accountability Act 1997*. The purpose of this account was for expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth. For the year ended 30 June 2011, the account had a nil balance. This special account was abolished on 20 June 2012, pursuant to Financial Management and Accountability (Abolition of 24 Special Accounts) Determination 2012/02.

Note 16: Compensation and debt relief

For departmental items:

No act of grace payments were expended during the reporting period. (2011: Nil)

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997* during the reporting period. (2011: Nil)

No payments were provided under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme during the reporting period. (2011: Nil)

No ex-gratia payments were provided for during the reporting period. (2011: Nil)

No payments were provided under section 66 of the *Parliamentary Service Act 1999* during the reporting period. (2011: Nil)

Notes to and forming part of the Financial Statements
for the year ended 30 June 2012

Note 17: Reporting of outcomes

Note 17A: Net cost of outcome delivery

	Outcome 1		Total	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Departmental				
Expenses	25,192	24,132	25,192	24,132
Own-source income	3,430	3,490	3,430	3,490
Net cost of outcome delivery	28,622	27,622	28,622	27,622

Outcome 1 is described in Note 1.1. Net costs shown include intra-government costs that are eliminated in calculating the actual budget outcome.

Note 17B: Major classes of departmental expense, income, assets and liabilities by outcome

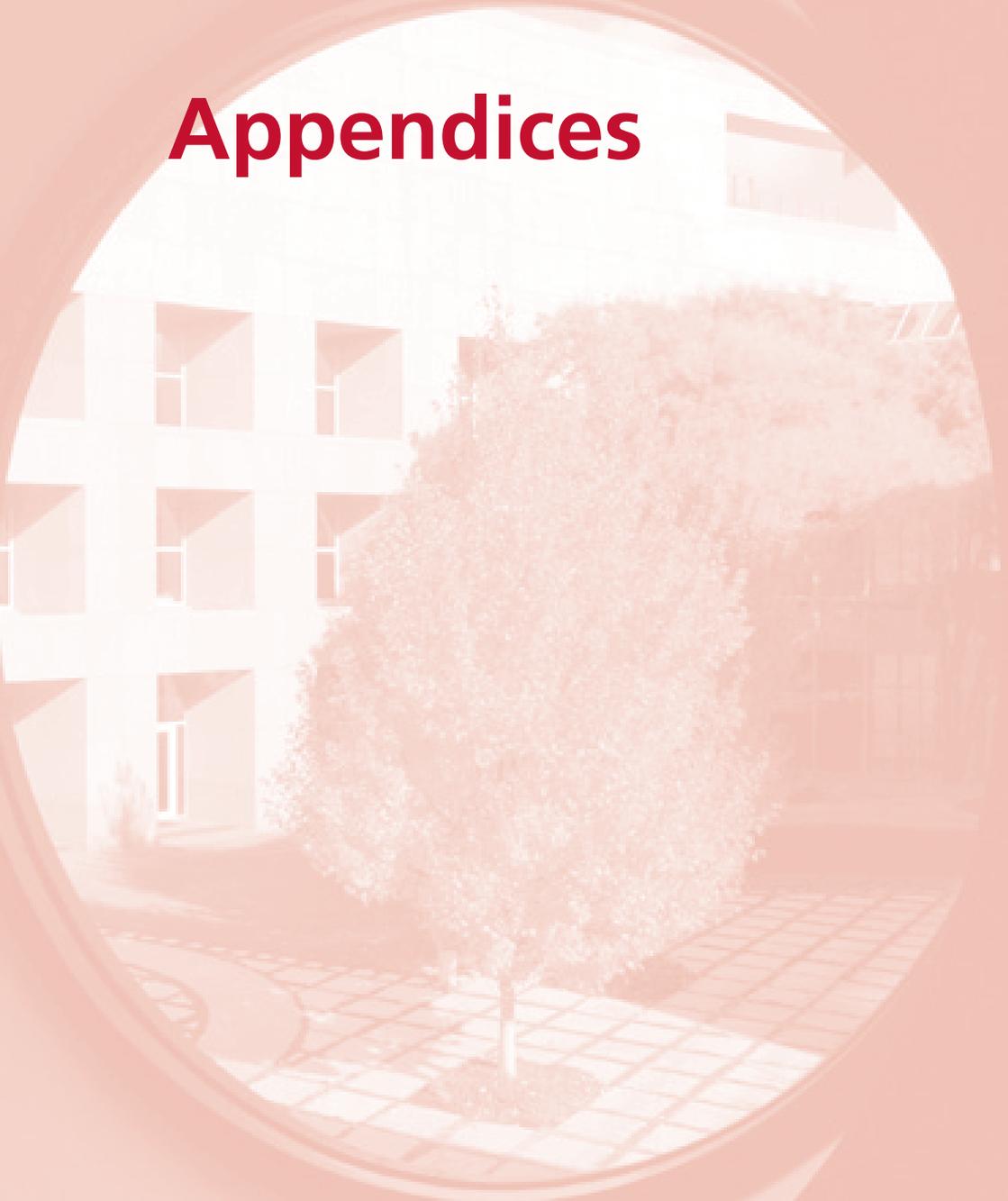
All departmental expense, income, assets and liabilities are attributable to the department's single outcome.

Note 18: Net cash appropriation arrangements

	2012	2011
	\$'000	\$'000
Total comprehensive income less depreciation/ amortisation expenses previously funded through revenue appropriations¹	339	434
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(808)	(1,016)
Total comprehensive loss - as per the Statement of Comprehensive Income	(469)	(582)

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

Appendices



Appendix 1—Resources

This section details the department's resources and expenses in 2011–12, as required by the Department of Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA Act bodies*, 28 June 2012.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2011–12:

- the resources statement, which provides information about the various funding sources on which the department was able to draw during the year
- the expenses and resources for outcome 1 table, which shows the detail of the resourcing for the department's outcome.

Resource statement, 2011–12

	Actual available appropriations for 2011–12 \$'000 (a)	Payments made in 2011–12 \$'000 (b)	Balance remaining \$'000 (a – b)
Ordinary annual services ¹			
Departmental appropriation			
Prior year departmental appropriation	12,009	-	-
Departmental appropriation	21,239	-	-
Section 31 relevant agency receipts	677	-	-
Total	33,925	21,596	12,329
Total ordinary annual services	33,925	21,596	
Other services			
Total other services	-	-	
Special Accounts			
Opening balance	-		
Appropriation receipts	-		
Appropriation receipts—other agencies	-		
Non-appropriation receipts to Special Accounts	-		
Payments made	-	-	
Closing balance			-
Total resourcing and payments	33,925	21,596	

¹ Appropriation (Parliamentary Departments) Bill (No.1) 2011–12.

Expenses and resources for outcome 1

	Budget ¹	Actual	Variation
		Expenses	
Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties	2011–12	2011–12	2011–12
	\$'000	\$'000	\$'000
	(a)	(b)	(a – b)
Program: Department of the Senate			
Clerk's Office	1,319	1,348	-29
Table Office	2,680	2,738	-58
Procedure Office	6,019	6,149	-130
Committee Office	8,581	8,766	-185
Black Rod's Office	3,240	3,309	-69
Total expenses for Outcome 1	21,839	22,310	-471
	2010–11	2011–12	
Average staffing level (number)	157	158	

¹ Full-year budget, including any subsequent adjustment made to the 2011–12 Budget.

Note: This table excludes resources received free of charge as reported in the Financial Statements.

Appendix 2—Staffing

The figures in this appendix include staff on long-term paid leave, but exclude staff on leave without pay or on temporary movements out of the department at 30 June 2012. Also excluded are those non-ongoing staff employed on a casual or sessional basis.

Staff numbers, by classification, salary range and gender, 30 June 2012

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	371,190	–	1	1
Deputy Clerk of the Senate (SES Band 2)	194,804–205,057	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	160,737–168,814	2	2	4
Parliamentary Executive Level 2 (PE 2)	121,680–130,106	12	12	24
Parliamentary Executive Level 1 (PE 1)	97,816–109,567	10	12	22
Parliamentary Service Level 6 (APS 6)	80,935–88,782	16	20	36
Parliamentary Service Level 5 (APS 5)	71,853–76,305	3	2	5
Parliamentary Service Level 4 (APS 4)	64,316–69,084	9	20	29
Parliamentary Service Level 3 (APS 3)	57,347–61,951	11	20	31
Parliamentary Service Level 1/2 (APS 1/2)	44,890–56,191	6	4	10
Total		70	93	163

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

Staff numbers, by classification, participation and employment category, 30 June 2012

Classification	Participation		Category		Total
	Full-time	Part-time	Ongoing	Non-ongoing	
Clerk of the Senate	1	–	1	–	1
SES Band 2	1	–	1	–	1
SES Band 1	4	–	4	–	4
PE 2	22	2	24	–	24
PE 1	16	6	19	3	22
APS 6	28	8	32	4	36
APS 5	5	–	5	–	5
APS 4	22	7	29	–	29
APS 3	25	6	22	9	31
APS 1/2	6	4	7	3	10
Total	130	33	144	19	163

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

Full-time equivalent staffing levels (staff years), 2010–11 and 2011–12

Program	2010–11	2011–12
Clerk's Office	4	6
Table Office	17	17
Procedure Office	33	34
Committee Office	58	59
Black Rod's Office	45	42
Total	157	158

Diversity profile, 2010–11 and 2011–12^a

	2010–11	2011–12
Gender		
Female	103	93
Male	71	70
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	–	–
EEO details not provided	1	4
English not first language spoken	4	4
With disability	–	–

a As at 30 June in each year.

Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2011–12 reports against particular legislated requirements. It also includes a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

<p>Section 74 of the Occupational Health and Safety Act 1991 and section 38 of the Work Health and Safety Act 2011</p>	<p>In 2011–12, within the department there were:</p> <ul style="list-style-type: none"> no accidents or incidents that required the giving of notice under section 68 of the Act no investigations or notices under sections 29, 46 or 47 of the <i>Occupational Health and Safety Act 1991</i> or sections 90, 191 and 195 of the <i>Work Health and Safety Act 2011</i>. <p>Further information about these arrangements for the department can be found in the 'Management and accountability' chapter.</p>
<p>Privacy Act 1988</p>	<p>The department is not subject to most of the provisions of the <i>Privacy Act 1988</i>. 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 the department's policy to observe, as far as practicable, the Privacy Principles set out in the Act.</p>
<p>Section 311A of the Commonwealth Electoral Act 1918</p>	<p>In 2011–12, the department paid a total of \$236,974 for advertising. Of the total, \$222,302 was in relation to Senate and joint committee activities, and the balance was for minor advertising (including one recruitment notice), delivered through Adcorp Australia, the government contractor.</p> <p>No market research, polling, direct mail or creative advertising organisations were engaged during the year.</p>
<p>Section 516A of the Environment Protection and Biodiversity Conservation Act 1999</p>	<p>Most aspects of the Parliament's, and hence the department's, environmental management, are coordinated by the Department of Parliamentary Services.</p>
<p>Legal Services Directions 2005</p>	<p>In 2011–12, the department expended \$27,143 on legal services. This amount does not include \$141,492 for the provision of independent legal advice supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year.</p> <p>In accordance with the <i>Legal Services Directions 2005</i>, the Clerk of the Senate certified to the Office of Legal Services Coordination the department's compliance with certain matters under paragraph 11.2 of the directions.</p>



AUSTRALIAN SENATE

CLERK OF THE SENATE

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

**ANNUAL REPORT 2011-12
FRAUD CONTROL CERTIFICATION**

In accordance with Section 5.8 of the Commonwealth Fraud Control Guidelines 2011, issued by the Minister for Home Affairs pursuant to Regulation 16A of the *Financial Management and Accountability Regulations 1997*, I, Rosemary Laing, Clerk of the Senate, hereby certify to the President of the Senate that I am satisfied that:

- current fraud risk assessments and fraud control plans have been prepared;
- appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes in place, and
- all reasonable measures to minimise the incidence of fraud and to investigate and recover the proceeds of fraud have been taken.

Rosemary Laing

17 September 2012

Appendix 4—Public awareness activities and publications

During 2011–12, 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:

- individual parliamentarians and their staff
- departmental staff, other parliamentary officers and staff from a wide range of Australian Public Service departments and agencies
- members of the diplomatic community
- overseas visitors, including parliamentary delegations and participants in capacity building programs
- participants in conferences and seminars, including as part of programs conducted by the Australian National University Parliamentary Studies Centre and the Australasian Study of Parliament Group
- school children and members of the public.

Departmental officers also published papers on the powers, procedures and operations of the Senate or related issues, as detailed below.

Papers produced by departmental officers, 2011–12

Author	Publication	Date
Rosemary Laing	<i>A view from the Senate</i> , The impact of minority government on the House of Representatives, seminar, Parliament House	August 2011
Bill Bannear	<i>Curbing the Grand Inquest: legislative v. executive in the United States and Australia</i> , <i>Papers on Parliament</i> , Number 57, Department of the Senate	February 2012

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2011–12, as listed by category below. Contact details for each publication area are also listed at the end of this appendix.

Materials which are available on the Senate’s 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 . Materials available on CD are marked with the symbol .

Publications by subject area

Publications on the work and procedures of the Senate		
<i>Annotated Standing Orders of the Australian Senate</i>	 	commentaries on, and amendment histories of, the standing orders
<i>Bills List</i>	 	details of the status of bills before parliament
<i>Brief Guides to Senate Procedure, Nos 1–24</i>	 	practical guides to common practices and procedures
<i>Business of the Senate</i>	 	a comprehensive summary of business, prepared biannually
<i>Chamber Support Services for Senators</i>		a guide to documents and services provided to the chamber
<i>Dynamic Red</i>		the daily <i>Order of Business</i> , updated online during each sitting day, together with outcomes
<i>Journals of the Senate</i>	 	the minutes of chamber proceedings
<i>List of Senators</i>	 	senators' contact information, terms of service and state and party representation
<i>Notice Paper</i>	 	the Senate's daily agenda
<i>Odgers' Australian Senate Practice, 13th edition</i>	 	a comprehensive procedural reference work, also available as an e-book
<i>Order of Business</i>	 	the Senate 'Red' or daily program
<i>Pocket Guide to Senate Procedure</i>		a consolidation of the <i>Brief Guides to Senate Procedure</i>
<i>Preparing Private Senators' Bills, Explanatory Memoranda and Second Reading Speeches: A Guide For Senators</i>		information about preparing bills, for senators and their support staff, also available on the departmental intranet
<i>Privileges Committee 125th Report—Parliamentary Privilege: Precedents, Procedures and Practice in the Australian Senate 1966–2005</i>	 	the most recent consolidated account of the work of the Senate Committee of Privileges
<i>Procedural Information Bulletin</i>	 	a regular digest of events of procedural significance
<i>Questions on Notice Summary and Status of Questions on Notice</i>	 	statistical analyses of questions placed on notice by senators for a parliament, updated biannually and fortnightly, respectively
<i>Routine of business</i>	 	a guide to the routine of business for sittings days and the time limits for debate
<i>Senate Briefs, Nos 1–16</i>	 	general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate

<i>Senate Daily Summary</i>	 	a daily digest of Senate business
<i>Senate Statistical Summary</i>	 	weekly statistics on Senate business
<i>Senators' Guide to Procedures</i>	 	a practical introduction to the chamber
<i>Senators' Handbook—A Guide to Services, Entitlements and Facilities for Senators</i>		information for senators and their support staff, also available on the departmental intranet
<i>Standing Orders and Other Orders of the Senate</i>	 	the rules and resolutions governing the Senate's proceedings
<i>StatsNet</i>		online statistical databases, including a list of bills that are possible double dissolution triggers and fortnightly updates of questions placed on notice by senators
<i>The Senate</i>		a brochure about the role and functioning of the Senate
Publications on the work and procedures of Senate committees		
<i>Bills Referred to Committees</i>		an up-to-date list of bills referred to committees
<i>Business of Committees</i>	 	the Senate 'Committee Red' or daily program
<i>Committee Office Estimates Manual</i>		a guide for committee staff on preparing, running and reporting on the estimates process
<i>Committee Office Manual</i>		an up-to-date manual for committee staff outlining committee administrative processes and practices and procedural information
<i>Committee Style Guide</i>		style guide for the preparation of Senate committee reports
<i>Consolidated Register of Senate Committee Reports</i> 1970–2004 and annual supplements 1970–2011	 	a register of committee reports presented to the Senate since 1970
<i>Delegated Legislation Monitor</i>		information on every disallowable legislative and non-legislative instrument tabled in the Senate during a sitting week, also prepared as an annual consolidated volume
<i>Disallowance Alert</i>		an up-to-date list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes
<i>Estimates at a Glance</i>	 	a daily summary of Senate estimates hearings, including links to webcasts and programs
<i>Guidelines for Committee Chairs (short and long versions)</i>		a guide to assist senators chairing committees, also available on the departmental intranet

<i>Guide to Committee Procedure and Practice</i>		an easy-reference guide for committee staff
<i>How to make a submission to a Senate committee inquiry</i>		three information brochures for members of the public with an interest in participating in the work of Senate committees
<i>Notes for the guidance of witnesses appearing before Senate committees</i>		
<i>Procedures to be observed by Senate committees for the protection of witnesses</i>		
Public hearings/meetings	 	the program of scheduled committee meetings and hearings
RSS feeds		an alert service for new Senate committee inquiries, recently tabled Senate committee reports and public hearings
<i>Scrutiny of Bills Committee Alert Digests</i>	 	information for senators and the public about concerns raised by the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Bills Committee Reports</i>	 	the observations and recommendations of the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Disallowable Instruments</i>		a list of disallowable legislative and non-legislative instruments about which the Regulations and Ordinances Committee has raised concerns during a calendar year
<i>Senate Disallowable Instruments List</i>		a list of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting period
<i>Senators' Staff Guide to the Operation of Senate Committees (short and long versions)</i>		a guide to assist senators' staff to support the committee work of senators, also available on the departmental intranet
<i>Work of Committees</i>	 	a comprehensive summary of committee business, prepared biannually
Parliamentary, constitutional and historical publications		
<i>Australia's Constitution</i>		an online version of the Australian Constitution
<i>Australia's Magna Carta</i>		a booklet which chronicles the story of the Parliament's acquisition of its 1297 Inspeximus copy of Magna Carta
<i>Business of the Senate 1901–1910 (two volumes)</i>		commemorative issues relating to the business of the early parliaments
<i>Can Responsible Government Survive in Australia?</i> David Hamer, revised edition, 2004	 	a comparative study of the powers and procedures of 20 Commonwealth legislatures, by a former senator and member
<i>Eureka and the Prerogative of the People</i> , John Molony, 2004		a booklet commemorating the 150th anniversary of the Eureka Stockade rebellion

<i>Papers on Parliament, Nos 1–57</i>	 	the department's journal, which publishes the texts of occasional lectures and other essays
<i>Platypus and Parliament: The Australian Senate in Theory and Practice</i> , Stanley Bach, 2003	 	a comprehensive analysis of the Senate by a former Senate Fellow
<i>Records of the Australasian Federal Conventions of the 1890s</i>		the complete transcripts of the debates that led to the founding of the nation
<i>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</i>		copy of the official transcript and other records of the centenary sittings in Melbourne
<i>Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990</i>	 	a general history of the Senate's committee system
<i>The Biographical Dictionary of the Australian Senate</i>		an ongoing, multi-volume reference work on Australia's senators, volume 1 covering 1901–1929, volume 2 covering 1929–1962, volume 3 covering 1962–1983 and volume 4 forthcoming
<i>The President of the Senate</i>		an illustrated guide to the role and work of the President
Parliamentary Education Office publications and other resources		
<i>Assignment Assistant</i>		a website for students to obtain assistance and guidance to resources about parliament
<i>Australia's Constitution</i>		a pocket-sized edition of the Australian Constitution
<i>Australia's Constitution CD</i>		a double CD edition of the Australian Constitution, for people with a vision or print disability
<i>Closer Look—Parliament versus Congress</i>		a brief comparison of the political systems of Australia and the United States
<i>Closer Look—Governing Australia: Three Levels of Law-making</i>		an explanation, with examples, of Australia's system of government
<i>Closer Look—A Short History of Parliament</i>		a description of the origins and development of parliament
<i>Closer Look—Australia's Parliament House</i>		a brief history of the building used by parliament
<i>Closer Look—The Australian Constitution</i>		information about the Australian Constitution, its history and significance
<i>Closer Look—Australian Federation</i>		information about the reasons for federation and how we came to be joined under 'one flag, one destiny'

<i>Despatch Box Education Kit</i>		a complete kit of props, costumes and other resources to engage students in the work of Australia's Parliament
Fact sheet series		57 fact sheets covering many aspects of the role and functions of parliament
<i>Get Parliament</i>		a project book about the history, role and work of parliament, for upper primary and lower secondary teachers and students
Get Parliament worksheets		a series of nine practical worksheets to help teachers and students unpack information contained in the Get Parliament publication
<i>Image Library</i>		a collection of over 150 diagrams and photos available for use by teachers and students
Kidsview	 	interactive games and activities about parliamentary topics for students and teachers
<i>Parliament in Pictures</i>		ten posters and a classroom guide introducing teachers and students to parliament
Parliament NOW		information about the 43rd Parliament and the operations of the Senate and the House of Representatives
Parliament of Wizards CD		teacher resource that introduces primary school students to parliament through the world of magic
<i>Parliamentary Education Office Education Resources Catalogue and Order Form</i>		a brochure providing a brief description of PEO resources and how to order them
Parliamentary glossary		a list of parliamentary terms and definitions
<i>Parliamentary Lesson Plans</i>		12 lesson plans about parliamentary topics for teachers of middle to upper secondary students
poster of the Senate chamber		A2-sized colour poster of the Senate chamber
poster of the House of Representatives chamber		A2-sized colour poster of the House of Representatives chamber
<i>Quick Answers</i>		answers to 113 questions about parliament
Role-play lesson plans and toolkit		seven role-play lesson plans, each with its own toolkit full of resources for teachers, including scripts, templates and diagrams
<i>Role-play the Parliament: A Teachers' Guide</i>		activities and instructions for using parliamentary role-play in the classroom

Videos		a series of seven short online videos about parliament including: What is Parliament, The Senate and The House of Representatives
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 5943	fax: 02 6277 5838

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—Contact details

This appendix lists contact details for all areas of the department. More specific contact details for inquiring about publications are listed in appendix 4.

Department of the Senate

Parliament House Canberra ACT 2600	phone: 02 6277 7111 fax: 02 6277 3000 web address: www.aph.gov.au/senate/dept
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Office-holders and senior officers of the Senate

President's Office

President of the Senate

Senator the Hon. 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 Hon. Stephen Parry	email: senator.parry@aph.gov.au
Parliament House	phone: 02 6277 3658 fax: 02 6277 5822
Electorate Office—Launceston, Tasmania	phone: 03 6334 1755 fax: 03 6334 1624

Clerk's Office

<i>Clerk of the Senate</i>	email: clerk.sen@aph.gov.au
Rosemary Laing	phone: 02 6277 3350 fax: 02 6277 3199
<i>Deputy Clerk of the Senate</i>	email: depclerk.sen@aph.gov.au
Richard Pye	phone: 02 6277 3360 fax: 02 6277 3199

Table Office

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

Procedure Office

<i>Clerk Assistant (Procedure)</i>	email: ca.procedure.sen@aph.gov.au
Bronwyn Notzon	phone: 02 6277 3380 fax: 02 6277 3289

Committee Office

<i>Clerk Assistant (Committees)</i>	email: ca.committees.sen@aph.gov.au
Chris Reid	phone: 02 6277 3371 fax: 02 6277 3199
<i>Inquiries</i>	phone: 02 6277 3555 fax: 02 6277 3899

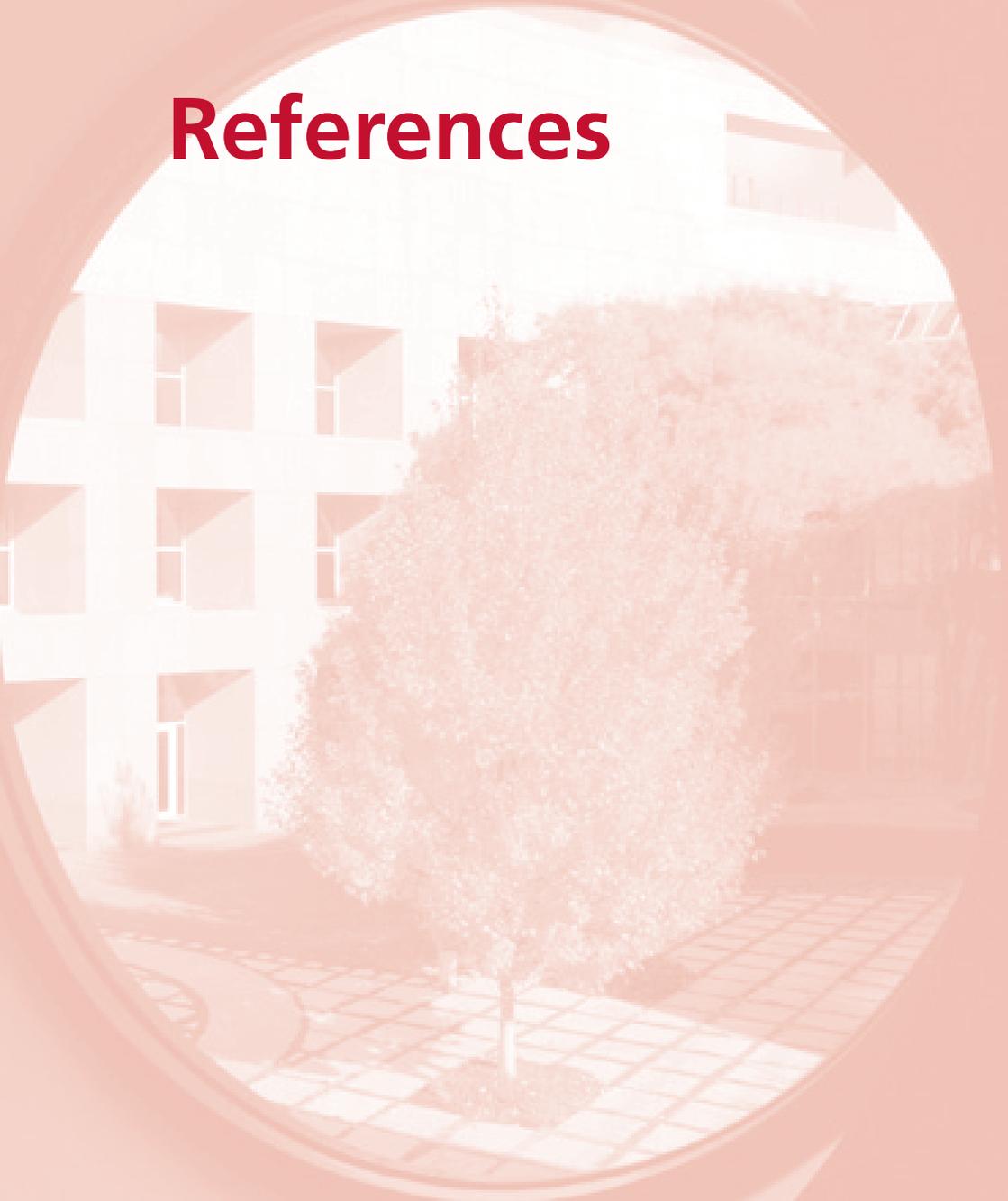
Black Rod's Office

<i>Usher of the Black Rod</i>	email: blackrod.sen@aph.gov.au
Brien Hallett	phone: 02 6277 3398 fax: 02 6277 3199

Other contacts

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	email: senateit@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
Senate Public Information Office	email: spio@aph.gov.au phone: 02 6277 3238
Senators' services	email: senate.hotline@aph.gov.au phone: 02 6277 3500 fax: 02 6277 3000
Web Publishing	email : websen@aph.gov.au phone : 026277 3674 Fax : 02 6277 3678

References



Glossary and abbreviations list

amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may 'request' the House of Representatives to make such amendments.
AusTender	Australian Government tender system
bill	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of the Commonwealth Parliament, the House of Representatives and the Senate. The two Houses must agree to a bill in identical terms before it can be transmitted to the Governor-General for assent, which marks its passage into law.
CD	compact disc
clerks at the table	Clerks, including the Clerk (the head of the department), the Deputy Clerk and other senior officers of the department, who sit in the chamber and provide procedural advice while taking the minutes of Senate proceedings.
Comcare	Agency responsible for workplace safety, rehabilitation and compensation for Australian Government employees
CommDocs	A document handling system consisting of a series of private searchable websites for each committee, accessible only to members of the committee and their authorised staff.
committee of the whole amendments	Amendments proposed to the text of bills dealt with by a committee consisting of all the members of the Senate formed to consider a bill in detail
department, the	Department of the Senate
disallowance notice	A procedure by which a senator notifies the Senate that he/she seeks to disallow certain delegated legislation.
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
HTML	hypertext mark-up language
ICT	information and communications technology
Inspeximus copy of Magna Carta	The 1297 Inspeximus copy of Magna Carta endorsed by King Edward I, which confirms the principal provisions of the original Magna Carta.
motions/procedural motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders.
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.
ParInfo Search	Parliamentary Information Search System, a web-based parliamentary search service

PDF	A publishing format that allows hard-copy documents to be captured as electronic versions suitable for use in a range of systems and applications.
PEO	Parliamentary Education Office
PEP UP	Parliamentary Executive Professional Upgrade Program
Presiding Officers	The President of the Senate and the Speaker of the House of Representatives are the Presiding Officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective chamber department and together they are responsible for the Department of Parliamentary Services.
questions on notice	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the minister or the minister's department.
running sheet	A checklist of amendments used by senators when considering bills in the committee of the whole. Running sheets show all proposed amendments, identified by subject matter and grouped as needed; conflicts between amendments; relevant references in the bills under consideration; and procedural questions to be posed by the Chair of Committees.
schedules of amendments	Lists of amendments to bills, agreed to by the Senate, which are forwarded to the House of Representatives for consideration.
SCID	The Senate Centralised Information Database which is used to manage information and documents to support committee inquiries.
scripts/procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate.
second reading amendments	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills.
senators' survey, survey of senators' satisfaction	A biennial 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 2011.
SES	Senior Executive Service
Skype	A software application that enables users to make voice and video calls over the internet.
SPIO	Senate Public Information Office
Standing Orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
third reading print	A bill which is amended by the House in which it originates is reprinted to incorporate the amendments before it is transmitted to the other House. The bill is transmitted in the form in which it is 'read a third time' in the originating House and is known as the 'third reading print'.
TOPS	Table Office Production System
TRIM	Total Records and Information Management (the department's record keeping system)

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